

Brookings County

# Travel / Education Request Form

Name(s): Jacob Brehmer, Reid Squires

Department: Equalization Position(s): Director, Deputy

Date(s)	Beginning Odometer	Ending Odometer	Destination
August 13, 2020			DeSmet, SD

**Reason for Travel:**

Soil Adjustment Field Tours

**Passengers:**

\_\_\_\_\_

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto  
\_\_\_\_\_ Miles @ \$ \_\_\_\_\_ /per mile = \$ 0.00
  - Meals: \_\_\_\_\_ Breakfast(s) @ \$ \_\_\_\_\_ = \$ 0.00  
\_\_\_\_\_ Lunch(s) @ \$ \_\_\_\_\_ = \$ 0.00  
\_\_\_\_\_ Dinner(s) @ \$ \_\_\_\_\_ = \$ 0.00
  - Additional Expenses (taxi, parking, etc.):  
Please list: \_\_\_\_\_ = \$ \_\_\_\_\_
  - Lodging (Estimated number of nights): \_\_\_\_\_ = \$ \_\_\_\_\_
  - Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_
- Total Cost Estimate:** = \$ 0.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile



Department Head Signature

8-3-2020

Date

Brookings County

# Travel / Education Request Form

Name(s): Eileen Aberle

Department: Veterans Affairs Position(s): VSO Deputy Director

Date(s)	Beginning Odometer	Ending Odometer	Destination
Aug 24, 2020			Pierre
Aug 27, 2020			Brookings

**Reason for Travel:**

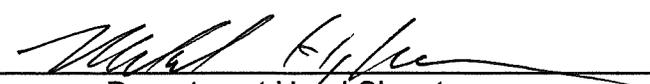
To Attend the State VSO school.

**Passengers:**

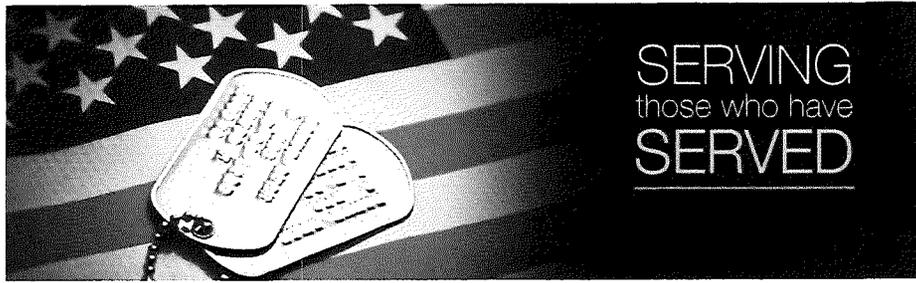
**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto
    - 400 Miles @ \$ 0.42 /per mile = \$ 168.00
  - Meals:
    - 3 Breakfast(s) @ \$ 6.00 = \$ 18.00
    - 4 Lunch(s) @ \$ 14.00 = \$ 56.00
    - 3 Dinner(s) @ \$ 20.00 = \$ 60.00
  - Additional Expenses (taxi, parking, etc.):
    - Please list: \_\_\_\_\_ = \$ \_\_\_\_\_
  - Lodging (Estimated number of nights): \_\_\_\_\_ = \$ 350.00
  - Registration (Estimated cost): \$100.00 = \$ 50.00
- Total Cost Estimate:** = \$ 702.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
 Department Head Signature

8/11/20  
 Date



Message from Secretary Whitlock

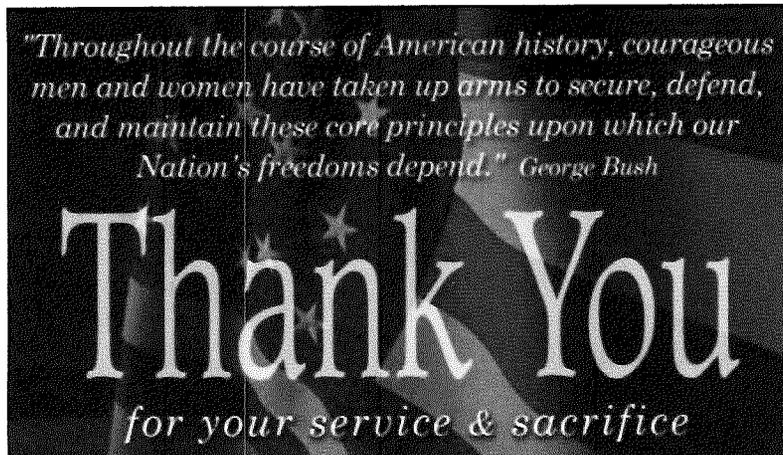
We are pleased to welcome you to the annual SDDVA Benefit School.

The next few days will be dedicated to covering a wide spectrum of themes related to veterans benefits. We are hopeful you will identify subjects of interest and will benefit from the group discussions.

We appreciate your participation and your continued commitment to creating a welcoming environment for our veterans.

Thank you for the role you played in assisting our veterans during the COVID-19 pandemic. Your leadership was truly appreciated.

*Greg Whitlock, Secretary  
South Dakota Department of Veterans Affairs*



# South Dakota Department of Veterans Affairs



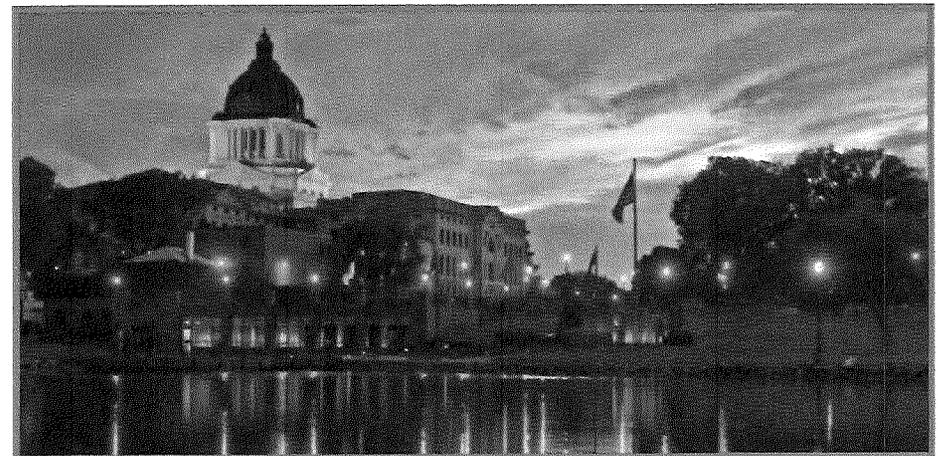
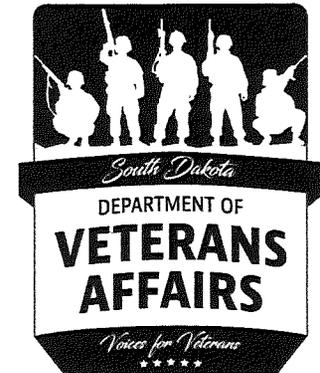
Annual Benefit School - August 24-27, 2020  
Ramkota Conference Center—Pierre, SD

South Dakota Department  
of Veterans Affairs

425 E. Capitol

Pierre, SD 57501

605.773.3269



Brookings County

# Travel / Education Request Form

Name(s): Michael Holzhauser

Department: Veterans Affairs

Position(s): VSO

Date(s)	Beginning Odometer	Ending Odometer	Destination
Aug 24, 2020			Pierre
Aug 27, 2020			Brookings

**Reason for Travel:**

To Attend the State VSO school.

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

400 Miles @ \$ 0.42 /per mile = \$ 168.00

• Meals: 3 Breakfast(s) @ \$ 6.00 = \$ 18.00

4 Lunch(s) @ \$ 14.00 = \$ 56.00

3 Dinner(s) @ \$ 20.00 = \$ 60.00

- Additional Expenses (taxi, parking, etc.):

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

- Lodging (Estimated number of nights): \_\_\_\_\_ = \$ \_\_\_\_\_

- Registration (Estimated cost): \$100.00 = \$ 50.00

**Total Cost Estimate:** = \$ 352.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
\_\_\_\_\_  
Department Head Signature

8/11/20  
\_\_\_\_\_  
Date

## Monday—August 24

- 1:00 pm SDDVA Welcome and Update - Secretary Whitlock and Deputy Secretary Pollard
- 1:30 pm VABHCS Update – Director Sandra Horsman
- 2:30 pm Dakota’s Regional Office Update – Director Shawn Bohn
- 3:00 pm Break
- 3:15 pm SFVAHCS - Director Lisa J. Simoneau
- 4:15 pm State Veterans Home Update
- 4:45 pm SDVSO Association Meeting
- 6:00 pm Steak Fry (American Legion Post 8) – Guest Speaker—Senator Rounds



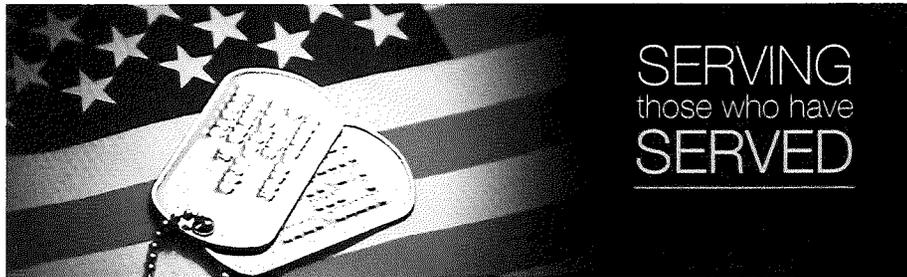
## Tuesday—August 25

- 8:00 am ASIST Training – Julie Moore (AVERA)
- 10:00 am Break
- 10:15 am Appeals – Krystal Taylor
- 11:15 am Blue Water Navy – Kevin Bowen
- Noon Lunch (on your own)
- 1:00 pm Researching Claims – Aaron Pollard
- 2:00 pm Care in the Community—SFVAHCS
- 3:30 pm Break
- 3:45 pm Integrated Health/Battle Acupuncture—SFVAHCS
- 4:45 pm Adjourn
- 6:00 pm Vendor Night



## Wednesday—August 26

- 8:00 am US Department of Labor – Sarah Bierman
- 8:45 am Burial Benefits – Shannon Phillips
- 9:45 am Break
- 10:00 am Pension - Heather Bullerman
- Noon Lunch (on your own)
- 1:00 pm Military Retirement and Benefits (BDD, CRDP, CRSC, TriCare, and Champ VA) – Jerry Lemme and Brian Voges
- 2:00 pm National VFW 2020 Training Highlights – Will Huffmon
- 3:00 pm Break
- 3:15 pm Avera Veterans Hospice Program – Karen Gallagher
- 4:15 pm SDVSO Association Meeting



## Thursday—August 27

- 8:00 am Test Review
- 9:00 am Closing Remarks
- 9:15 am Break
- 9:30 am Test



# Travel / Education Request Form

Name(s): Lori Schultz

Department Finance

Position(s)

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
Sept-Dec			on-line NACO course

Reason for Travel: <sup>on-line</sup> Leadership training through NACO Sept-Dec.

Passengers \_\_\_\_\_

**Estimated Expenses**

- Method of Travel:  County Vehicle     Private Auto
    - \_\_\_\_\_ miles @ \$\_\_\_\_\_/per mile = \$ \_\_\_\_\_
  - Meals:
    - Breakfast @ \$6.00 = \$
    - Lunch @ \$14.00 = \$
    - Dinner @ \$20.00 = \$
  - Additional Expenses (taxi, parking, etc)
    - Please list \_\_\_\_\_ = \$
  - Lodging: \_\_\_\_\_ Estimated number of days/ nights = \$
  - Registration \_\_\_\_\_ Estimated cost = \$ 1695.00
- Total Cost Estimate = \$ \_\_\_\_\_

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

*Chicki Busch*  
 Department Head Signature

8-12-20  
 Date

This is a 12-week online program with content provided by industry leading executives. The curriculum provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and how to deliver increased value from high performance county management.

Below is the

### **Course 1: Leadership Mindset & Positive Engagement**

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

### **Course 2: Leading Effective Change**

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

### **Course 3: Communication and Collaboration**

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

### **Course 4: Leading High Performance Teams**

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It's All About People.

#### **COURSE 1: September 14<sup>th</sup> – October 9<sup>th</sup>**

- Module 1: Your Leadership Mindset
- Module 2: Your Potential as a Positive Leader
- Module 3: Positive Leadership and Your Team: Empowerment & Engagement
- Module 4: Leadership Rules and Your Oath
- Break Week: October 12<sup>th</sup> – October 16<sup>th</sup>

#### **COURSE 2: October 19<sup>th</sup> – November 13<sup>th</sup>**

- Module 1: The Process of Change: Planning
- Module 2: The Process of Change: Executing
- Module 3: The Process of Change: Sustaining
- Module 4: Leadership Rules and Your Oath

#### **COURSE 3: November 16<sup>th</sup> – December 11<sup>th</sup>**

- Module 1: Speaking the Language of Business
- Break Week: November 23<sup>rd</sup> – November 27<sup>th</sup>
- Module 2: Positive Communications
- Module 3: Mutual Gains Approach

#### **COURSE 4: December 14<sup>th</sup> – December 18<sup>th</sup>**

- Module 1: It's All About People
- Graduation: December 18<sup>th</sup>



"Many frontline managers are exactly the people we cannot afford to lose. The NACo High Performance County Leadership Academy helps to retain these vital employees and helps enable them to be better leaders."

Matt Chase, Executive Director, NACo

Brookings County

# Travel / Education Request Form

Name(s): Commissioners, Department Heads, Deputies

Department: \_\_\_\_\_ Position(s): \_\_\_\_\_

Date(s)	Beginning Odometer	Ending Odometer	Destination
Sept 13-15, 2020			Sioux Falls, SD

**Reason for Travel:**

SDACC, SDACO, SDACHS, SDACWO - Fall Convention  
estimate per attendee

**Passengers:**

\_\_\_\_\_  
 \_\_\_\_\_

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

116 Miles @ \$ 0.42 /per mile = \$ 48.72

- Meals: 1 Breakfast(s) @ \$ 6.00 = \$ 6.00

0 Lunch(s) @ \$ 0.00 = \$ 0.00

2 Dinner(s) @ \$ 20.00 = \$ 40.00

- Additional Expenses (taxi, parking, etc.):

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

- Lodging (Estimated number of nights): 2 nights lodging = \$ 200.00

- Registration (Estimated cost): \$185 = \$ 185.00

**Total Cost Estimate:** = \$ 479.72

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
 Department Head Signature

8/11/2020  
 Date

**2020 County Convention Registration**  
**September 14 - 15, 2020**  
**SIoux FALLS RAMKOTA HOTEL**



**Pre-Registration Fee is \$185.00 per person**  
 if you are paid by August 28.  
 This fee includes all program materials,  
 breaks, and meals.  
**Registration after August 28 will be \$225.00.**

**Cancellation Policy:** Full refund if canceled by August 28, 2020  
**NO REFUND** after August 28.

Return this form with payment by **August 28** to:  
**SD Counties**  
**211 E Prospect Ave**  
**Pierre SD 57501**

**QUESTIONS: Call 1-605-224-4554**

**County / Company:** \_\_\_\_\_

**Name**

**Title**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Spouse/Guest Registration**

**Spouse/Guest Registration**

**Meals \$50.00** (Includes Opening Luncheon,  
 Tuesday Breakfast, Tuesday Lunch)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**\*\*\*Area Motels\*\*\* BLOCK NAME – “SD Counties”**

**BLOCKS RELEASE AUGUST 14, 2020**



**Rooms are available at the following hotels:**

**Dakotah Lodge – 332-2000 - \$79.00**

**AmericInn – 274-1180 - \$98.00**

**Baymont – 338-6242 - \$79.00**

**Holiday Inn & Suites – 331-2040 - \$119.00**

**ClubHouse Inn & Suites – 361-8700 - \$109.99 (Shuttle service available)**

**Casual/theme attire is a MUST!**

Brookings County

# Travel / Education Request Form

Name(s): Sonia Mack

Department: Extension/4-H

Position(s): 4-H Youth Program Advisor

Date(s)	Beginning Odometer	Ending Odometer	Destination
8/29-8/30			Huron, SD
9/1-9/7			Huron, SD

**Reason for Travel:**

State Horse Show

SD State Fair

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

200 Miles @ \$ 0.42 /per mile = \$ 84.00

- Meals: 7 Breakfast(s) @ \$ 6.00 = \$ 42.00

8 Lunch(s) @ \$ 11.00 = \$ 88.00

9 Dinner(s) @ \$ 15.00 = \$ 135.00

- Additional Expenses (taxi, parking, etc.):

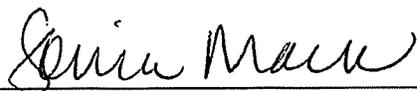
Please list: Daily Parking Pass, Daily Entrance = \$ 55.00

- Lodging (Estimated number of nights): 7 @ \$120/night = \$ 840.00

- Registration (Estimated cost): \_\_\_\_\_ = \$ 0.00

**Total Cost Estimate:** = \$ 1,244.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile



Department Head Signature

8.11.2020

Date

(605) 352-2000

Best Western of Huron

bwhuron@gmail.com

2000 DAKOTA SOUTH  
HURON, SD 57350

Room #

01/02/20 11:48 PM

Conf # 99998

Loyalty Club: 600663-75089-36614 BASE

Arrival 09/01/20

Guarantee/Cxl GTD/24H

Departure 09/07/20

Registered To:

Room Type QQD -2 Queens Down

MACK,SONIA

Guests 1/0

826 32ND AVE  
BROOKINGS,SD 57006  
UNITED STATES

Payment Cash

(605) 693-8280

Guest Initials:

Reservation & Rate Information							Avg Daily Rate: \$120.00	
	Tue	Wed	Thu	Fri	Sat	Sun	EXTENDED DATES	
Date	09/01/20	09/02/20	09/03/20	09/04/20	09/05/20	09/06/20		
Rate	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00		
Tax	12.80	12.80	12.80	12.80	12.80	12.80		
Pkg								
Extra 1								
Extra 2								

This to confirm your reservation for the above listed dates. Your reservation will be held until 4:00pm of the date of arrival. The checkin time is 3:00pm.