

**2018 SD County
Convention
“Counties Rally”**

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Keynote:

“Coming Home”

Malcom Chapman

Chapman Group

Monday, September 10

11:00 am CDT



Dean Wagner - SDACC

I would like to take this opportunity to thank the Commissioners of SD for allowing me to represent you as President of the SDACC this past year.

I would also like to thank my wife, Myrna, for supporting me. It is a time consuming job if it is done right.

I could not have done it without the help and support of Bob and Kris. They were always willing to obtain and share the information I needed to carry out my duties. I also had a great Executive Board to work with. When I was unsure of the proper decision, I would call the board members, discuss it, and together I feel we came up with the right decisions.

In July, I had the opportunity to attend the NACo Conference in Nashville. While there, I sat in on several different committee hearings. One thing I found is that most counties nationwide, large or small have a lot of the same issues we face. While there, I had the chance to visit with commissioners from across the nation.

One of the most interesting

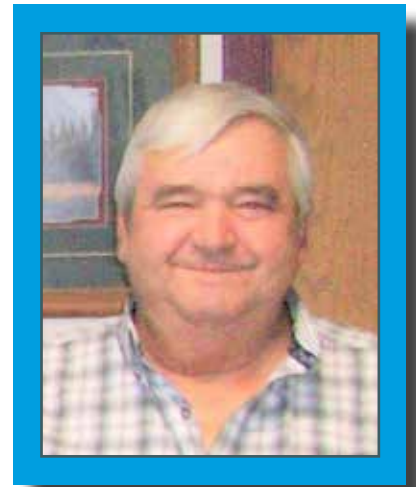
concepts was the voting for second vice president of NACo.

The vote went several ballots. In the end, South Dakota's 11 votes were the deciding factor in

the election.

I would ask that everyone please consider attending our state convention in Pierre during September. The breakout sessions are very informative and one of the best benefits is meeting and sharing problems and ideas with other commissioners from across the state.

In closing, I would like to thank my fellow commissioners from Harding County for the support they have shown me. I would also like to thank Duane Sutton for his guidance; and



Gary Jaeger who will make a fantastic president for the Association.



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Brian Hunhoff - SDACO

The clock ticks fast when you're having a blast. This is my final County Comment column as SDACO president. It has been a busy 12 months. Deputy Director Kris Jacobsen can confirm I nailed at least one of my 2018 goals by always getting these articles to her before deadline.

My heartfelt thanks for the opportunity to serve as president this past year. It's been an honor to represent our great group of county officials and work with your wonderful SDACO board.

We had 100 percent attendance at our summer board meeting in Oacoma last week, including Meade County Auditor Lisa Schieffer who was appointed to fill an unexpired term. Most of you will recall Lisa as our SDACO president in 2014. She has always been an excellent West River voice for our association. We appreciate her stepping up, despite a very busy schedule of work and Schieffer family activities.

Rally Time: I hope to see many of you at our fall convention on Sept. 10-11 in Pierre. One of our events was inspired by those law enforcement lip sync challenges sweeping the country. As I understand our contest, you can put together a 'band' comprised of people from your county, or a team of auditors, or a team of highway superintendents, or a team of Vikings fans, or a team of cowboy commissioners ... whatever!

Who wins a lip sync challenge between the SDACO and SDACC executive boards? It's on! If we have enough music-loving, fun-loving people willing to perform for a minute or two, this should be a hoot!

Music City: One of my highlights as

SDACO president was attending the National Association of Counties Conference July 13-16 in Nashville. It was held in the Gaylord Opryland Hotel – an enormous place with 3,000 hotel rooms and 20 different restaurants and bars. It's the largest hotel in the U.S. outside of Las Vegas.

I took part in several good sessions. Topics that interested me included: adaptive leadership techniques; main street revitalization projects; reducing mentally ill in jails; negotiating critical confrontations; juvenile incarceration alternatives; community art projects; how to improve emotional intelligence; initiatives for healthier counties; and preparations for the 2020 census.

There were often two or three good workshops scheduled at the same time, so I "bounced" – attended the first half of one session and second half of another. I was usually able to get review materials and power point printouts from both, so I had plenty of good reading material while trying to fall asleep in my hotel room (always a challenge for me).

I learned more in Nashville than fits in one column, but here are 10 thoughts to ponder:

1. Leadership: Most don't know how much you know. Everyone knows how much you care.
2. If you don't know it, own it ... then learn it.
3. Hiring decisions are most important we make. Hire adults, avoid adolescents.
4. Adolescent staff poison you slowly, like a daily drop of toxic in your coffee.
5. Reward good employees. Learn and speak their language of appreciation.



6. IQ doesn't change much. Emotional intelligence is more important and can grow a lot.
7. In office conflict, replace anger with curiosity. You can't solve a problem with a villain.
8. In crucial confrontations, behavior in first 15 seconds sets tone for everything to follow. You have one or two sentences to establish the climate.
9. It costs \$88,000 per year to jail a child, and makes them more likely to become adult criminals.
10. Sincerity is the secret to success. Once you can fake it, you've got it made! (That one is a joke.)

Some of the main street redevelopment ideas were about cleaning up dilapidated downtowns, putting fresh paint on old buildings, adding better lighting and walking paths, creating parks and other public spaces ... things like that. Communities doing such work have seen an increase in new businesses and decrease in crime. A speaker said, "If you have a community that looks a certain way, it will act a certain way."

Mercer Street in Clarkson, TN has completely turned around, changing from a slum favored by drug addicts and prostitutes to a place where families gather. The prostitution rate has dropped 860% There were 17 prostitutes working Mercer Street; now there are just two or three.

Continued on page 9

Benny Schell - SDACHS

Man, how time flies! It seems like it was just spring, and before you know it the white stuff will start falling.

In Corson County we had a lot of rain and still getting it. The crops are going to be the best crops that the farmers ever had, if they can get them in the bins or to the elevator. This is a 100% turnaround from last year.



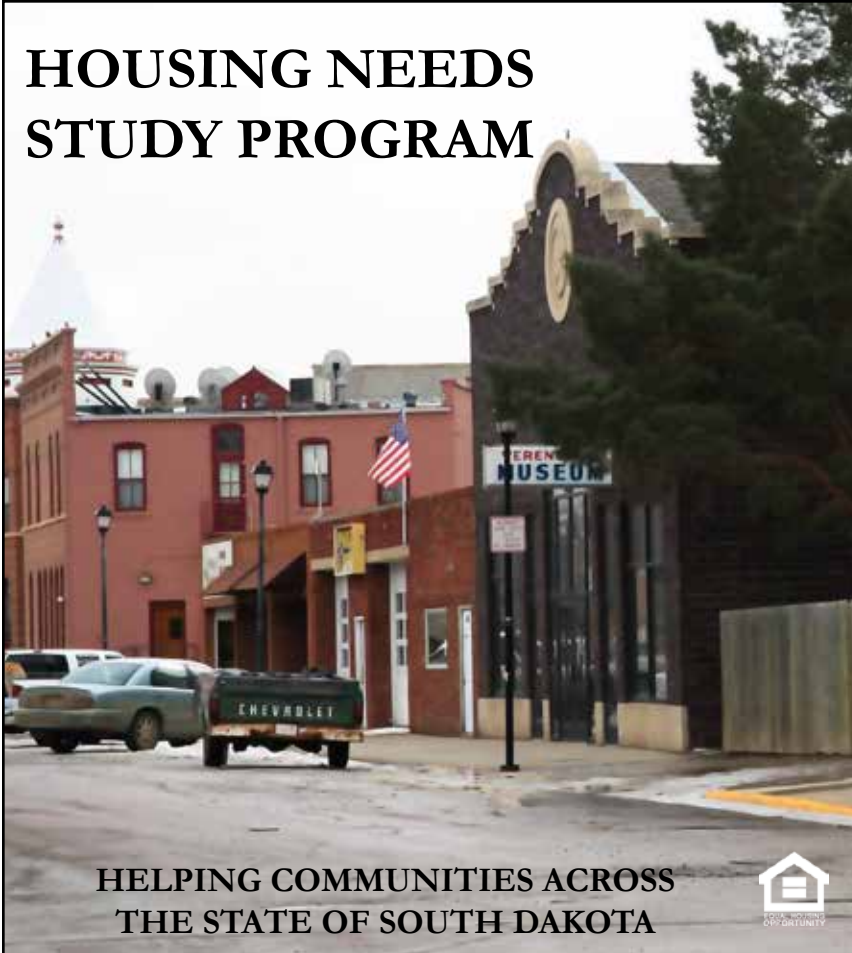
At this time, I would like to thank the South Dakota Association of County Highway Superintendents (SDACHS) association for electing me as their President. You can't ask for a nicer group than the highway superintendents. We are an elite class by ourselves. I hope nobody got bored with the articles that I have written, but I'm not much of an



article writer. At the fall convention, I turn the gavel over to Dirk Rogers from Brown County. He is more suited for this job than I am.

I hope to see you all at the fall convention. Thanks for putting up with me this year.

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Ray Koens - SDACWO

Hello everyone! The September County Convention is not far away. I am hoping that a large share of my colleagues around the state are able to make it to Pierre on September 10th and 11th.

In addition to the opening speaker and the lunch on the first day the association hopefully has a slate of offerings that will be both interesting and beneficial to you. Those will begin at 1 pm on Monday the 10th. These have been mentioned before and will be in the formal agenda you receive but I want to mention the welfare association's specific topics.

On Monday afternoon I hope as many people as possible are able to attend the panel discussion about revising State Statute 28-13. This is something we have talked about and had on the table for several years and now progress is being made, and we want to ensure that everyone is informed and can have their questions answered.

Later that day, we will be able to visit with SD Cultural Heritage Center in Pierre. If you are like me and have not been there before, then certainly plan on going. If you have been there before please join us again for this part of the convention.

On Tuesday the 11th we begin the day with our association business meeting. This is an opportunity for each County to bring

forward any ideas, concerns, or discussion on topics that concern all of us around the state. We will also be electing new officers. Please, if you are interested in serving on the board let Brenda Dahlke, Mike Holzhauser or myself know.

Next we have an all group activity called "Zoom". Giving an explanation to this activity would give away the purpose and fun, so please join and find out what it is.

We finish the morning with a presentation from Penny Kelley, a Navigator in Pierre who can update us on all that is happening with the Affordable Care Act and the Marketplace. This is an ever-changing thing and so I am sure Penny's presentation will be informative.



After the Safety Awards Luncheon we will have a time for anyone to bring forth specific topics that were not discussed before, have a chance to go over cases you are working on that might be good to chat about and look at what needs to be done in the next year after we leave the convention.

I thank all of you for allowing me to be your association President this past year. It has been a great learning experience, and a chance for me to work with some really wonderful people from around the state.

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STRUCTURAL INSPECTION/EVALUATION

- National Bridge Safety Program
- Dams & Spillways

HYDRAULICS & HYDROLOGY

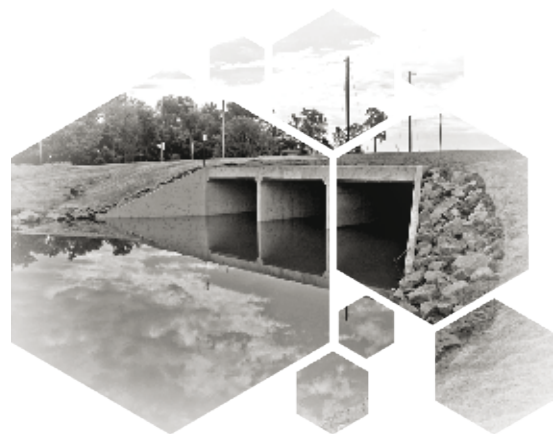
- Hydraulic Analysis & Modeling
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Know the Details

“Counties Rally”

Dig out your letter jacket and saddle shoes to join in the fun! Wear your school colors to promote the “Counties Rally” theme!



Workshop Format

Workshop topics will be run concurrently. This gives everyone an opportunity to participate in the session of their choice.

Name Tags

Your name tag is your admission ticket to all events. Please wear at all times during the conference. It is also key to easy networking by identifying fellow attendees.

What to Wear

Casual or School colors theme attire is appropriate at all times during the conference. Comfortable shoes are recommended. Dress in layers; temperatures inside the convention center can vary.

Scholarship Raffles

Various items will be presented for Silent Auction as well as raffle ticket items.

Prizes

Vendor prizes will be awarded during the last break on Tuesday, September 11. Those prizes will be brought to the Registration Table for winner's pick-up. Convention prizes will be drawn during the **President's Reception** on Monday, September 10. ***YOU MUST BE PRESENT TO WIN!***



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Brian Hunhoff - SDACO

Continued from page 5

At the first-time attendees' event, I met a commissioner from Wisconsin wearing a Green Bay Packers pin. I told him a sad story about a friend of mine who is also a Packers fan. I explained how my friend and his wife always had season tickets, but she died. At a Green Bay game last year, another fan asked my friend why the seat beside him was empty. He said it was his late wife's seat. The guy said, "Don't you have anyone else who'd go to the game with you?" My friend replied, "They're all at the funeral."

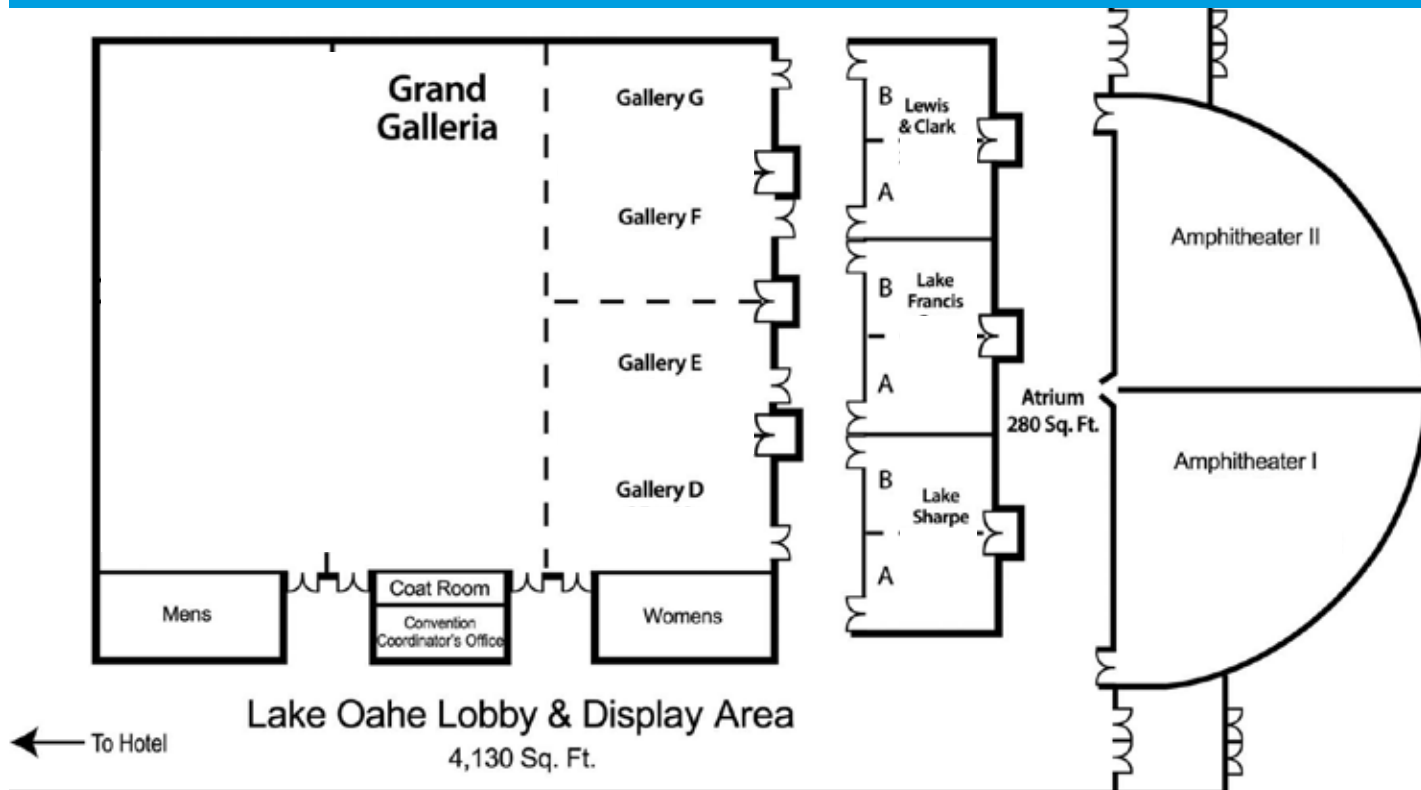
I met a fellow from Tennessee who may be the hardest-working local official I know. Gary's main job is electrical engineer, but he was appointed last year to his county commission. Along with those two responsibilities, he is chief of his town's volunteer fire department, and he is a part-time deputy sheriff. He also takes regular shifts as an on-call EMT! If Gary ever writes a book about time management, I will buy a copy. I asked what his wife thinks of his busy schedule. "Ex-wife," he explained. We participated in an exciting election for NACo Second

Vice President with four candidates for the spot that puts you on track to become NACo President. The Kentucky gentleman who prevailed barely topped the 50 percent mark needed to win. There were about 2,500 total votes cast and he finished with 31 votes more than the runner-up.

It was fun to see people bragging about their states before announcing vote totals. Oregon's representative went to the microphone and said, "The great state of Oregon produces more potatoes per acre than any other state, including Idaho." Then the Idaho rep went up and said, "The great state of Idaho may not produce as many potatoes per acre as Oregon, but we produce the most QUALITY potatoes per acre of any state!" (I thought North Dakota might start a battle of 'Who has the best Badlands?' with us, but they knew better.)

I've worked 22 years in county government, but this was my first NACo conference. It was well worth the time and I plan to go again. Thank you for the opportunity!

Facility Map



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Reasons to Attend

Educational opportunities: No matter how experienced you are in your position, everyone can learn. The educational aspect of a conference can expose you to new ways of conducting your business and help you discover how to be more productive.

Network and Meet People: Provides the opportunity for attendees to mix and mingle, form new relationships, and strengthen existing ones.

Encounter new vendors and suppliers: Industry suppliers are some of the best people for you to get to know if you want to learn more about the current county climate.

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WETLANDS



PUBLIC DRAINAGE



COMPLIANCE



PERMITS



Gary Leistico



Alex Mastellar

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Tour

Monday, September 10

3:30 - 5:00 pm CDT
Tour of Cultural Heritage Center
900 Governors Drive

Meet at 3:10 pm by the
Registration Desk
to board the shuttle to the
Cultural Heritage Center or
participate in car pooling.

**Shuttle will be leaving
promptly at 3:15 pm**

Monday, September 10

5:30 pm CDT

Grand Galleria

Drawing for 2 - \$50 Cash Prizes

Must be present to win!

The association presidents welcome
attendees to the Vendor and
President's Reception. Continue
conversations from the workshop
sessions while enjoying a variety of
beverages and heavy hors d' oeuvres.

The **2018 County Achievement
Awards** will be announced
during this event.

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Menu

MONDAY SEPTEMBER 10

OPENING LUNCHEON

12:00 - 1:00 pm CDT

Served in Grand Galleria

Stuffed Pork Chop

Tossed Salad with House Dressing
Pork Chop stuffed with Sage Dressing
Coffee and Water service

VENDOR FAIR - BREAK

3:00 - 3:30 pm CDT

Served in Oahe Lobby

Cookies
Brownies
Rice Krispy Treats
Lemonade and Iced Tea

PRESIDENT'S RECEPTION

5:30 - 7:00 pm CDT

Served in Oahe Lobby and Grand Galleria

Gourmet Cheese & Crackers
Vegetable Crudites with Dip
BBQ Cocktail Franks
Swedish Meatballs
Chicken Drumettes
Domestic Keg – Bud Light
Lemonade and Iced Tea
Cash Bar

TUESDAY SEPTEMBER 11

ATTENDEE & VENDOR BREAKFAST

7:00 - 8:15 am CDT

Served in Grand Galleria

Rise and Shine Buffet

Fluffy Scrambled Eggs
Bacon Strips
Breakfast Potatoes
Muffins and Butter
Coffee, Hot Tea, Fruit Juice

SAFETY LUNCHEON

12:00 - 1:00 pm CDT

Served in Grand Galleria

Momma's Lasagna

A large portion of lasagna
Garlic breadstick
Italian vegetable saute
Coffee and Water Service

DESSERT

1:00 - 1:30 pm CDT

Served in the Arena

Assorted Cookies & Bars



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Conference Agenda

At - a - Glance

Monday, September 10, 2018

8:00 - 5:00 pm	Registration Desk Open	Lake Oahe Lobby
8:30 - 10:45 am	SDACHS Executive Board Meeting	Lewis & Clark Meeting Room
9:00 - 10:45 am	SDACWO Executive Board Meeting	Lake Francis Case Meeting Room
	SDACO Resolution Committee	Gallery DE
	Commission Assistants / HR Roundtable	Restaurant - Upper Level
10:00 - 10:45 am	SDACC Nominating Committee	Restaurant - Lower Level
	SDACO Nominating Committee	Restaurant - Lower Level
11:00 - 11:45 am	Keynote: "Coming Home" - CE	Grand Galleria
12:00 - 1:00 pm	Welcome Session - Luncheon	Grand Galleria
1:00 - 2:00 pm	Public vs Private: The SD Open Meetings & Public Records Acts - E	Amphitheatre II
	Secretary of State - CE	Amphitheatre I
	SD Dept of Motor Vehicles - CE	Gallery DE
	404 Permitting and Utilizing Wetland Banks - E	Gallery FG
	Everything's Coming Up Notary - CE	Lake Sharpe Meeting Room
1:00 - 3:00 pm	SDCL 28-13 Panel Discussion - E	Lake Francis Case Meeting Room
2:15 - 3:00 pm	Engineering & Enforcement Concerns for County Roads - E	Amphitheatre II
	Secretary of State (Con't) - CE	Amphitheatre I
	SD Dept of Motor Vehicles (Con't) - CE	Gallery DE
	Everything's Coming Up Notary (Con't) - CE	Lake Sharpe Meeting Room
3:00 - 3:30 pm	Vendor Fair - Break	Lake Oahe Lobby
3:30 - 5:00 pm	SD Cultural Heritage Center Tour - E	OFFSITE
3:45 - 4:30 pm	Technology Transfer - E	Amphitheatre II
	Preparing for Levy Season - CE	Amphitheatre I
	SD Dept of Motor Vehicles (Con't) - CE	Gallery DE
	Chains of Title - CE	Lake Sharpe Meeting Room
4:45 - 5:30 pm	SDACO 1st General Membership Meeting	Amphitheatre II
	SDACHS Open Business Meeting	Gallery FG
	SDACWO Business Meeting	Lake Francis Case Meeting Room
	SDACC Caucus Meetings & 1st Reading of Resolutions	
	Randall Reservoir - Lake Sharpe	Oahe - Lewis & Clark
	SouthEast Central - Amphitheatre I	Sioux Valley - Gallery DE
	Upper Missouri Valley - Gallery DE	South East - Lewis & Clark
	Lake Region - Amphitheatre I	Black Hills - Amphitheatre I
5:30 PM	President's/Vendor Reception <i>Serving heavy hors d' oeuvres</i>	Lake Oahe Lobby/Grand Galleria



Conference Agenda

At - a - Glance

Tuesday, September 11, 2018

7:00 - 8:15 am	Attendee and Vendor Breakfast	Grand Galleria
8:00 - 4:00 pm	Registration Desk Open	Lake Oahe Lobby
8:30 - 9:15 am	Staying Ahead, Active Law Enforcement Risk Management - E	Amphitheatre II
	Liquor Licensing - CE	Amphitheatre I
	Property Tax FAQ - CE	Gallery DE
	DOT Mapping Systems - CE	Lake Sharpe Meeting Room
	SDACWO Business Meeting	Lake Francis Case Meeting Room
9:30 - 10:00 am	Vendor Fair - Break	Lake Oahe Lobby
9:45 - 10:30 am	ZOOM	Lake Francis Case Meeting Room
10:00 - 10:45 am	What Can a Fleet Safety Program Do for You? - E	Amphitheatre II
	Legislative Audit Updates - CE	Amphitheatre I
	Tax Deed Update - CE	Gallery DE
	Vital Records Update - CE	Lake Sharpe Meeting Room
10:45 - 11:45 am	ACA / Navigator Presentation - E	Lake Francis Case Meeting Room
11:00 - 11:45 am	Highway Matters - E	Amphitheatre II
	A Snapshot View into SDML WC / SDPAA - CE	Amphitheatre I
	Q & A with Motor Carriers - CE	Gallery DE
	Questions and Answers for the Register of Deeds - CE	Lake Sharpe Meeting Room
12:00 - 1:00 pm	Safety Awards Luncheon <i>Serving full meal</i>	Grand Galleria
1:00 - 1:30 pm	Vendor Fair - Break	Lake Oahe Lobby
1:30 - 2:15 pm	Setting Rules for Running an Effective Meeting & Then Following Them - E	Amphitheatre II
	Auditor's Roundtable - E	Amphitheatre I
	Treasurer's Roundtable - E	Gallery DE
	Register of Deeds Roundtable - E	Lake Sharpe Meeting Room
	Highway Superintendents Roundtable	Gallery FG
1:30 - 3:00 pm	SDACWO Case Management	Lake Francis Case Meeting Room
2:30 - 4:00 pm	SDACC General Membership Meeting	Amphitheatre II
	SDACO 2nd General Membership Meeting	Gallery BC
	SDACHS Closing Meeting	Gallery FG

Quick and Easy Answers that Satisfy:

Workshop Menu

Monday, September 10

1:00 – 2:00 pm

PUBLIC VS. PRIVATE: THE SOUTH DAKOTA OPEN MEETINGS AND PUBLIC RECORDS ACTS PRESENTATION - E

Amphitheatre II

Diane Best, Sioux Falls Assistant City Attorney

Dave Pfeifle, Executive Director of the South Dakota Public Assurance Alliance (SDPAA)

The South Dakota Open Meetings and the Public Records Acts may seem simple in concept and intent, yet these laws are sometimes more difficult to implement for local governments who must balance the rights of individual privacy versus the statutory rights of the public to attend meetings and to inspect public records. The presenters, both experienced in the workings of these laws, will explain the Acts and discuss any new developments in executing their intent. Questions are encouraged!

SECRETARY OF STATE - CE

Amphitheatre I

Shantel Krebs, Secretary of State

Kea Warne, Deputy Secretary of State, Elections Services

Items to be discussed include: upcoming General Election processes, Federal EAC Survey, Total Vote Home Queue items, absentee voting processes and time for Q&A.

DEPT OF MOTOR VEHICLES - CE

Gallery DE

Lisa Weyer, DMV Director

Topics to include: SDCars Rewrite, Top 10 title errors Fraud Training, Special Plate Training, Heavy Vehicle Use Tax with time for questions.

EVERYTHING'S COMING UP NOTARY - CE

Lake Sharpe Meeting Room

Mark Ladd, PRIA Past President, VP Regulatory Affairs, Simplifile

Several states have adopted laws supporting remote notary. Several more states have bills in process for 2019. How will this impact your office? Mark Ladd will lead an interactive discussion focused on legislative activity regarding various forms of electronic notarization - specifically as it relates to recordable documents. Come with your questions and your concerns. Audience participation is encouraged!

404 PERMITTING AND UTILIZING WETLAND BANKS - E

Gallery FG

Nathan Morey, SD Regulatory Office

Get your questions answered regarding Section 404 of the Clean Water Act (CWA) which establishes a program to regulate the discharge of dredged or fill material into waters of the United States, including wetlands.

Monday, September 10

1:00 – 3:00 pm

SDCL 28-13 PANEL DISCUSSION - E

Lake Francis Meeting Room

SDACWO Board members & Various others

An indepth panel discussion to continue the revision of SDCL 28-13 and how to proceed through the legislative process.

Monday, September 10

2:15 – 3:00 pm

ENGINEERING AND ENFORCEMENT CONCERNS FOR COUNTY ROADS - E

Amphitheatre II

Capt. John Broers, SD Highway Patrol

David Huft, SD DOT

Presentation will address questions and concerns regarding enforcement of oversize and overweight vehicles.

SECRETARY OF STATE - Con't - CE

Amphitheatre I

Shantel Krebs, Secretary of State

Kea Warne, Deputy Secretary of State, Elections Services

A continuation of items to be discussed: upcoming General Election processes, Federal EAC Survey, Total Vote Home Queue items, absentee voting processes and time for Q&A.

DEPT OF MOTOR VEHICLES - Con't - CE

Gallery DE

Lisa Weyer, DMV Director

A continuation of: SDCars Rewrite, Top 10 title errors Fraud Training, Special Plate Training, Heavy Vehicle Use Tax with time for questions.

Workshop Menu

EVERYTHING'S COMING UP NOTARY - Con't - CE
Lake Sharpe Meeting Room
Mark Ladd, PRIA Past President, VP Regulatory Affairs, Simplifile

A continuation of: Several states have adopted laws supporting remote notary. Several more states have bills in process for 2019. How will this impact your office? Come with your questions and your concerns. Audience participation is encouraged!

Monday, September 10
3:45 – 4:30 pm

TECHNOLOGY TRANSFER - E
Amphitheatre II

Andrew Peterson, SD LTAP Field Manager

Using today's technology to improve efficiency and effectiveness on the road. See what tools are out there to make your job maintaining local infrastructure more manageable.

PREPARING FOR LEVY SEASON - CE
Amphitheatre I

Wendy Semmler, Property Tax

Items covered in this presentation will prepare your office for the levy season.

DEPT OF MOTOR VEHICLES - Con't - CE
Gallery DE
Lisa Weyer, DMV Director

A continuation of: SDCars Rewrite, Top 10 title errors Fraud Training, Special Plate Training, Heavy Vehicle Use Tax with time for questions.

CHAINS OF TITLE - E

Lake Sharpe Meeting Room

Jim Taylor, Davison County Deputy States Attorney

"Chains of Title - What transfers title, what looks like it transfers title but doesn't, affidavits and other oddities, and an opportunity to 'Stump the Lawyer' .

Tuesday, September 11
8:30 – 9:15 am

STAYING AHEAD, ACTIVE LAW ENFORCEMENT
RISK MANAGEMENT - E

Amphitheatre II

Steve Campbell, LLRMI

Law enforcement agencies are faced with tough decisions every day to ensure their communities are protected. Managing a Sheriff's office is most difficult because of the two distinct functions performed by the

agency: Law Enforcement Operations and Jail Operations. An agency's ability to fulfill this responsibility comes down to several vital components: Education and Training, Policies and Procedures, Supervision of Personnel, Finances

Each of these elements can, if managed appropriately, reduce risk for the agency. Some agencies fail to recognize the importance of investing in their officers only to have to scramble to do so after an incident that creates liability. These investments, provided upfront, can reduce complaints, injury, and costly litigation. Several cases that have created high liability will be discussed in this presentation.

LIQUOR LICENSING- CE
Amphitheatre I

Marne Dooley, SD Dept of Revenue Special Tax Division

Time will be spent reviewing and discussing the new alcohol law changes.

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Workshop Menu

PROPERTY TAX "FAQ" - CE

Gallery DE

Wendy Semmler, Property Tax

Come prepared to get your questions answered from the SD Dept of Revenue Property Tax division.

SD DOT MAPPING SYSTEMS - CE

Lake Sharpe Meeting Room

Joel Gengler, ROW Program Manager

Shane Camahan

Evan Monson

This session will provide an overview of the South Dakota Department of Transportation (SDDOT) efforts to map the State highway system highway right of way. This will include a PowerPoint presentation since live demonstrations with remote login often turn out to be technology disasters when trying to show how the program operates.

The Right of Way Program is mapping highway right of way parcels using ArcMap. The parcels are represented close to the real world but not survey accuracy. Linked to the parcel are the deed and plat for each parcel. This is a multi-year project to have each parcel that has been acquired for highway purposes is represented in ArcMap. It is presently not available for us outside the SDDOT. However, a web viewer is planned for access to public agencies in the future.

Tuesday September 11
9:45 – 10:30 am

ZOOM - E

Lake Francis Case Meeting Room

Ray Koens, Minnehaha County Medical Coordinator

This presentation helps develop communication skills, perspective, and problem-solving skills.

Tuesday September 11
10:00 – 10:45 am

WHAT CAN A FLEET SAFETY PROGRAM DO FOR YOU? - E

Amphitheatre II

Doug Kirkus, Safety Benefits

What is your entity doing to help protect your employees from being injured or killed in a motor vehicle crash? According to the National Safety Council 40,100 people lost their lives and 4.57 million were injured in motor vehicle crashes last year. According to the Bureau of Labor Statistics, transportation incidents continues to be the leading cause of all work-

related fatalities, accounting for 40% of the fatalities in 2016. Additionally, what do you have in place to help protect your entity against liability from motor vehicle crashes?

In this session we will discuss the benefits of developing a fleet safety program for public entities. We will review some of the most frequent causes of motor vehicle crashes. We will also review some of the trends surrounding auto liability claims and what your entity can do to help reduce these exposures.

LEGISLATIVE AUDIT UPDATES - CE

Amphitheatre I

Rod Fortin, SD Legislative Audit

Presentation will discuss changes to the County Accounting Manual as a result of the 2018 Session and other changes in the governmental accounting world.

TAX DEED UPDATE - CE

Gallery DE

SDACO Tax Deed committee

This presentation will be an overview of the updated

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Workshop Menu

Tax Deed laws passed by the SD Legislature in 2018. A timeline of the procedures and the new manual will be presented.

VITAL RECORDS - CE

Lake Sharpe Meeting Room

Mariah Pokorny, State Registrar

Kristy Malsam, Deputy State Registrar

Time will be spent reviewing Vital Records Administrative Reminders.

Tuesday, September 11

10:45 – 11:45 am

ACA / NAVIGATOR PRESENTATION - E

Lake Francis Case Meeting Room

Penny Kelley, Oahe Valley Health Center

The Affordable Care Act requires Marketplaces to establish a Navigator program to help consumers understand new coverage options and find the most affordable coverage that meets their health care needs. This presentation will provide vital information regarding this process.

Tuesday, September 11

11:00 – 11:45 am

COUNTY HIGHWAY MATTERS - E

Amphitheatre II

Rod Fortin, SD Legislative Audit

Presentation will focus on financial and compliance matters specific to the County Highway Department. Topics will include financial reporting, budgets, bid laws and surplus property procedures.

SNAPSHOT OF WORK COMP ISSUES - CE

Amphitheatre I

Brad Wilson, SDML WC Fund Administrator

We will cover work comp basics and issues that every Commissioner and Auditor should be aware of, including benefits, safety and return-to-work.

SDPAA - A SNAPSHOT VIEW INTO OUR POOL

Lynn Bren, SDPAA Fund Administrator

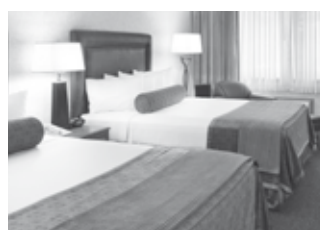
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Workshop Menu

Q & A WITH MOTOR CARRIERS

Gallery DE

TJ Serr, Motor Carriers

Troopers who specialize in motor carrier enforcement provide support to the mobile teams and ports of entry. They also travel the roadways conducting random roadside inspections of motor carriers. Trooper Serr will spend this time answering questions dealing with motor carrier issues within South Dakota.

QUESTIONS AND ANSWERS FOR THE REGISTERS OF DEEDS - CE

Lake Sharpe Meeting Room

Continuing Education committee

What's happening in your office, what do you want to know or share? This session is for Register of Deeds to impart your experiences and ask or answer questions.

Tuesday, September 11

1:30 – 2:15 pm

ESTABLISHING RULES FOR RUNNING AN EFFECTIVE MEETING AND THEN FOLLOWING THEM - E

Amphitheatre II

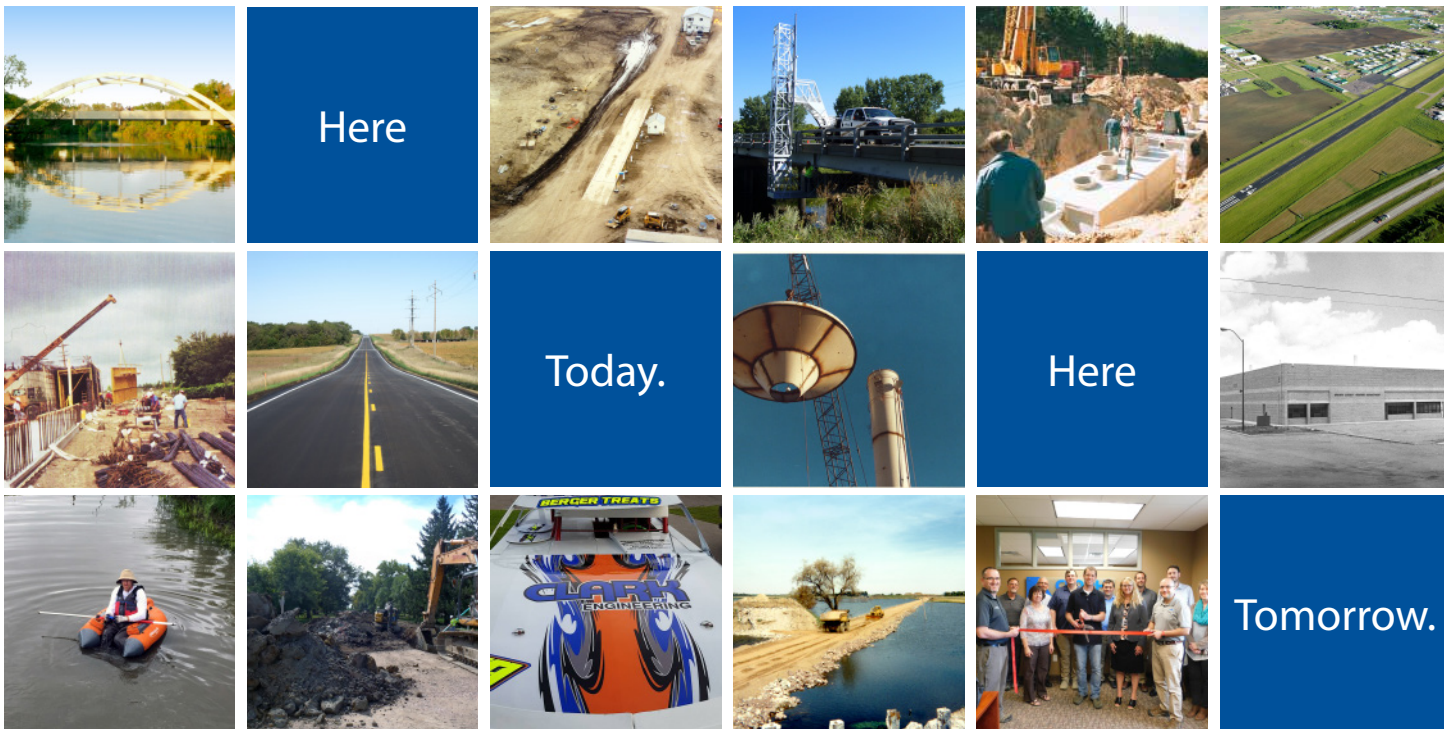
Luke Muller, 1st District

Todd Kays, 1st District

Presentation will review the importance of establishing bylaws for how County Commissions and their respective Boards should run their meetings. Further a review of general parliamentary procedures will be emphasized. These processes will provide a framework for procedural habits that both the boards and the public can come to expect any county meeting.

The workshops and networking opportunities help county officials explore solutions and share new approaches to a path to better times for county government. Each presentation is noted with either a "CE" for **Continuing Education** credit or "E" for Continuing Education **Elective** credit.

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2018 SD Counties



Gather your group and challenge other counties, their elected officials, commissioners, welfare officials, highway superintendents and, of course, vendors in a lip sync performance, competing on stage in a musical "**Lip Sync Battle**" during the County Convention President's Reception. Each group will be judged based on **BEST OVERALL PERFORMANCE** by way of crowd participation to be crowned the **2018 SD COUNTIES LIP SYNC BATTLE** champion.

No talent? No Problem! Lip sync battles allow anyone to get on stage and perform songs by mouthing the words. Dance moves and costumes can be incorporated but are not mandatory. The goal is to get up, have fun and impress the audience. Win "**Bragging Rights**" and a traveling trophy for your dramatic routine. If performing is not your thing, that is a-ok! Come as the audience, enjoy music, dancing and entertainment.

Contact the SD Counties office as soon as possible with your group members and song choice!



Seven Steps for Highly Effective Lip Syncers:

1. **Memorize the lyrics:** Duh. Listening to the song while reading the lyrics is the best way to start, then move on to singing the song without music, then practicing syncing to the song.
2. **Memorize the non-lyrical parts:** Memorize the little, nonverbal parts of the songs. Humming, breathing, intonation, punctuatory grunts. These all add character to the lyrics and realism to the performance.
3. **Practice in front of a mirror:** This will get you more comfortable with the performance and allow you to see yourself as the audience will. Exaggerate all facial and mouth movements!
4. **You're an actor on stage:** Bring real emotion to the song. Lip syncing is acting, and as an actor put yourself in the shoes of the singer and the words of the song. COMMIT to the song! Exaggerate all facial and mouth movements!
5. **Sync like you'd sing:** Sync the words as if they are actually coming out of your mouth. You can't just mouth the words, act like your body would act if you were REALLY singing. Exaggerate all facial and mouth movements!
6. **Own the stage:** If you have stage presence and own the space, with body language, movement and high kicks, the focus will be off your lips and will take some of the pressure off of you to lip sync perfectly.
7. **Use props:** Duh.



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Spring Cleaning in August?

By: Dave Pfeifle, Executive Director, South Dakota Public Assurance Alliance

August may seem like a strange time to talk about spring cleaning. However, our Members frequently ask us throughout the year about record retention issues for their documents. A sound record retention policy would help keep an organized, well-functioning office. A former local government co-worker told me how she once attended a seminar on how to organize your office. The speaker told her that a local government office, especially a government law office, had no hope of ever being organized! It is difficult to find another type of entity that produces and receives more records than a local government. Our offices may look more like Fibber McGee's closet than we care to admit.

We tend to ignore the issue until we must hastily clear space by either throwing piles of somewhat-related documents in a drawer (a long-honored tradition!) or by scanning documents into electronic storage, hoping we will be able to retrieve them later. We all know from experience that documents that are not readily retrievable due to a lack of organization are almost like not having them at all. Local governments should have an established program where everyone is using the same methods of organizing retained records and using an agreed upon destruction schedule for specific documents---that way, everyone would know if a particular document would still be kept by the entity and where to find it. In fact, SDCL 1-27-18 requires governing bodies of local governments to **"promote and implement the principles of efficient records management for local records."** The statute also encourages them to accomplish that directive by adopting their own local records management programs which follow, as far as practical, a program established for the management of state records.

Adoption of a sound records management program provides many benefits to a local government, including a reduction in the use of valuable office space for paper file storage, a likely reduction in storage costs, and a reduction in staff time spent filing and retrieving documents. The program will preserve records of continuing value while allowing the orderly destruction

of records that are no longer useful.

A good foundation exists to formulate your own program if you do not have one already. As you may be aware, the State of South Dakota Bureau of Administration, Records Management Program, the Department of Legislative Audit, and in conjunction with many local government representatives, issued a model Records Retention and Destruction Schedule (The Schedule). The Schedule provides a uniform retention and destruction schedule for most types of county records that could easily be adapted for use by other local governments. The Schedule recognizes the importance of preserving the public entity's history for future generations, while also providing for the systematic and legal destruction of unnecessary records.

Since the Schedule was issued in 2004, the technology available has grown exponentially. High speed

scanners and other imaging technologies have greatly improved our ability to electronically store items both expeditiously and accurately. Any documents should be scanned through an effective OCR process that allows them to be searched by key terms at a later date. The stored files' structure should also be kept simple for more accessibility. Expanding technology

has also created new types of data that were not contemplated by the Schedule that may need to be addressed by your program, including texts, entries on local government website or Facebook pages, and other emerging types of electronic communications with citizens. My teenage children have mastered these types of communications to avoid talking to their parents.

Before adopting a program of your own, you should consult with your local government's attorney on any unique retention or destruction requirements. For instance, the Federal Government may have specific retention requirements for some of your records. The planned destruction of some original documents, including records more than 50 years old, records

Continued on page 31



Continued from page 30

required by the Records Destruction Board to be kept 50 years or longer, annual reports, maps, minutes, or photographs, requires prior notification to the state archivist. See Administrative Rules of South Dakota 24:52:11:04 (Preservation of Government Records). Also, any claims or litigation issues may dictate the duration that certain documents are stored. For a more in-depth discussion on that topic, see the March 2018 issue of South Dakota Municipalities, *"Electronic Data Storage is Great. . . Until You Get Sued—A little prior planning can prevent big headaches later,"* by Chris Madsen, General Counsel of Claims Associates, Inc.

Any records retention program needs to consider the amount of possible electronic storage for your local government's computer system. Your IT personnel or vendor should be consulted to determine the most cost-efficient methods and storage capacity hardware needed for your entity, both now and in the future. Several neighboring public entities in South Dakota have pooled their limited resources to afford to retain a knowledgeable vendor to identify and provide the best solutions for all their needs. These successful joint efforts are another example where pooling works best, just like the 427 Members of the SDPAA have

done in providing liability and property coverage for local governments!

While scanning is desirable from a document management and storage standpoint, it can sometimes have its shortcomings. For instance, original plans or blue prints submitted to a Planning and Zoning official may be very difficult and time-consuming to scan accurately. The time and expense needed to meticulously scan these types of documents should be weighed against the resources expended to merely maintain an original of those documents.

Formulating and drafting a sound records retention program may seem daunting at first but you do not need to reinvent the wheel. The Schedule will provide the framework. Several of your colleagues have experienced the same journey and could provide guidance. All the initial effort will be worthwhile for years to come in saved staff time and saved storage costs. Most importantly, psychological studies have clearly demonstrated that clutter around your work area actually makes it more difficult to concentrate and accomplish tasks. Your entire team's productivity can improve in a more organized office setting. Wouldn't you rather come to the office staring at a clean desk in the morning?



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