South Dakota Association of County Officials

Executive Board Meeting

Monday May 3, 2021

The SDACO Executive met on Monday May 3, 2021 at the SD Counties Building located at 211 E Prospect Ave., Pierre, SD. President Susan Kipke called the meeting to order. Roll call was taken with the following present: President Susan Kiepke, 1st Vice President Traci Radway, 2nd Vice President Jolene Donovan, Secretary/Treasurer Sheila Hagemann, Past President Brian Hunhoff, Parliamentarian Cindy Brugman, Lisa Schieffer, Sandra Frasier-Shaffer, Lana Anderson, Myron Hertel, Tamara Brunken & Kathy Serr. Also present was Deputy Director Kris Jacobsen.

Pledge of Allegiance was spoken.

Agenda: Motion by Schieffer, seconded by Donovan, to approve the agenda with an addition of NACo scholarship to unfinished business.

Minutes: Motion by Brunken, seconded by Radway, to approve the December 9, 2020 minutes. Motion carried.

President’s Report: President Kiepke stated she didn’t have a lot to update the Board on, but she has enjoyed being President & NACo Conference will be held in Maryland instead of Texas.

Deputy Director Report: Deputy Director Kris Jacobsen presented a financial update overviewing the revenues & expenditures as of April 30, 2021. She discussed the number of registrations received for the Spring Workshop. She stated the Executive Board Retreat will be July 21 & 22, 2021 in Oacoma. She stated the 2021 Convention be held in Rapid City Sept. 13 & 14 with the second annual golf tournament on Sept. 12. She also gave an overview of the 2021 Legislative Session.

Audit Committee Report: The committee explained they audited the books for 2020 & the first part of 2021 & everything was very good. There was a question on an outstanding check from 2019 & wondering if there should be a policy set on how long outstanding checks should be on the books. It was decided Deputy Director Jacobson should contact legislative audit for a policy.

Unfinished Business: President Kiepke stated that Helen Jane Paxton had received the NACo scholarship for 2020 but the conference was cancelled so her scholarship was extended to 2021. Helen Jane Paxton had indicated to Deputy Director Jacobson she might not be able to attend the conference in 2021 & was wondering if she could extend it to 2022. It was the conscience of the executive board that Paxton cannot extend her scholarship till 2022.

New Business:

Personnel Policy Manual Update: President Kiepke stated she felt the Association Personnel Policy Manual should be updated with a change in the wording from “Executive Director to Director”. Motion by Hunhoff, seconded by Fraiser-Shaffer to remove Executive & change to Director through the entire personnel manual. Motion carried. Several other changes were discussed by the Board with Deputy Director Jacobson to revise the personnel manual with the changes & send to the board for the review.

Nominating Committee: The committee had stated there were several positions open to be filled at convention.

Announcements: President Kiepke discussed the confusion on the continue education credits. The Board directed Deputy Director Jacobson to clarify as follows to the association members: To maintain certification, officials are required to obtain a minimum of 10 SDACO Workshop continuing education credit hours and up to 10 elective credit hours from August 1, 2020 to July 31st, 2021 for a total of 20 credit hours. Those seeking initial certification must complete the above requirements and have also attended the New Officials Workshop.

Executive Session: Motion by Hunhoff, seconded by Anderson, to go into executive session at 7:27 P.M. Motion carried. The Board came out of executive session at 7:38 P.M.

Adjournment: Motion by Schieffer, seconded by Radway to adjourn at 7:40 P.M. Motion carried.

Respectfully Submitted,

Sheila Hagemann, Secretary/Treasurer