

GOVERNMENT ACCOUNTABILITY BOARD

MINUTES OF MEETING

October 16, 2017 at 2:00 p.m. CT

Sioux Falls, SD

The audio recording for this meeting is available at
<http://sdpb.sd.gov/streamarchive/GAB10162017.mp3>

CALL MEETING TO ORDER: Lori Wilbur called the meeting to order at 2:00 p.m. CT. A quorum was present.

BOARD MEMBERS PRESENT: Lori Wilbur, Gene Paul Kean, Patricia Riepel, David Gienapp

OTHERS PRESENT: Katie Mallery, assisting the Board.

The following is a summary (not verbatim) of the matters discussed.

APPROVE AGENDA: Motion by Gienapp to approve Agenda. Kean moved to amend the Agenda to include discussion about someone from the Attorney General's Office attending meetings and acting as a recording secretary. Kean suggested that that discussion be added following #4 on the Agenda. Riepel seconded the motion to amend the Agenda. Motion carried unanimously.

APPROVAL OF MINUTES: Motion by Kean, seconded by Gienapp, to approve the minutes of the September 19, 2017, meeting. Motion carried unanimously.

ELECTION OF CHAIRPERSON: Motion by Geinapp, seconded by Riepel, to elect Wilbur as chairperson. Motion carried unanimously.

ELECTION OF VICE CHAIRPERSON: Motion by Kean, seconded by Riepel, to elect Gienapp as vice chairperson. Motion carried unanimously.

RECORDING SECRETARY: As the Board's legal counsel, Katie Mallery will be present at all the meetings and will go into executive session with the Board. Mallery will also act as the recording secretary for the Board.

NEW BUSINESS:

General Information: Katie Mallery reported she is working with the Attorney General's Office in Pierre about putting together a website for the Board. Mallery will draft the content for the website and distribute to the Board members for approval.

Mallery has secured a telephone number for the Board. The number is an open line at the Sioux Falls Attorney General's Office. The number is (605) 367-5880 ext. 103. Mallery will check the voicemail and she will also give the press point person the security access code so that person can check the voice mail as well.

Kean volunteered to be the press point person. Kean stated that before he makes any statement to the press, he would inform the Board members of the question presented. Wilbur suggested if any of the other Board members received calls it would be a good idea to route them through one person.

COMPLAINT FORM AND PROCEDURE:

COMPLAINT FORM:

Discussion about complaint form. Mallery created a complaint form based on a complaint form that Wilbur found on Nevada's Ethics Commission website. The complaint form is going to be available on the website. At this time, the only method of filing a complaint is by U.S. Mail. Eventually, the Board would like people to be able to file a complaint online. Mallery will make some inquiries as to whether an online complaint form is possible. For now, the form will be available online but people will have to print it and mail a hard copy to the Board.

Discussion about the numbering system for the complaints. Mallery will number each complaint and keep a log of all complaints.

Motion by Kean, seconded by Riepel, to put the complaint form on the website, allowing people to print the complaint form, complete and mail to the Board. Motion carried unanimously.

General discussion about investigation of these complaints.

COMPLAINT PROCEDURE:

Mallery said that the intent would be that the complaint procedure would be posted on the website to aid the complainant in understanding the process. Kean suggested that a copy of the procedure be sent to complainants as well.

The Board had a general discussion about the complaint procedure; what should be included, wording of the complaint procedure and what should be modified on the current complaint procedure document.

Board decided to continue to work on the complaint procedure. Mallery will make discussed modifications.

DISCUSSION OF PENDING COMPLAINTS:

Motion by Kean, seconded by Kean, to move into executive session pursuant to SDCL 1-25-2 and 3-24-4 to discuss pending complaint. Board proceeded to executive session.

Executive Session ended and meeting was again open to the public.

Motion by Kean, seconded by Gienapp, to delay any action on Complaint 2017-01 until a procedure for complaints was in place. Motion carried unanimously.

DISCUSSION REGARDING FUTURE MEETINGS:

NEXT MEETING: The next meeting will be on November 16, 2017, at 9:00 a.m. CT. The location of the meeting will be determined at a later date. Katie Mallery will find a location and notify the Board where the meeting will take place. Kean discussed a possible conflict for the 9:00 am time and it was discussed that if there was a conflict the meeting would be held at 4:00 p.m. CT on November 16, 2017.

AGENDA ITEMS: Any suggested Agenda items for next meeting should be emailed to Mallery.

ADJOURNMENT

Motion by Riepel, seconded by Kean, to adjourn the meeting. Motion carried unanimously and the Board adjourned.

Approved on 16 day of Nov, 2017.

Lori Wilburn

Chair

On Behalf of the Government Accountability Board