



SOUTH DAKOTA HISTORICAL SOCIETY FOUNDATION

POLICY AND PERSONNEL COMMITTEE Conference Call Meeting 5:00 p.m. Central Time, September 22, 2016

Members Present: Carey Miller, Jacquelyn Fuller, John Teupel, Noel Hamiel, Roger Meyer
Members Absent: Gary Heintz, Curt Mortenson
Staff Present: Michael Lewis

The meeting was called and convened to conduct a biannual review of policies for presentation at the scheduled October 21, 2016 full board meeting.

The first policy discussed was the Contract & Letter of agreement policy. Two changes are to adjust the President authority down to \$3,000 and to adjust the second level authority to \$3,000 - \$10,000 with approval from the Board Executive committee.

The second policy discussed was the Fixed Asset policy with no changes recommended.

The third policy discussed was the Gift Acceptance policy. Since no major gifts have been received since the last major rewrite of this policy and there have been no acceptance concerns, it was agreed that this policy should be left as is for now.

The fourth policy discussed was the Travel policy. It was agreed to add 'state rate or government rate into the paragraphs on hotel pricing. It was also agreed to add a sentence authorizing the use of a rental car if the pricing is below normal mileage rates. Lastly was a discussion on the mileage rate where the policy is pay the standard IRS rate. Current state rates are \$.23 for employees not using a state vehicle. This is to strongly encourage all travel in state vehicles. Non-state board members get reimbursement at the state rate of \$.42 which has been in place for over ten years.

The last policy reviewed was the Personnel policy. There are several changes which are minor editing changes as well as the named change from TIAA-CREFF to TIAA. There are several other changes deemed necessary as follows:

- With the staffing changes that have been put in place this year, a definition addition was discussed and recommended to Executive staff positions.
- The vacation accumulation for regular full-time and part-time employees was changes to allow for a maximum 1.5 years of vacation to be accrued. The paragraph on the Vacation for the President was modified to make it apply to any executive staff and also to allow for a maximum of 240 hours to be accumulated. Maximum payout for unused vacation was set at one year's accumulation for any departing employee.
- A discussion of the additional allowance for time away from work centered on usage of sick or vacation time for immediate family funeral. It was agreed to add a section authorizing up to five days for funeral / bereavement leave for immediate family as previously defined in the policy.



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- A discussion on whether to add other benefits such as group life and group disability insurance resulted in adding a section allowing it to be considered by the executive committee or full board and added to the personnel policy upon such consideration and approval.
- The last major discussion was on the use of a technology allowance. It was decided that this could be offered to any executive staff as necessary for the job function. It was also added that this must include agreement that the technology device must be approved and also meet any security requirements. It must also meet any need to review of the device for deleting any items upon termination of employment.

The meeting adjourned at 5:10 p.m.