



July 9, 2018

Mr. Scott Bollinger, Commissioner
Bureau of Administration
500 East Capitol Avenue
Pierre, South Dakota 57501

Dear Commissioner Bollinger:

The Government Operations and Audit Committee has scheduled a meeting for July 24, 2018, in room 362, in the State Capitol Building, to review various issues involving state government.

The Committee requests that you be present on July 24, 2018 to discuss:

- Performance management indicators for the Bureau of Administration
- State office space management procedures

If you plan to present handouts, please provide them to Tim Flannery five days before the meeting so this information can be forwarded to Committee members in advance of the actual meeting date. This is the first item on the agenda and the meeting is scheduled to begin at 8:30 a.m.

If you have any questions, please contact Tim Flannery with the Department of Legislative Audit at 773-3595.

Sincerely,

A handwritten signature in blue ink, which appears to read "Jean Hunhoff". The signature is fluid and cursive.

Representative Jean Hunhoff, Chair
Government Operations and Audit Committee

Cc: Nathan Sanderson, Governor's Office
Liza Clark, Bureau of Finance and Management