

MINUTES – Ad Hoc Meeting Executive Board



Senator Brock L. Greenfield, Chair
Representative Steven Haugaard, Vice Chair
Senator Troy Heinert, Ranking Minority Member

**Fifth Meeting, 2020 Interim
Monday, September 21, 2020**

**Room 412 – State Capitol
Pierre, South Dakota**

The fifth meeting of the Executive Board for the 2020 Interim was called to order by Senator Brock Greenfield at 8:00 a.m. in Room 412 of the State Capitol, Pierre, SD. In accordance with COVID-19 guidance regarding limiting group gatherings, most of the members attended the meeting remotely.

A quorum was determined with the following members answering the roll call: Senators Kris Langer (remote), and Jim Stalzer; Representatives Spencer Gosch (remote), Chris Johnson, John Mills (remote), Sue Peterson (remote), Lee Qualm (remote), and Jamie Smith (remote); Senator Troy Heinert, Ranking Minority Member (remote); Representative Steven Haugaard, Vice Chair (remote); and Senator Brock L. Greenfield, Chair (remote). Excused: Senators Jim Bolin, Bob Ewing, and Jim White; and Representative Randy Gross.

Staff members present included Reed Holwegner, Director (remote); Sue Cichos, Deputy Director (remote); Scott Darnall, IT Manager; Tamara Darnall, Chief Fiscal and Program Analyst (remote); David Ortbahn, Chief Research and Legal Analyst (remote); Hilary Carruthers, IT Support Specialist; and Cindy Tryon, Senior Legislative Secretary.

***NOTE:** For purpose of continuity, the following minutes are not necessarily in chronological order. Also, all referenced documents distributed at the meeting are attached to the original minutes on file in the Legislative Research Council office. This meeting was webcast live. The archived webcast is available at the LRC website at sdlegislature.gov.*

Consideration of Certain IT Upgrades for Committee Rooms and Legislative Offices

Mr. Reed Holwegner, LRC Director, explained that at the August 31 Executive Board meeting a motion was passed requiring the Board's approval of certain items to be purchased for purposes of COVID-19 mitigation and that is the reason for calling this ad hoc meeting. Mr. Holwegner has three contracts waiting for his signature upon approval of the Executive Board. In order to ensure these upgrades are ready for the 2021 Legislative Session, these upgrades need to be approved today.

The first contract is for the replacement of the LRC's existing phone system with a new digital Microsoft Teams based Voice Over Internet Protocol (VOIP) system. The new system will allow communication from anywhere making it easier to work remotely. The contract is with High Point Networks and is for \$30,570.

The second contract is for a committee room upgrade project and is focused on improving remote access to all committee meetings. The main components of the upgrades include cameras, microphones, and monitors. This contract is with AVI who has done similar work for LRC in the past and provides maintenance for the current meeting room technology. This contract is for \$348,335.

The third contract needing approval is to hire a third party vendor to install the additional cables needed for these projects. This contract is with Wind Circle who has pulled cables as necessary for previous LRC projects. The staff estimated the amount on this contract to be no greater than \$15,000.

Representative Peterson asked whether the proper procedures were followed in the writing of the contracts. Ms. Darnall said the providers are existing state vendors. Mr. Darnall said the LRC Business Manager determined the LRC does meet state guidelines for continuing with this process.

Senator Heinert asked about the funding for these projects. Ms. Darnall said coronavirus relief funds will be used for these projects as the projects address the possible need for a partial virtual legislative session due to the pandemic. Ms. Darnall and Mr. Holwegner met with the Bureau of Finance and Management (BFM) and BFM agreed the proposed projects are Covid-19 related.

Representative Peterson asked questions about the vendors selected to work on the projects. Ms. Darnall said the state reviews the approved vendors for state contracts periodically. The Bureau of Technology works with the Bureau of Administration on doing those vendor reviews. Mr. Darnall said these vendors have excellent reputations and AVI has been responsive when doing any work for the LRC. Mr. Darnall said he will do more research and make sure the vendors are comparable to others for any future projects.

Representative Smith said he appreciates the effort the staff put into the research and development of these projects, and it is these types of projects for which the Covid-19 money should be used.

Representative Smith moved, seconded by Senator Stalzer, to approve the upgrades to technology as presented by LRC staff and authorize the LRC Director to conclude negotiations with High Point Networks for VOIP, AVI for committee room upgrades, and Wind Circle for cabling related to both projects. Motion prevailed on a roll call vote with 10 AYES; 5 EXCUSED. Voting AYE: Langer, Stalzer, Johnson, Mills, Peterson, Qualm, Smith, Heinert, Haugaard, and Greenfield. EXCUSED: Bolin, Ewing, White, Gosch, and Gross.

Other Business

The next Executive Board meeting will be held November 16, 2020.

Adjourn

Senator Stalzer moved, seconded by Representative Haugaard, the Executive Board be adjourned. The motion prevailed on a voice vote.

The board adjourned at 8:30 a.m.