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REMINDER

Please complete the statewide Employee Engagement Survey by Wed., Jan. 31, 2024.

<https://forms.office.com/g/NdfkiPcLyH>

### Recruitment and Retention:

As an organization, SDDOT continues our steadfast focus on recruitment of new staff and retention of current team members.

[Click Here to Play](#)



A video series was recently created to share more information about the many SDDOT recruitment and retention strategies in place.

**Mike Behm, Director of Planning and Engineering**, kicked off the four-part video series with an introductory message about the importance of workplace culture for retention and recruitment.

A new video will be shared in the Information Interchange each of four weeks. **This first series features Mike Behm, Craig Smith, Hannah Covey, and Courtney Storm.**

Each of the videos will be placed on the Intranet. Click on the **Recruitment Information** graphic!





## The Secretary's Corner

### Employee Recognition:

Thank you to staff members who have been recognizing fellow employees through the newly created **SDDOT Kudos Board**. When you tag people in your post, they receive an email alert to prompt them to check out the Kudos Board on the Intranet. If you haven't viewed it, please click on the Kudos Board link above, there have been a lot of very kind and uplifting messages posted already!

We will continue to recognize the dedication of our employees through the **Impact Awards** each quarter. The Impact Awards will focus on Team projects and efforts. Please continue to submit team nominations for the Impact Awards through the application process, also found on the Intranet.

LDP application  
deadline:  
Monday, Jan. 29, 2024!

[Click here for details!](#)

**SDDOT KUDOS BOARD**

[View and Post Here](#)

**SDDOT  
IMPACT AWARDS**

[Nominate a  
Team Member Here](#)

### Congratulations to 4th Quarter Impact Award Winners!

**Team Award:** UAS (Drone) Committee:  
Larry Dean, Jack Dokken, Cody Axlund, Josh Olson,  
Josh Bench-Bresher, Cody Asher, Jon Nelson, and  
Marc Hoelscher (FHWA)

### Congratulations to the 2023 Impact Award Winners!

**Individual Award:** Joanie Blair, Division of Finance & Management  
**Team Award:** UAS (Drone) Committee

**SD  
DOT**

Our employees work hard to live out our mission, vision, and strategic objectives each and every day!

Let's continue to appreciate each other through the **Kudos Board** and team **Impact Award** nominations!



*It's all about you helping you...  
A little reflection makes a big difference.*



# Wellness from Within Challenge

**January 31—March 12**

**Goal:** To bring balance to your emotional well-being during the 6 week challenge.

**How:** There will be a different area of focus each week that you'll be prompted to journal about in your Emotional Health Journal.

**Earn 50 well-being points:**

To earn the points, you will need to record "yes" to logging in your Emotional Health Journal for 21 of the 42 days of the challenge on your WebMD portal.

## **SIGN UP BY FEBRUARY 7**

### **Weekly Themes:**

- Week 1: Awareness – Take a tech break and focus on your goals, values and how to live a fulfilling life.
- Week 2: Expression – Discover new ways to express your creativity, whether it be cooking, poetry, painting or something else.
- Week 3: Regulation – Try meditative breathing techniques to help you feel calm and in control of your emotions.
- Week 4: Relaxation – Make it a priority to rest, relax and unwind in the ways that work best for you.
- Week 5: Connectedness – Reach out and reconnect with a friend, family member or someone else you care about.
- Week 6: Reflection – Look back on the challenge and reflect on your strengths and areas for improvement.



## Finance Corner

### DEPOSITS: REFUND OF OVERPAYMENTS or REIMBURSEMENTS

When submitting a check to the Central Finance Office for deposit, please attach a copy of the original voucher and/or credit card statement. This will ensure the deposit is coded correctly.



#### Reimbursement Examples:

- Overpayment on Direct Voucher payments
  - Double payment or incorrect amount notated on the invoice.
- Overpayment on Credit Card purchases
  - Double payment or incorrect amount notated on the invoice.
- Overpayment on Employee Travel
  - The employee was reimbursed too much.
- Reimbursement on Employee Travel
  - Employee reimbursed from vendor and/or Federal Govt for certain travel-related costs.
    - Example: AASHTO (reg fees, airfare, meals)

At times, the Department may be reimbursed throughout the Fiscal Year for transactions that were paid during the current Fiscal Year or prior Fiscal Year(s). There is specific coding that should be used to identify the reimbursement (based on the dates of the original payment and the reimbursement).

Examples of both MSA and DOT coding for these types of reimbursements are listed below.

ORIGINAL EXPENSE:	CREDIT REIMB (OPTION 1)	CREDIT REIMB (OPTION 2)	EXAMPLE:	
CURRENT FISCAL YEAR	OBTAIN CHECK FROM VENDOR & CODE BACK TO ORIGINAL MSA & DOT CODING	OBTAIN CREDIT INVOICE FROM VENDOR & CODE BACK TO ORIGINAL MSA & DOT CODING	MSA: 3040-52050880-1113332	DOT: M000P-152-2404
PREVIOUS FISCAL YEAR	OBTAIN CHECK FROM VENDOR & CODE TO "REFUND OF PRIOR YEAR EXPENDITURE"	N/A	MSA: 3040-4950000-1110000	DOT: M000P-152-2404
*SUBMIT REIMBURSEMENT DEPOSIT & VOUCHER DOCUMENTATION INTO THE CENTRAL FINANCE OFFICE; ATTN: FAITH KINGS LIEN				

**Questions:** Please contact the Central Finance Office.

### **SAVE THE DATE . . . 2024 South Dakota Airports Conference:**

This conference is for airport managers, finance officers, mayors, and other city/county personnel to learn more about how to better run their local airport. Many consultants and aviation vendors were also in attendance as this conference is a great networking opportunity for everyone.

#### **Conference Dates/Location:**

Wednesday, April 10 - Thursday, April 11, 2024 (The Lodge, Deadwood)

Find more information at <https://dot.sd.gov/transportation/aviation/airport-conference>.





## Welcome to Project BISON!

**What is Project BISON?** The State of South Dakota is modernizing its financial processes by identifying, implementing, and sustaining an Enterprise Resource Planning (ERP) system. This system will transform the way South Dakota state government conducts its financial business for decades to come.

**Why is Project BISON needed?** The State of South Dakota has discussed the need to modernize financial operations for many years. The dated nature of key systems presents the State with limited vendor support and minimal staff who are knowledgeable about maintaining these systems. The State's core financial system and "system of record," was implemented in 1988. The lives of critical systems infrastructure have been extended numerous times through ongoing investments; however, the systems have reached the end of their useful lives and need to be replaced.

As we move toward the launch of the project, we'd like to start establishing some lines of communication. The first is our ["Know, Do, Share, Report"](#) document, which will be utilized throughout the project as a consistent piece of information sharing. Please take a few minutes to review the document, share feedback, and ask questions.

### **Lindy Geraets**

ERP Project Specialist

South Dakota Bureau of Finance & Management

**Continued on next page**

# Project BISON Continued...



## What you should KNOW

Some key Project BISON team members you may know:

- Colin Keeler
- Jason Lutz
- Lloyd Johnson
- Mark Fuller
- Lindy Geraets
- Adam Hansen

ISG selected as the Project BISON PMO (Project Management Office) to help guide us through the entire implementation.

System Integrator (SI) / Software vendor demos concluded in mid-December.

After evaluation of vendors' clarifying Best-and-Final-Offer, we plan final selection early this year.

## What you should DO

Look for communication from Colin or Jason in reference to selecting Subject Matter Experts (SME).

Think about your current processes for fiscal procedures, procurement, grants, and other financial efforts, then start documenting a list of:

- Homegrown systems
- Ancillary documents (Excel tracking docs, Access databases, etc.)
- Processes governed by State statute

Complete [this short survey](#) by January 15 to be entered in a random drawing for BISON swag!

## What you should SHARE

Project BISON website is live! Visit [bison.sd.gov](http://bison.sd.gov) and share with your team.

Agency SME and Change Network is being built. Tentative first meeting to be held in Spring 2024.


SharePoint site featuring helpful communication and training materials coming in Spring 2024.



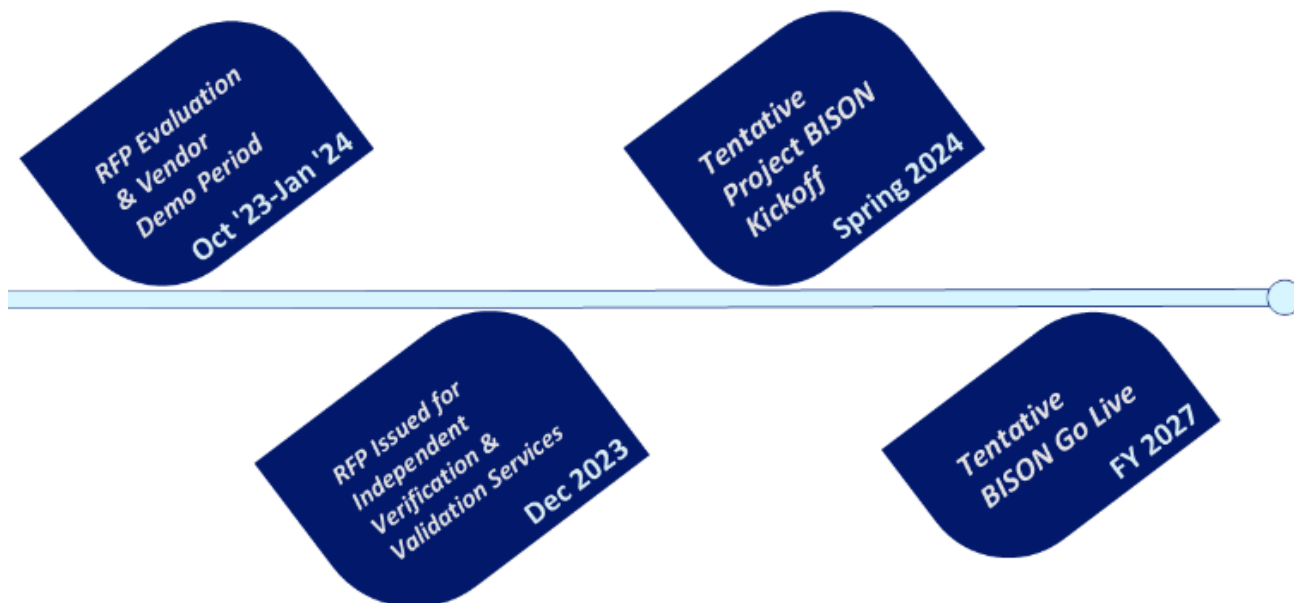
January 2024 | Image by Travel South Dakota

## What you should REPORT BACK

If you or your team have questions, please share them with the Project BISON team.

 [BISON@state.sd.us](mailto:BISON@state.sd.us)

Pre-implementation work is happening now, with plans to launch the new Enterprise Resource Planning (ERP) system in FY 2027.



## Reporting a FROI (First Report of Injury)

By Carol Evans, Safety Coordinator

If you are injured while on the job, you the employee, are the one to call in and report the incident as soon as possible to the third-party vendor **RAS (Risk Administration Services)** at 888-585-5075. The 888 number is available 24/7, 365 days a year. RAS will ask questions related to the incident and enter the information into their system. You will need to call RAS **within three business days** of the incident and let your supervisor know immediately. The incident will be ready to import into the HS50 system the next day (RAS runs the batch overnight). The Area Secretary needs to be informed of the incident to look in the HS50 system and import the incident. This will give the incident/FROI an event number in the HS50 system. The supervisor of the injured employee needs to complete a DOT-304A Safety Investigation, and the form/s needs to be distributed according to the cc list at the bottom of the form.

The forms can be found on the intranet <https://intranetdot.sd.gov/forms.aspx> or on the M drive at <M:\DOT\Common\All DOT Manuals\Operations\Safety Manual> if you have any questions about which form to use please give me a call at 605-773-5059.



## NEED TO REPORT AN INJURY OR INCIDENT?

### DELIVERABLES YOU CAN COUNT ON:

- 24/7 access to a licensed nurse
- Access to a pharmacy benefits card
- Coordinated medical care at an appropriate level of care
- Timely reporting to your Employer and the Workers' Compensation Insurance Company

PLEASE CALL: 888.585.5075



## SDS Blood Drive for Engineers Week

The South Dakota Engineering Society (SDS) annual blood drive for Engineers Week is scheduled for Feb.15, 2024, from 9:30 a.m. to 2 p.m. at the Capitol Lake Visitor Center.

Please consider donating. You can sign up at the following link.

<https://donors.vitalant.org/dwp/portal/dwa/appointment/guest/phl/timeSlotsExtr?token=8wm9X%2BEwzKBDTx0MZKdpR2Ctmcx8dSshZlgr5mRJ5J0%3D>

The link to the SDS website is <https://sdes.org/>.



## January Mentoring Minute

### Becoming a More Effective Mentee

Kim Wheeler, Writer & Editor for The Training Connection

What does it take to be an effective Mentee? Yes, you read that right. This article is about the work of being mentored. Being mentored sounds passive, but effective Mentees aren't waiting to be transformed. They are actively engaged and working in their mentoring experience.

Mentees will often hear that they should "drive the mentoring relationship." Taking initiative, being prepared, acting on suggestions, and following up are obvious ways to take the wheel. However, there are more subtle behaviors that can make a Mentee more effective in their mentoring work. Below are some ways to take your Mentee role to the next level.

**Know your "why."** Many Mentees come to the mentoring relationships with a list of short and long-term goals to work toward but may have spent less time evaluating their underlying motives. Improving your communication skills is a specific, achievable goal, but understanding what you hope to gain from doing so creates a different level of intention and opportunity for growth. Do you want to become a better communicator because you hope to become more persuasive, expand your influence, form connections, or strengthen relationships? If you are still unsure what you would like to accomplish in the mentoring program, take a moment to envision where (or who) you would like to be in three to five years. Ask yourself what it is about that future version of yourself that appeals to you—are you more successful, more confident, more influential? Understanding what is driving you will help you figure out what to focus on and how to steer your mentoring experience.

**Communicate your needs.** Once you pinpoint your underlying drivers, the next step is to communicate them clearly to your mentor. Be specific about what you want to achieve and how you would like your mentor to help. If all you know is that you want to be more successful or feel more accomplished, don't be afraid to ask your mentor to help you figure out what that means and where to start. Establishing what you hope to gain provides a starting point to help you and your mentor chart different potential paths. The more you clarify your goals and communicate your needs, the more effective your mentor (and you) can be.

**Ask questions.** Effective Mentees ask questions—and thoughtfully consider the answers. Ask your mentor questions about business processes or skills you want to master, challenges you want to overcome, and experiences you want to gain. Ask them questions even when the answer seems obvious or when you already have an idea or set view of things. Asking questions opens the door for new ideas and perspectives, which is a good thing when you are looking to develop and grow. The mentoring relationship provides a safe space. Take advantage of that open forum and unfettered access to the views of a seasoned, experienced mentor.

## January Mentoring Minute Continued...

**Welcome and accept feedback.** Being an effective recipient of feedback is key to being an effective Mentee. In fact, the ability to receive—and actively seek— feedback is key to being successful in any role. Unfortunately, it can be difficult to accept feedback that is less than a raving endorsement of how we would like others to see us. Even when we ask for it, constructive criticism can generate internal resistance that leads us to push the feedback away. In their book “Thanks for the Feedback: The Science and Art of Receiving Feedback Well,” authors Douglas Stone and Sheila Heen urge readers to focus on cultivating a “pull attitude” toward feedback. They write, “Creating pull is about mastering the skills required to drive our own learning; it’s about how to recognize and manage our resistance, how to engage in feedback conversations with confidence and curiosity...” Ask for your mentor’s feedback and be ready to consider it fully—what makes sense about it, what seems worth trying, what might they be right about, and how could you apply it? If you struggle to accept feedback despite your best efforts, this may be an important area to focus on during the program. “Thanks for the Feedback” and other books on the topic can be a great starting point for mentoring conversations and work around this crucial skill.

**Be grateful.** Countless studies have shown that gratitude can change our brains, our lives, and our very selves. Showing appreciation can lead to deeper connections, increase prosocial behavior, improve self-esteem, and enhance mental strength. These gains align with successful, effective mentoring. We all have the capacity to cultivate gratitude and focus on what we already have, not just what we are striving for. Be grateful for your mentor’s time, advice, feedback, and suggestions. Be grateful for stretch assignments and networking opportunities. Be grateful for mistakes that enable learning, challenges that facilitate growth, and the achievement of goals, big and small. In each mentoring activity, look for opportunities to feel gratitude and express appreciation.

*This article is reprinted with the permission of The Training Connection.*

### **UPCOMING MENTORING EVENTS:**

#### **Executive Team Meeting**

- March 27, 2024, from 1 – 5 p.m. (CT)
- DOT Commission Room

#### **DOT Commission Meeting**

- March 28, 2024, from 9 a.m. – 12 p.m. (CT)
- DOT Training Room B-17

**Make Time for Mentoring!**

## SDDOT Crews Assist NDOT:

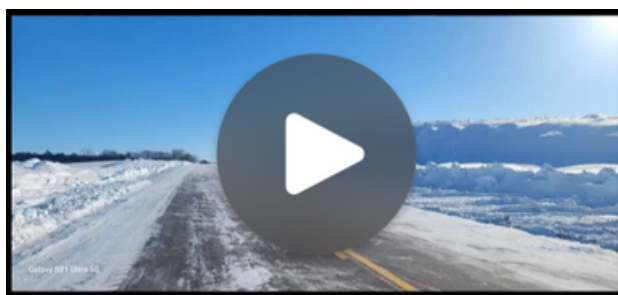
Thank you to our SDDOT operations staff from the Pierre and Rapid City Regions who traveled to Nebraska to assist with storm clean-up! An emergency declaration allowed the state of Nebraska to seek assistance from South Dakota through the Emergency Management Assistance Compact (EMAC). As a result, Nebraska received two truck-mounted blowers and two loader blowers as well as crew support, to supplement crews from the Nebraska Department of Transportation (NDOT), who have worked non-stop to reopen highways and local roads. Nebraska Governor Jim Pillen shared his appreciation in the aftermath of the severe winter storm.

“The partnership with South Dakota through the EMAC allows us to attack those sections of highway that remain closed at this time,” said Gov. Jim Pillen. “We appreciate the assistance from South Dakota as well as the coordinated efforts of our state and local agencies. They have been working around the clock to ensure public safety, while mitigating the impact on our farmers, ranchers, and businesses, as much as possible.”

Pictured are SDDOT crews in action in Nebraska; as well as a video produced by **Luke Neville, Lead Highway Maintenance worker, Philip.**



[Video by Luke Neville](#)



**One of the Kudos Board posts from Jason Humphrey, Pierre Region Engineer thanking staff . . .**



**Humphrey, Jason**

20 hours ago

Thanks to all of the team members who dropped what they were doing on a moments notice on Saturday night/Sunday morning and mobilized equipment to Nebraska to help with their blizzard clean up. Better lives through better transportation does not stop at the SD Border!





## TRAINING UPDATE

Learn ~ Engage ~ Improve  
January 2024

### Roundabout Planning, Analysis, and Design Workshop

Jan. 31 – Feb. 1 | 10 a.m. – 5 p.m. | Pierre

### SD Asphalt Conference

Feb. 14-15 | 8 a.m. – 5 p.m. | Chamberlain

## NHI COURSES

### NHI 134077: Contract Administration Core Curriculum

Feb. 14-15 | 8 a.m. – 5 p.m. | Pierre

### NHI 380032A: Roadside Safety Design

Apr. 16-18 | 8 a.m. – 5 p.m. | Rapid City

### NHI 130053 Bridge Inspection Refresher Training

Apr. 16-18 | 8 a.m. – 5 p.m. | Sioux Falls

## TLN COURSES

### TLN: An Industry Update on Cutting Edges & Systems

Jan. 12 | 10 – 11 a.m. | Zoom

### Documentation for Construction Delays

Jan. 16 | 9:30 – 11:30 a.m. | Zoom

### Documentation for Construction Damages

Jan. 23 | 9:30 – 11:30 a.m. | Zoom

### Transferring Knowledge Before it Walks Out the Door

Jan. 30 | 9:30 – 11:30 a.m. | Zoom

### Construction Field Inspection/Admin

Jan. 31 | 8:30 – 10:30 a.m. | Zoom

### Mastering the Art of Highly Effective Human-Centered Meetings

Feb. 22 | 9:30 – 11:30 a.m. | Zoom

### Retention & Recruitment Roundtable

Mar. 7 | 9:30 – 11:30 a.m. | Zoom

## AGC COURSES

### AGC: Traffic Control Supervisor

Jan. 30-31 | 8 a.m. – 5 p.m. | Sioux Falls

Feb. 1-2 | 8 a.m. – 5 p.m. | Sioux Falls

Feb. 8-9 | 8 a.m. – 5 p.m. Rapid City

### SD Transportation Construction Industry Summit

Feb. 28-29 | 12 - 5 p.m. and 8 a.m. - 12 p.m. | Chamberlain

## SDDOT Employee News and Updates

### January 2024 Longevity:

- Jenny Boehm, Transportation Specialist I – 25 years (Central Office – Air/Rail/Transit)
- Darin Hodges, Concrete Engineer – 25 years (Central Office – Materials & Surfacing)
- Shelley Larson, Senior Road Design Manager – 25 years (Pierre Region)
- Dean VanDeWiele, Area Engineer – 30 years (Pierre Region)
- Steve Johnson, Program Manager – 40 years (Central Office – Bridge Design)
- Mike Carlson, Area Engineer – 40 years (Rapid City Area)
- Pete Longman, Consultant Management Engineer – 30 years (Road Design/Sioux Falls)
- Joel Aeschbacher, Project Technician – 40 years (Winner Area)
- Vance Martin, Region Design Engineer – 20 years (Pierre Region)
- Scott Fuerst, Program Assistant II – 35 years (Central Office – Project Development)



**Dean VanDeWiele (right), Pierre Area Engineer,** celebrated 30 years of service with the SDDOT recently. Dean is pictured receiving his longevity plaque and pin from **Jason Humphrey, Pierre Region Engineer.**



**Pete Longman, Consultant Management Engineer, Road Design/Sioux Falls,** received his 30-year plaque and pin from **Jacob Rosecky, Road Design Consultant Management Supervisor.**

## SDDOT Employee News and Updates



**Shelley Larson, Senior Road Design Manager, Pierre Region**, received her 25-year longevity pin from **Jason Humphey, Pierre Region Engineer**.



**Brad Tisdall (left), Rapid City Equipment Technician**, celebrated 25 years of service with the SDDOT recently.

Brad is pictured receiving his longevity pin from **Rapid City Shop Foreman, AJ Hatch**.



**Darin Hodges, Concrete Engineer, Central Office Materials and Surfacing**, received his 25-year pin from **Tom Grannes, Materials Engineer Manager**.



Congratulations to **Jason Humphey, Pierre Region Engineer**, on earning the status of "first-time grandpa".

**Kamryn Rose** was born on Dec. 27, 2023, weighing 6 lbs. 10 oz. and 19.5 inches long!





## SDDOT Employee News and Updates - Retirements

**Patty Raugutt's** last day with the SDDOT was Jan. 8, 2024. Patty worked for the SDDOT for 52 years. Patty was an Accounting Assistant for the Aberdeen Region.

Patty is pictured with her proclamation from Governor Noem recognizing her 52 years of service; and receiving her plaque from **Mark Peterson, Aberdeen Region Engineer**.



**Warren Ice's** last day with the SDDOT was Jan. 8, 2024. Warren worked for the SDDOT for 37 years. **Warren was a Computer Applications Engineer in the Road Design Office.**

Warren is pictured with his proclamation from Governor Noem recognizing his 37 years of service to the State of South Dakota.



## SDDOT Employee News and Updates - New Hires:

### January New Hires:

Robert DeGeest - Lead Highway Maintenance Worker - Faulkton  
 Zane Schlabach - Highway Construction Project Engineer - Pierre  
 Sandiele Bras De Silva - Region Design Engineer - Sioux Falls  
 Corina Kocer - Asset Mapping & Transfer Specialist - Bison  
 Clayton Koop - Pavement Coring Lab Tech - Pierre  
 Amir Bajramovic - Region Design Engineer - Sioux Falls  
 Chad Schons - Equipment Technician - Sioux Falls  
 Matthew Martin - Highway Maintenance Worker - Mitchell  
 Marty Moody - Highway Maintenance Worker - Mitchell  
 Jason Stricherz - Highway Maintenance Worker - Faulkton  
 Darrell Utter - Geotechnical Construction Engineer - Pierre  
 Matt Kadinger - Highway Maintenance Worker - Clark



## A Thank You Note from Cabinet Secretary David Flute

Mr. Secretary,

I just want to share a short note with you and the appreciation I have for your DOT staff. The roads from Pierre to Sisseton were being well taken care of/groomed, if you will, and I appreciate the hard work your team does to keep our roads passable during these winter months; it is greatly appreciated.

The **Sisseton DOT team** has also been very kind and courteous to me, **Brian Chase** has been very helpful.

Just a couple short notes of appreciation to members of the DOT team.

Thank you, Secretary.



David Flute · Cabinet Secretary  
 SD DEPARTMENT OF TRIBAL RELATIONS

## Transit Day at the Capitol and Legislative Dinner with River Cities Public Transit (RCPT)



### In Sympathy:



Sympathy is extended to co-workers, family, and friends of **Bill Metzger, Lead Maintenance Worker, Plankinton**. Bill passed away on Friday, Jan. 5, 2024. A celebration of Bill's life was held on Jan. 10, 2024, at the Plankinton Street Bar and Grille. For nearly two decades, Bill dedicated his life to SDDOT, tirelessly working to ensure the safety of travelers on our highways.

In addition to visiting local elementary schools to promote winter safety, Bill also participated in **Don't Crowd the Plow** video campaigns for SDDOT and DPS! View the videos in the links below.

<https://www.youtube.com/watch?v=2REdwUuyjJU>  
<https://www.youtube.com/watch?v=EPPkuYESO9I>



Sympathy is extended to **Ron High Bear, Brookings Project Technician**, whose father passed away in December.

Terry High Bear, Sr. of Brookings, SD (and formerly of Eagle Butte) passed away on Friday, Dec. 22, 2023.

A funeral service was held on Dec. 29, 2023, at the CRST Bingo Hall, with burial at St. Paul's Episcopal Cemetery, in LaPlant.

