RFA BOARD AGENDA
January 16, 2020
2:30pm or Upon Adjournment of BEA Meeting
Via Web Conference

I. Welcome

II. Adoption of Meeting Minutes for November 8, 2019

III. Agency Matters
   A. Quarterly Update (Paul Athey, Sandra Kelly, David Patterson)
   B. Amendment to Purchase Approval §11-35-450 (Paul Athey)
   C. Statement of Economic Interests due March 30, 2020

IV. Other Business

V. Future Meetings
   A. February 13, 2020, Upon Adjournment of BEA Meeting (if necessary)
   B. March 19, 2020, Upon Adjournment of BEA Meeting (if necessary)
   C. April 9, 2020, Upon Adjournment of BEA Meeting (Quarterly Review, Customer Survey Results)

VI. Adjournment

Please note the Agenda is subject to change.
RFA Board Meeting
January 16, 2020
ADOPTION OF MINUTES
AGENCY MATTERS
QUARTERLY REVIEW
CUSTOMER FOCUS

• Census Website – developed internally
  • Educate the public on the potential impact of the 2020 Census
  • Inform citizens of available census jobs
  • Promote involvement to help ensure an accurate count
  (screenshot of homepage on next slide)
The United States Census in South Carolina

 Approximately $675 billion in federal funds to be distributed annually among the 50 states. Help South Carolina by being counted.

2020 Census Complete Count Committees

Find a Committee

Census 101
A quick guide to things about the Census you may need to know

The 2020 Census at a glance
Understanding the Census
Key milestones

Engaging with the Census
The 2020 Census will invite everyone to respond

Responding means dollars for local communities
Potential Census impact for funding in South Carolina

Privacy and the Census
Your responses to the 2020 Census are safe

Sample Census form
These are the questions you can expect to see in 2020

January 16, 2020
**Quarterly Review Highlights**

**Workforce Development**

- Employee Training – 333 hours
  - Coordinated with the Department of Transportation to provide an 8-hour Diversity and Inclusion Workshop
    - Mandatory for all supervisors and managers
  - Coordinated with SC Vocational Rehabilitation to provide a 2-hour Mental Health Awareness Workshop
    - Open to all employees
- All performance reviews and planning stages completed
Continuous Improvement

- Statewide Aerial Imagery Program
  - Contract awarded to Kucera International, Inc.
  - Image capture began in early January
  - Completed imagery for the entire state should be available for use before the end of the calendar year
  - Participation from multiple state agencies, county governments, and other stakeholders will help support ongoing costs to maintain the program
QUARTERLY REVIEW HIGHLIGHTS

CONTINUOUS IMPROVEMENT

• External Website Redesign
  • New vendor, GovWebworks, began work in October
  • Staff reviewed and provided feedback of initial design in December
  • Target launch date of June 2020

• Internal SharePoint Redesign
  • Infrastructure 85% complete
  • Complex workflows defined – the use of workflows should increase efficiency
  • Target launch data February 2020
STRATEGIC PLANNING

• SCHIEEx achieved DirectTrust Privacy & Security Accreditation
  • Ensures adherence to data processing standards and compliance with security infrastructure, integrity, and trusted identity requirements
  • Second accreditation for SCHIEEx – this round included more extensive security criteria
  • Scored 97% overall
  • Accreditation is valid for two years
QUARTERLY REVIEW HIGHLIGHTS

STRATEGIC PLANNING

• Third-party Risk Assessment of IT Infrastructure
  • Received final Security Assessment Report which included a roadmap for implementation of recommendations
  • Created an internal Security Steering Committee charged with monitoring implementation progress
  • Finalized contract with Department of Administration for Virtual Chief Information Security Officer
AMENDMENT TO APPROVAL OF PROCUREMENT AUTHORIZATION
PROCUREMENT AUTHORIZATION

• Initial purchase of a conference room table with glass top and twelve chairs for $5,512 plus tax approved at the August 26th meeting

• Request to amend the total purchase by $1,125 for a revised purchase price of $6,637 plus sales tax
  • $300 to modify the table base to allow for more leg room
  • $825 to upgrade the twelve chairs

• Pursuant to §11-35-450, Board approval is required
OTHER BUSINESS
Thank You!

South Carolina Revenue and Fiscal Affairs Office

Our mission is to provide independent research, analysis, and resources to facilitate informed policy decisions and administration of services.