



**SOUTH CAROLINA
REVENUE AND FISCAL AFFAIRS OFFICE**

CHAD WALLDORF, Chairman
HOWELL CLYBORNE, JR.
EMERSON F. GOWER, JR.

FRANK A. RAINWATER
Executive Director

**RFA BOARD AGENDA
August 28, 2014
Upon adjournment of BEA Working Group Meeting
Room 417, Rembert Dennis Building**

- I. Welcome
- II. Adoption of Minutes of June 16, 2014
- III. Agency Updates
 - A. Personnel Matters
 - 1. Employee Recognition
 - B. Highlights
 - C. Information Security
- IV. Program Issues
 - A. E911 Wireless Program
 - B. FY 2015-16 Budget Discussion
 - C. Legislative Changes
- V. Future Meetings
 - A. September 18, 2014
Adoption of FY 2015-16 Budget (Due October 1, 2014)
 - B. October 15, 2014
Adoption of E911 Wireless Surcharge for 2015
- VI. Other Business
- VII. Adjournment

Please note that the Agenda is subject to change.



AGENCY UPDATES



EMPLOYEE RECOGNITION





**CONGRATULATIONS ON YOUR
RETIREMENT**

LINDA HARMON – 34 years of service

DICK WOODS – 35 years of service

ALAN-JON ZUPAN – 41 years of service

THANK YOU FOR YOUR YEARS OF SERVICE!

CONGRATULATIONS TO:

GRACE KUBILISZ

MATTHEW J. WELLSLAGER

***Thank you for 20 years of service with
South Carolina State Government!!***

HIGHLIGHTS

- **Reviewing IT policies, procedures, and infrastructure**
- **Mapping retail licenses for DOR and verifying appropriate county/city location**
- **Redistricting focus is on City of Beaufort, Jasper County School District**
- **Providing Pre-Election support to counties by verifying voter assignments and making precinct adjustments**
- **Reviewing options for replacing legacy mainframe system for Appropriation Bill/Act**
- **Updating proviso base and working with Executive Budget Office on common projects**



- **Completing county boundary work on Cherokee/Spartanburg (20 miles) and Darlington/Florence (18 miles)**
- **Assisting PEBA Wellness Research by chairing committee to develop incentives for participation in wellness programs to reduce cost in state health plan**
- **Established forty new monuments for OCRM Beach Profile for use in national database, erosion surveys, flood elevation**
- **Completed first interstate exchange of records with SCHIEX**



INFORMATION SECURITY

- **Comply with thirteen Information Security Policies**
- **Key Dates**
 - 1) **June 30, 2014 – Establish roles and responsibilities for team members**
 - 2) **January 31, 2015 – Present Plan of Action (Gap Analysis) for achieving compliance**
 - 3) **June 30, 2016 – Complete Plan of Action with supporting documentation**
- **Resource Requirements**



PROGRAM ISSUES



E911 WIRELESS PROGRAM

- **Welcome SC CMRS Advisory Committee Members**
- **Procedure Change – RFA to implement a 30-day turnaround on quarterly distribution; effective January 1, 2015 (Attachment 1)**
- **Statutory Review – Soliciting input from Advisory Committee and local PSAPs regarding E911 legislation**
- **Procedure Change - calculation and adoption of E911 Wireless Surcharge for October meeting for January 1, 2015 implementation (Attachment 2)**
- **Other Issues and Concerns**



ATTACHMENT 1



CMRS WIRELESS 911 QUARTERLY DISTRIBUTION POLICY & PROCEDURES

Pursuant to § 23-47-65(1)(a), the responsibility of the Revenue and Fiscal Affairs Office (RFA) is to hold and distribute not more than thirty nine and eight tenths percent (39.8%) of the total monthly revenues in the interest bearing account to PSAP administrators based on CMRS 911 call volume for expenses incurred for the answering, routing, and proper disposition of CMRS 911 calls.

Wireless E911 surcharge fees are credited to a fund for cost recovery and PSAP services. Of this fund, 39.8% is allocated to local jurisdictions for PSAP services. These funds are distributed back to the PSAPs every quarter based on their number of wireless 911 calls for that quarter. The local jurisdictions have 20 days from the end of each quarter to report their wireless 911 call volumes to RFA.

This distribution is dependent upon receiving the necessary data from all local jurisdictions in a timely manner. Compliancy to the following procedures is necessary for the effective distribution of funds:

1. RFA will notify the local jurisdictions, in writing, no later than the first workday of the month to submit the total number of wireless 911 calls from the previous quarter. A notification will also be published on the RFA website (rfa.sc.gov).
2. The local jurisdictions will have 20 calendar days to submit all documentation required for reimbursement for that quarter. Status updates will be published on the website.
3. RFA will notify any jurisdiction that has not submitted the documentation after 20 days in writing and may grant an additional 10-day grace period. Quarterly distributions will be calculated on the first day of the next month and the State Treasurer's Office will be invoiced no later than 5 working days.
4. Any jurisdiction that has not submitted the necessary documents by the time the distributions are calculated will NOT be reimbursed for that distribution quarter.

Effective January 1, 2015

Beginning July 1, 2014, RFA will discuss this issue with the CMRS Advisory Committee and PSAPs and work with the affected parties to insure a smooth transition.

ATTACHMENT 2



CMRS WIRELESS 911 FEE CALCULATION POLICY AND PROCEDURES

Pursuant to §23-47-50, a CMRS 911 charge is levied for each CMRS connection for which there is a mobile identification number containing an area code assigned to South Carolina by the North American Numbering Plan Administrator. The amount of the fee must be approved annually by the Revenue and Fiscal Affairs Office (RFA) at a level not to exceed the average monthly landline telephone 911 charges paid in South Carolina. The S.C. CMRS Advisory Committee and RFA may calculate the wireless 911 charge based upon a review of one or more months during the year preceding the calculation of the calculation of landline telephone charges paid in South Carolina.

Under §23-47-68, a prepaid wireless 911 charge is imposed in the amount equal to the average 911 charges calculated pursuant to §23-47-50 (above).

The calculation of the wireless 911 fee relies upon the cooperation of all 50 local jurisdictions. Each year, RFA must collect landline information from each jurisdiction for the month of July. The information must include the number of landline subscribers in each jurisdiction or the amount of landline 911 surcharges collected in each jurisdiction for the month of July. By collecting this data, RFA can calculate the total number of landline subscribers in South Carolina as well as the total amount of landline 911 surcharges collected in the state. The amount of the fee is determined by dividing the total amount of fees collected by the total number of subscribers in the state. The number is calculated out to four decimal places and then rounded down to two decimal places (as to not exceed the average monthly landline telephone 911 charges paid in South Carolina). This number must be approved by RFA board and becomes the wireless 911 fee for the upcoming year

This fee is dependent upon receiving the necessary data from all local jurisdictions in a timely manner. Compliancy to the following procedures is necessary for the effective calculation of the fee.

1. RFA will notify the local jurisdictions, in writing, no later than the first workday of the month of July. A notification will also be published on the RFA website (rfa.sc.gov).
2. The local jurisdictions will have until October 1st to submit all documentation required for calculation of the fee. Status updates will be published on the website.
3. RFA will notify any jurisdiction that has not submitted the documentation by October 1st in writing and may grant an additional 15-day grace period. When ALL the required information is received, RFA staff will calculate the fee.
4. The fee will be presented to the board for approval in the October meeting giving the Department of Revenue adequate time to set an effective date of January 1st of the upcoming year.

Effective January 1, 2015

Beginning July 1, 2014, RFA will discuss this issue with the CMRS Advisory Committee and PSAPs and work with the affected parties to insure a smooth transition.

FY 2015-16 BUDGET DISCUSSION

- **FY 2015-16 Budget submission due October 1; requires adoption of budget at September meeting**
- **No anticipated request for increased General Fund Appropriations; may request additional authorization regarding Other Funds**
- **Proviso Review**



LEGISLATIVE CHANGES

- **Reviewing all legislation regarding the three offices affected by restructuring**
 - 1. Identify needed technical changes**
 - 2. Consider more substantive changes in program areas**



FUTURE MEETINGS



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- **September 18, 2014**
 - Adoption of FY 2015-16 Budget (Due October 1, 2014)**
 - Adoption of Agency Head Planning Document**
- **October 15, 2014**
 - Adoption of E911 Wireless Surcharge for 2015**



OTHER BUSINESS





ADJOURNMENT

