

MEMORANDUM FOR THE RECORD

DATE: August 28, 2014
Room 417, Dennis Building
Upon adjournment of BEA meeting

SUBJECT: Minutes of the Revenue and Fiscal Affairs Board (RFA) Meeting

ATTENDEES: *Board Members* – Chad Walldorf-Chairman, Howell Clyborne, Emerson Gower, *Executive Director*, Frank Rainwater, *Staff* – Debbie Glenn, Robert Martin, Karen Rhinehart, Greg DiBiase, Les Boles, Bobby Bowers, David Patterson, Diane Porter, Matt Wellslager, Dick Woods, Steve Sklar, David Morrison. *Guests* – (Governor’s Office), (Comptroller General’s Office), (DOR), (B&CB), (Treasurer’s Office), (W&M), (Senate Finance), (Executive Budget Office), (Senate Research), (SC Tech), (CHE), (Dept. of Education), (SCDMH), (Lottery Commission), (DJJ), (DSS), (SCPRT), (PEBA), (DHHS), Ted Creech (E911).

1. Chairman Walldorf welcomed everyone to the meeting.
2. The minutes of June 16, 2014 were approved.
3. The Board recognized Linda Harmon, Dick Woods, and Alan-Jon Zupan for their years of service and contribution to the state as they prepared to retire in September. The Board also recognized Grace Kubilis and Matthew Wellslager with achieving 20 years of state service and presenting them with a certificate and pin.
4. Frank Rainwater presented the following highlights on office activity:
 - Reviewing IT policies, procedures, and infrastructure
~Chairman Walldorf mentioned that there is a consultant (Canty Technology) working pro bono to assist in this.
 - 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
~Will Roberts mentioned that Allendale County voters are identified.
 - 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
~David Patterson mentioned that this exchange took place between Georgia Medical Center and Conway Medical Center.
5. **INFORMATION SECURITY** - Frank Rainwater updated the Board on several **Information Security** issues:
 - 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
 - ~Chairman Walldorf mentioned an article that was in the NY Times which highlighted SC and NC for their cooperation in border dispute. He gave congratulations to GIS staff for their assistance.
- 6. **E911 WIRELESS PROGRAM** - Frank Rainwater briefed the Board on several E911 issues including:
 - Welcome SC CMRS Advisory Committee Member, Ted Creech
 - Procedure Change - RFA to implement a 30-day turnaround on quarterly distribution; effective January 1, 2015 (Attachment 1)
 - ~Previously took 82 days to get data from counties; at the end of June the time had been reduced to 17 days. The policy for turnaround time has been established in the "CMRS Wireless 911 Quarterly Distribution Policy and Procedures"
 - 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)
 - ~Frank Rainwater asked if there were any other issues or concerns before the vote on the E911 procedure change.
 - ~Ted Creech mentioned that speed with deliberation in transferring calls from one PSAP to another is important. Public Safety is about responding to emergencies; one call cannot drop. All technology, mapping and personnel have to agree.
 - ~Frank Rainwater mentioned that modernizing, moving forward and getting users together is important. Jim Lake and Ted Creech will provide direction on this initiative.
 - ~Howell Clyborne mentioned that changes to modernize language and get ahead of changes important.
 - ~Emerson Gower thinks this is an opportunity for regions and counties to get together rather than be separate and posed thought of considering what consolidation would look like in the future. Getting benchmarks from other states would be a good idea. Felt that the E911 program is fortunate to have Ted.
 - ~Chairman Walldorf agreed with regions working together. Mentioned that the percentages that the districts receive may need to be changed.
 - ~DOR will make these changes by November 1st.
 - ~There were no objections to the procedure change; Chairman Walldorf suggested moving to the next item.
- 7. **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
 - ~Frank Rainwater mentioned he is looking at cost savings and may need proviso changes. He asked the members if they had any directives or issues that should be considered.
 - ~Chairman Walldorf mentioned rewarding employees who take on more responsibility and think in a more entrepreneurial way. He also suggested that one-time bonuses would be considered. He feels RFA should be a role model for other agencies which will be created from BCB and encouraged finding better ways to do things without spending more money.
 - ~Diane Porter replied that the maximum bonus allowed is \$3,000 per-year per-person. She also mentioned that if someone offers to take on extra duties if someone is leaving that person could be considered for a one-time bonus.
 - ~Emerson Gower would like to see justification of positions. He also sees the need to recognize and reward employees for their ideas as well as to create an environment to cut costs in the organization.

8. **LEGISLATIVE CHANGES** - Frank Rainwater discussed the recent legislative changes which include:

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

In other matters:

~Chairman Walldorf complimented the reorganization team for a job well done.

~Howell Clyborne asked David Patterson what parts of the Affordable Care Act RFA needs to comply with. David Patterson responded that technology needed to be made available; beyond that, there are no requirements.

9. **FUTURE MEETINGS**

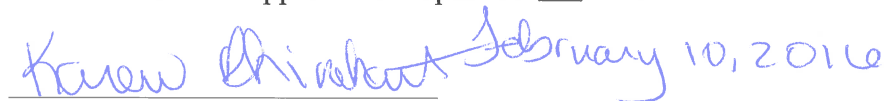
- September 18, 2014 ~ Emerson Gower has a conflict with the 18th. The staff was directed to reschedule this meeting date.
 - Adoption of FY 2015-16 Budget (Due October 1, 2014)
 - Adoption of Agency Head Planning Document
- October 15, 2014
 - Adoption of E911 Wireless Surcharge for 2015

With no further business pending, the meeting adjourned at 3:23 P.M

Attachments: Agenda, Meeting Materials

Public Notice of this meeting was posted at: <http://www.rfa.sc.gov/calendar?m=08&y=2014>

These minutes were approved on September __, 2014



Karen Rhinehart