

MEMORANDUM FOR THE RECORD

DATE: June 20, 2017
Room 335, Dennis Building
2:45pm or Upon Adjournment of BEA meeting

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

ATTENDEES: *Board Members* – Edward Grimball-Chairman, Howell Clyborne, Emerson Gower, *Executive Director*, Frank Rainwater. *Staff* – Robert Martin, Karen Rhinehart, Diane Porter, David Patterson, Don Roper, Lisa Jolliff, Debbie Glen, Tracy Smith, David Morrison, Sarah Crawford, Sandra Kelly, Mary Katherine Gable, Justin Heineman, Gordon Shuford, Jake Scoggins, Matt Wellslager, Logan Kranz. *Guests* - Melanie Bartlett (Education Oversight Committee), Erin Brown (Treasurer’s Office).

Press:

1. Chairman Grimball called the meeting to order.
2. The meeting minutes for April 10, 2017 were approved by the Members (Mr. Gower motioned, Mr. Clyborne seconded). (See attached)
3. RFA Team Members shared FY 2016-17 Accomplishments and FY 2017-18 Goals. (See attached).
 - a. David Patterson shared information concerning the Strategic Planning Team
~Chairman Grimball asked if there had been any criticism of the RFA website. Mr. Patterson replied that the Hospital data was not available for a while during the security upgrade and there was some criticism concerning that.
~Chairman Grimball asked what type of risk management is used. Mr. Patterson replied the National Institute of Standards and Technology (NIST) is used.
~Mr. Clyborne asked what the levels of security are when the data is entered. Mr. Patterson replied that both DIS-200 and NIST security levels are used.
~Chairman Grimball asked if legislative changes will be needed and if the Board will be given advance notice before these are shared with them. Mr. Patterson said these changes would only be directly related to the agency. Mr. Rainwater mentioned that the Strategic Planning Team would be guiding this for the next 2 to 3 years. The Chairman asked if Mr. Rainwater initiated this process. Mr. Rainwater stated that the Board determined this path and he felt that RFA was doing a good job.
~Concerning the Geodetic Survey Section: Mr. Rainwater mentioned that the counties are cooperating well. Chairman Grimball asked how the boundary dispute originated. Mr. Rainwater said that RFA originated these changes as they were seeking correct documentation.
~Robert Snodgrass with Deloitte and Touche presented information on the agency security audit. Chairman Grimball asked if Mr. Snodgrass had worked with other state agencies and how much of this project is unique to RFA. Mr. Snodgrass said that he had worked with other state agencies and was currently working with other state agencies. Mr. Snodgrass stated that each audit was unique and this security audit applied to RFA Information Technology infrastructure only. Chairman Grimball asked if any particular areas stood out during the audit and Mr. Clyborne asked if there were any problems with technology or process to which Mr. Snodgrass replied that there were other agencies that sometimes had hundreds of vulnerability “findings” while RFA had 23 vulnerability “findings” of which only 1 was deemed “Critical” and 5 were considered “High”. Chairman Grimball asked if RFA security was compromised what the consequences would be. Mr. Snodgrass replied that it would depend on the area compromised. He also mentioned that the HR system was not included as it is part of state government overall. Mr. Gower asked if an action plan had been created to deal with the issues that were discovered and if RFA will do a self-audit before there is another outside audit. Mr. Snodgrass said that recommendations have been made and those recommendations would probably take years to implement. Mr. Snodgrass made the statement that RFA had already corrected the “Critical” and “High Findings”. Mr. Rainwater concurred with Mr. Snodgrass’s statement. Mr. Rainwater mentioned that a risk management team was needed.

- b. Tracy Smith shared information concerning the Continuous Improvement Team.
- c. Sarah Crawford shared a brief update for the Customer Focus Team.
- d. Debbie Glenn shared information concerning the Workforce Development Team.
~Chairman Grimball asked if the employee training was done in-house. Ms. Glenn replied that training was complete at State Human Resources, Midlands Tech and a local IT Training facility.
- e. Diane Porter shared information concerning the Budget Status for FY17, FY18, and FY19

~There were no further comments from the audience or the Board.

~Motion for adjournment was made by Mr. Clyborne and seconded by Mr. Gower. The meeting adjourned at 4:33pm.

The next scheduled meeting is July 27, 2017.

Attachments: Agenda, Meeting Materials

Public Notice of this meeting was posted at: <http://rfa.sc.gov/meetings>

These minutes were approved on 8/24/17.

Karen Rhinehart
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