

## MEMORANDUM FOR THE RECORD

**Date:** September 16, 2019  
Bowers Conference Room  
Room 417, Rembert C. Dennis Building  
2:30 pm or Upon Adjournment of the BEA Meeting

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

**Attendees:** *Board Members* – Edward Grimball-Chairman, Emerson Gower, and Howell Clyborne. *Executive Director*, Frank Rainwater. *Division Directors* - Paul Athey, Lisa Jolliff, and David Patterson. *Staff* – Carrie Bundrick, Debbie Glenn, Kenneth Harris, Sandra Kelly, Amanda Martin, Robert Martin, Mary K. Miller, David Morrison, Sidra Nelson, Morgan O’Donnell, Cindy Pohar, Allyn Powell, Karen Rhinehart, Will Roberts, Gordon Shuford, Matt Wellslager. *Guests* – Morgan Maxwell (Joint Citizens and Legislative Committee on Children).

- I. Chairman Grimball called the meeting to order at 3:20 pm.
- II. Chairman Grimball presented the August 26, 2019 meeting minutes which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Chairman Grimball declared the minutes approved as written. (*See attached*)
- III. On behalf of the agency, Mr. Rainwater recognized Cindy Pohar on her retirement after 33 years of service and presented her with a gift. Ms. Pohar is the last member of the original Geodetic Survey staff. (*See attached*)
- IV. Agency Matters
  - A. Mr. Rainwater introduced Pam Everitt and Paul Ihme with Soteria. The agency contracted with Soteria to perform an information security assessment of the agency. He emphasized because data security is a very important issue, the agency wanted a third-party assessment of our practices. (*See attached*)
    - *Ms. Everitt gave a presentation of the initial findings of the assessment. She commended the staff for being very open and honest in providing feedback. Ms. Everitt stated that RFA has the right people and processes in place but re-organizing staff would better align strengths and provide better separation between IT operations and compliance. Soteria recommends the following organizational changes: IT Operations move under the Health and Demographics Division; Privacy and Security report directly to the Mapping and Operations Division Director; and RFA contract with Department of Administration, Division of Information Security for a Virtual Chief Information Officer who will report directly to the Executive Director. Soteria issued a full report with more detailed technical issues for the agency to address.*

- *Members commented or asked for clarification on several items which spawned conversation between Members, Ms. Everitt and staff.*

B. Mr. Rainwater presented the proposed Organizational Structure which reflects the recommendations made by Soteria and also a change to combine Strategic Planning, Communication and administrative duties for the BEA and RFA Boards into one Section. *(See attached)*

- *Mr. Gower commented that organizations frequently restructure based on needs which can cause people to appear to move up or down in the structure; the key is to always be the best you can be.*
- *Mr. Clyborne made a motion to approve the proposed organizational structure effective October 1 and Mr. Gower seconded. All voted aye and the organizational structure was approved.*

C. Morgan O'Donnell presented the FY 2020-21 Budget Plan. The Budget Plan for FY 2020-21 included requests for authorization for two other funded FTEs and for other and federal funds authorization. There were no requests for new funds. *(See attached)*

- *Mr. Gower made a motion to approve the FY 2020-21 Budget Plan and Mr. Clyborne seconded. All voted aye and the plan was approved.*

V. Personnel Matter

A. Chairman Grimbball stated that the Board had met on August 22<sup>nd</sup> in executive session to discuss the Executive Director's FY 2019-20 Planning Stage which previously had been distributed.

- *Mr. Clyborne motioned to approve the Executive Director's FY 2019-20 planning stage and Mr. Gower seconded. All voted aye and the planning stage was approved.*

VI. Mr. Rainwater presented an update of the Education Funding Model. *(See attached)*

*Chairman Grimbball thanked staff for an informative presentation.*

VII. The next scheduled meeting is October 17, 2019, 10:30 am.

VIII. The meeting was adjourned at 3:52 pm by Chairman Grimbball.

Attachments: Agenda, Meeting Materials

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

These minutes were approved on 11/8/2019.

Sandra Kelly

