

MEMORANDUM FOR THE RECORD

Date: June 10, 2021, 1:00 p.m.
Bowers Conference Room, Room 417 / Attendees via Zoom

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

Attendees: *Board Members* – Edward Grimball, Chairman (*via Zoom*), Emerson Gower (*via Zoom*), and Alan Clemmons (*via Zoom*). Frank Rainwater, Executive Director; *Division Directors* - Paul Athey, Lisa Jolliff, and David Patterson; *Staff* – Michael Ball, Debbie Glenn, Elizabeth Hall, Kathryn Kelley, David Morrison, James Tanis, and Matt Wellslager. *Twelve additional participants via Zoom (see attached).*

- I. Chairman Grimball called the meeting to order at 1:02 p.m.
- II. Chairman Grimball presented the April 8, 2021 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 minutes*)
- III. Agency Matters
Mr. Rainwater introduced the presenters and provided a brief summary of the topics of the meeting.
 - Paul Athey presented highlights of the agency’s accomplishments, the strategic plan, and the anticipated budget request due in August. (*see materials*)
 - The agency had a successful year with numerous accomplishments in the areas of Customer Focus, Workforce Development, and Continuous Improvement.
 - A Strategic Plan summary document was created and posted on the agency’s SharePoint site and in the three office locations in order to increase awareness of the agency’s goals and objectives.
 - The agency anticipates requesting a budget increase of approximately \$450,000 in the August board meeting. Due to implemented cost savings and efficiencies to absorb increased costs and new initiatives, this is the first recurring budget increase requested in seven years.
 - Project highlights were presented by staff (*see materials*):
 - Paul Athey presented a summary of the Business License Renewal Portal contract with Municipal Association of South Carolina (*see materials*)

- Michael Ball presented an overview of the NG9-1-1 Implementation (*see materials*)
- James Tanis presented an overview and demonstration of the Locate Me, Web-based Boundary Locator (*see materials*)

Members commented on the information presented and asked questions which generated further discussions between Members and staff. Mr. Clemmons requested a list of 9-1-1 centers not accepting text at this time and further discussion was had regarding touring a 9-1-1 operating facility. Mr. Gower asked if the Locate Me application included elected officials' names which it does not at this time. Chairman Grimball indicated this is a great start and that we should continue to be proactive on getting the data for this initiative.

Chairman Grimball thanked staff for their informative presentations.

V. Other Business

Mr. Gower mentioned current computer hacking issues seen in the media and reminded staff that we need to do everything in our power to prevent security issues. This generated further discussion between members and staff regarding RFA data and the multiple layers of protection and encryption we have enabled at the agency.

- VI. The next scheduled meeting is July 22, 2021, upon adjournment of BEA Meeting if necessary.
- VII. The meeting was adjourned at 1:59 pm by Chairman Grimball.

Public Notice of this meeting was posted at: <http://rfa.sc.gov> and at the Rembert Dennis Building.

These minutes were approved on 8/26/2021
 Kathryn Kelley Kathryn Kelley

RFA Board Zoom Webinar Attendee Report

Staff:

Allyn Powell

Ben Coomer

Carrie Bundrick

Byron Kirby

Ken Harris

Shannon Fields

Ragan Griffith

Stephen Gardner

Mary Katherine Miller

Zac Payne

Guests:

Emily Heateole Keeney

Darbi MacPhail