

MEMORANDUM FOR THE RECORD

DATE: April 23, 2015
Room 417, Dennis Building
2:00pm

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

ATTENDEES: *Board Members* – Chad Walldorf-Chairman, Howell Clyborne (via phone), Emerson Gower, *Executive Director*, Frank Rainwater, *Staff* – Diane Porter, Robert Martin, Karen Rhinehart, Greg DiBiase, Les Boles, Lisa Jolliff, Jade Dunbar, Rebecca Leach, Gordon Shuford, Rachael Fulmer, Will Roberts, Matt Wellslager, David Morrison, David Patterson, Debbie Glenn, Steve Sklar, David Ballard, Jose Santiago. *Guests* – (Governor's Office), Michael Moore (Comptroller General's Office), Meredith Cleland (DOR), (B&CB), (Treasurer's Office), (W&M), Quentin Hawkins (Senate Finance), (Executive Budget Office), (Senate Research), (SC Tech), (CHE), Shatika Spearman (Dept. of Education), (SCDMH), Joe Boyle (Lottery Commission), (DJJ), Quincy Swygert (DSS), (SCPRT), (PEBA), (DHHS), (E911).

Press:

1. Chairman Walldorf called the meeting to order.
2. Frank Rainwater presented the Team Project overview. (See attached)
3. Rachael Fulmer presented information for the Strategic Planning team. (See attached)
~Mr. Clyborne mentioned that the wording of the Values statement was well chosen.
4. Gordon Shuford presented information for the Continuous Improvement team concerning RFA Legislation Changes and the Fiscal Impact Process. (See attached)
~Mr. Gower asked how many states were reviewed for their Fiscal Impact processes. Mr. Shuford responded that "almost all" of the states were reviewed.
~Chairman Walldorf mentioned that he appreciated that the legislature was referred to as "customers."
5. David Patterson presented information (see attached) for the Continuous Improvement team concerning:
 - a. RFA Sales Order System
 - b. Info-Sec Policy Workgroup
 - c. Legislative Budget System
~Les Boles commented that the mainframe system is outdated and inflexible. Documents cannot be printed. A new system will allow line-by-line additions.
~Mr. Gower asked if other states have a system that can be used and there is not one, per Mr. Boles.
~Mr. Rainwater mentioned that the goal of a new system is to print a bill, obtain information from SCEIS and input information back into SCEIS throughout the year. The process would also be cheaper in-house.
 - d. E911 Strategic Plan
~Mr. Rainwater mentioned that the Materials Management Office has assisted with this process. A bidding process was begun April 28th and was very competitive. Six bids were received, four were interviewed.
6. Matt Wellslager presented information for the Customer Feedback/Focus team (see attached) on the following subjects:
 - a. Customer Feedback Survey
~David Morrison commented that there were seven questions and there were more responses to review but basically the RFA customers are satisfied with the service provided to them
 - b. House Legislative Oversight Committee
 - c. Department of Revenue Geocoding Project
 - d. Municipal Association Geocoding Project

- e. Lee County 911 Mapping
 - f. Re-Establishment of SC-NC Boundary 1996-2013
 - g. County Boundary Projects
7. Debbie Glenn presented information from the Workforce-Succession Planning Committee (see attached) on the following subjects:
- a. FY 2014-15 Goals
 - b. Employee Morale and Feedback
 - ~Mr. Gower asked if this survey was done for RFA only and if it was confidential to which Ms. Glenn responded that it was.
 - ~Chairman Walldorf mentioned that it would be good to benchmark this survey and then repeat every two years.
 - c. Employee Training
 - d. Succession Planning
 - e. Employee Recognition Program
 - ~Chairman Walldorf asked how many folks in RFA had received bonuses. Diane Porter responded that seven or eight had received bonuses.
- ~Mr. Clyborne mentioned that a lot of work has been done within the committees and that the individual groups seeing themselves as a team is a positive step.
- ~Chairman Walldorf gave the group kudos for working to become one group.
8. Future Meetings (See attached)

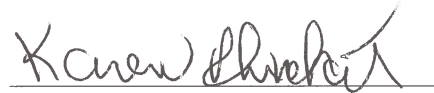
With no further business pending, the meeting adjourned at 2:50pm (Mr. Gower motioned, Mr. Clyborne seconded).

The next scheduled meeting is Thursday, May 21, 2015.

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 2/10/16.



Karen Rhinehart