

MEMORANDUM FOR THE RECORD

Date: August 29, 2018
Room 417, Dennis Building
11:15am or Upon Adjournment of BEA meeting

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

Attendees: *Board Members* – Edward Grimball-Chairman, Emerson Gower, *Executive Director*, Frank Rainwater. *Division Directors* - Paul Athey, Lisa Jolliff, David Patterson. *Staff* –Carrie Bundrick, Debbie Glenn, Kenneth Harris, Sandra Kelly, Amanda Martin, Robert Martin, Ellen Mitchell, David Morrison, Morgan O'Donnell, Allyn Powell, Karen Rhinehart, Will Roberts, Don Roper, Gordon Shuford, Matt Wellslager.

1. Chairman Grimball called the meeting to order at 12:10 pm.
2. Chairman Grimball presented the meeting minutes of the June 14, 2018 meeting which had previously 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 presented. (*See attached*)
3. Sandra Kelly presented the FY 2017-18 Accountability Report and reported that there were formatting changes but no substantive changes to the document since presented in June. (*see attached*)
 - ~ **Mr. Rainwater stated the Members would need to consider and vote on the report and if approved, Mr. Grimball and Mr. Rainwater would need to sign the report.**
 - ~ **Mr. Gower motioned and Mr. Clyborne seconded the motion to approve the FY 2017-18 Accountability Report. All voted aye and the report was approved.**
4. Paul Athey presented the FY 2019-20 Budget Request.
 - ~ **Mr. Athey stated there were no anticipated requests for additional funding or authorization. Mr. Athey also provided a summary of this year's planned expenditures using carry forward funds which include the public website, the intranet and IT infrastructure.**
 - ~ **Mr. Grimball reminded staff that the Board feels strongly about the revamping of the public website.**
 - ~ **Mr. Clyborne made a motion to approve the budget request and Mr. Gower seconded. All voted aye to approve and submit the FY 2019-20 Budget Request.**
5. Morgan O'Donnell presented the Notice of State Auditor's Review.
 - ~ **Mr. O'Donnell informed Members of the one finding (use of incorrect general ledger code for copier) and that there were already processes in place to prevent a recurrence.**
 - ~ **Members commended Morgan and staff for a job well done.**

6. Mr. Rainwater presented the RFA Organizational Chart and explained the changes. He requested approval from the Members.

~ **Mr. Gower motioned to approve the Organization Chart and Mr. Clybourne seconded the motion. All voted aye to approve the Organizational Chart. (See attached)**

7. Chairman Grimball stated that there was no need to address the Personnel Matter on the agenda, as it had been approved at the August 20 meeting.

~No other matters were discussed.

~The meeting was adjourned at 12:24 pm by Chairman Grimball.

The next scheduled meeting is Thursday, September 20, 2018 following the BEA Meeting.

Attachments: Agenda, Meeting Materials

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

These minutes were approved on 10/18/18.

Sandra Kelly 