



**SOUTH CAROLINA  
REVENUE AND FISCAL AFFAIRS OFFICE**

EDWARD B. GRIMBALL, Chairman  
HOWELL CLYBORNE, JR.  
EMERSON F. GOWER, JR.

FRANK A. RAINWATER  
Executive Director

**RFA BOARD AGENDA  
January 16, 2020  
2:30pm or Upon Adjournment of BEA Meeting  
Via Web Conference**

- I. Welcome
- II. Adoption of Meeting Minutes for November 8, 2019
- III. Agency Matters
  - A. Quarterly Update (Paul Athey, Sandra Kelly, David Patterson)
  - B. Amendment to Purchase Approval §11-35-450 (Paul Athey)
  - C. Statement of Economic Interests due March 30, 2020
- IV. Other Business
- V. Future Meetings
  - A. February 13, 2020, Upon Adjournment of BEA Meeting (if necessary)
  - B. March 19, 2020, Upon Adjournment of BEA Meeting (if necessary)
  - C. April 9, 2020, Upon Adjournment of BEA Meeting (Quarterly Review, Customer Survey Results)
- VI. Adjournment

**Please note the Agenda is subject to change.**



SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE  
*Transforming data into solutions for South Carolina*

# RFA BOARD MEETING January 16, 2020



# ADOPTION OF MINUTES



# AGENCY MATTERS



# QUARTERLY REVIEW



# QUARTERLY REVIEW HIGHLIGHTS

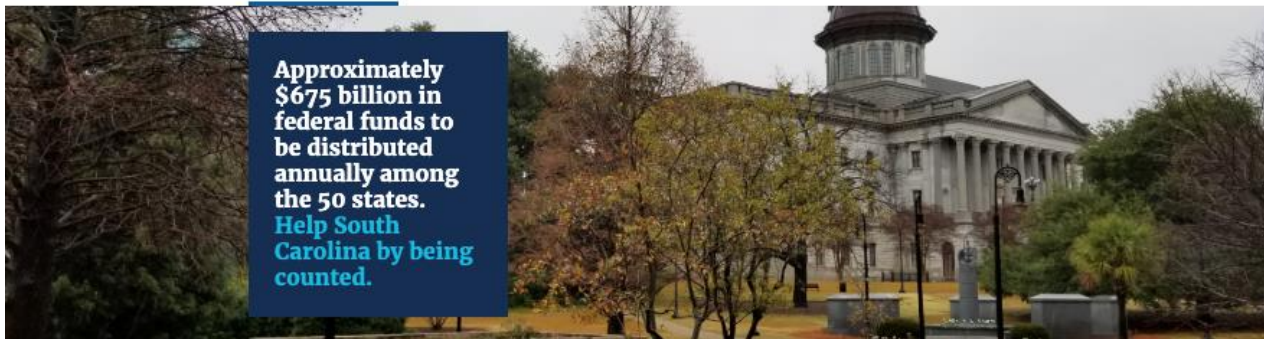
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## CUSTOMER FOCUS

- Census Website – developed internally
  - Educate the public on the potential impact of the 2020 Census
  - Inform citizens of available census jobs
  - Promote involvement to help ensure an accurate count  
*(screenshot of homepage on next slide)*

# The United States Census in South Carolina

[South Carolina Partners](#) [Census Jobs](#) [Other useful links](#) [En Español](#)



## 2020 Census Complete Count Committees

[Find a Committee](#)



-  **Census 101**  
A quick guide to things about the Census you may need to know
-  **Responding means dollars for local communities**  
Potential Census Impact for funding in South Carolina
-  **The 2020 Census at a glance**  
Understanding the Census/ Key milestones
-  **Privacy and the Census**  
Your responses to the 2020 Census are safe
-  **Engaging with the Census**  
The 2020 Census will invite everyone to respond
-  **Sample Census form**  
These are the questions you can expect to see in 2020

# QUARTERLY REVIEW HIGHLIGHTS

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## WORKFORCE DEVELOPMENT

- Employee Training – 333 hours
  - Coordinated with the Department of Transportation to provide an 8-hour Diversity and Inclusion Workshop
    - Mandatory for all supervisors and managers
  - Coordinated with SC Vocational Rehabilitation to provide a 2-hour Mental Health Awareness Workshop
    - Open to all employees
- All performance reviews and planning stages completed



# QUARTERLY REVIEW HIGHLIGHTS

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## CONTINUOUS IMPROVEMENT

- Statewide Aerial Imagery Program
  - Contract awarded to Kucera International, Inc.
  - Image capture began in early January
  - Completed imagery for the entire state should be available for use before the end of the calendar year
  - Participation from multiple state agencies, county governments, and other stakeholders will help support ongoing costs to maintain the program

# QUARTERLY REVIEW HIGHLIGHTS

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## CONTINUOUS IMPROVEMENT

- External Website Redesign
  - New vendor, GovWebworks, began work in October
  - Staff reviewed and provided feedback of initial design in December
  - Target launch date of June 2020
- Internal SharePoint Redesign
  - Infrastructure 85% complete
  - Complex workflows defined – the use of workflows should increase efficiency
  - Target launch data February 2020

# QUARTERLY REVIEW HIGHLIGHTS

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## STRATEGIC PLANNING

- SCHIEEx achieved DirectTrust Privacy & Security Accreditation
  - Ensures adherence to data processing standards and compliance with security infrastructure, integrity, and trusted identity requirements
  - Second accreditation for SCHIEEx – this round included more extensive security criteria
  - Scored 97% overall
  - Accreditation is valid for two years

# QUARTERLY REVIEW HIGHLIGHTS

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## STRATEGIC PLANNING

- Third-party Risk Assessment of IT Infrastructure
  - Received final *Security Assessment Report* which included a roadmap for implementation of recommendations
  - Created an internal Security Steering Committee charged with monitoring implementation progress
  - Finalized contract with Department of Administration for Virtual Chief Information Security Officer

# AMENDMENT TO APPROVAL OF PROCUREMENT AUTHORIZATION



# PROCUREMENT AUTHORIZATION

- Initial purchase of a conference room table with glass top and twelve chairs for \$5,512 plus tax approved at the August 26<sup>th</sup> meeting
- Request to amend the total purchase by \$1,125 for a revised purchase price of \$6,637 plus sales tax
  - \$300 to modify the table base to allow for more leg room
  - \$825 to upgrade the twelve chairs
- Pursuant to §11-35-450, Board approval is required

# OTHER BUSINESS



# THANK YOU!

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## *SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE*



*Our mission is to provide independent research, analysis, and resources to facilitate informed policy decisions and administration of services.*