

FINANCE, AUDIT AND COMPLIANCE COMMITTEE MEETING MINUTES  
4016 WEST BROAD STREET  
RICHMOND, VIRGINIA

NOVEMBER 14, 2006, 5:30 p.m.

**PRESENT:** C. T. Hill, Chairman, C. Marshall Davison, Sherry Smith Crumley (via telephone), Thomas A. Stroup, John Montgomery. **ABSENT:** William T. Greer;  
**DIRECTOR:** C. Carlton Courter, III; Staff: Ray Davis, John Moore, Mike Bise, David Whitehurst, Gary Martel, Virgil Kopf.

Chairman Hill called the meeting to order at 5:30 p.m. He welcomed Mr. Courter and briefed on the meeting schedule of the committee.

**Minutes of the Meeting:** The minutes of the September 19, 2006 meeting have been posted on the web and copies were distributed to Committee members. Chairman Hill asked if there were any additions or corrections to the minutes. As there were none, Mr. Davison moved, seconded by Mr. Stroup, passed unanimously, to approve the minutes as written. Ayes: Hill, Davison, Crumley, Stroup.

**Financial Statement:** Virgil Kopf briefed the Committee on the current financial status of the department through the end of October 2006.

The Game Protection Fund is showing an increase of a million dollars which is up from last year at this same time frame. At this time, the staff does not feel there will be any “buyer resistance” at this time.

Mr. Hill asked about the reimbursement of approximately a million dollars from expenses incurred during Hurricane Katrina. Colonel Bise advised that he contacted VDEM and reimbursements have not been made to participating agencies. Chairman Hill asked staff to prepare a letter to Congressman Eric Cantor, Seventh District, regarding FEMA payments to the affected states so the Commonwealth of Virginia and the Virginia Department of Game and Inland Fisheries could receive reimbursement for service rendered. Chairman Hill stated that he would be glad to present the letter to Congressman Cantor on behalf of the Board and Department. Colonel Bise will forward information from VDEM to committee members.

Personnel cost are down from last year and Dr. Kopf is to prepare an updated report for the December Board Meeting. Decrease reflects loss of Law Enforcement Officers. What the vacancies are and how many. There were 449 salaried employees on the payroll as of October 31, 2006.

Ms. Crumley suggested preparing a press release to show the increase in the purchase of automated license purchases and the increased license agents. Dr. Kopf and the Committee agreed but wanted to delay the release until all of the sales have been posted for the month of November. Internet sales have increased. Non corporate sales (not

Walmart, Dick's Sporting Goods, etc.) are down for fishing not hunting. One hundred automated agents have been added since July, 2006.

Resident crossbow license sales are up approximately 36% from last year. Non resident crossbow is showing a 50% increase from last year. Hunters for the Hungary contributions are still declining. Licensing agents should be encouraged to ask consumers if they would like to make the \$2.00 donation.

Virginia Waterfowl Stamp purchases are up 25% from last year.

**VITA Issues:** During the Federal Audit there were two findings: (1) A possible diversion of license revenue if VITA fees were paid; (2) VITA not being able to identify and locate their own inventory. After thorough research, it was determined that VITA'S plan did not meet Federal Requirements. Vita has committed to file an appropriate indirect cost allocation plan to meet Federal Guidelines and will retroactively bill for services based upon approved plan. The revised plan should be approved by the Federal Government in December. Staff was requested to monitor the progress of these issues.

**SPCC:** The SPCC Review Committee has met twice since the last report. Primarily employees are using the card appropriately with only a few exceptions: some receipts are missing from required documentation and investigation continues on the possible misuse of the card. Staff was requested to make sure that agency employees receive the proper guidance and training on the use of the card.

**Internal Auditor Update:** The staff continues to explore the recommendations for sharing an Internal Auditor with other state agencies within the Secretariat of Natural Resources. The other two options are: (1) contracting out for this service and (2) hiring a full time position. The committee agreed that if sharing of resources was not possible and contracting out for these services was not cost effective; a full time position at DGIF would be needed to be in compliance with the audit. The final recommendation by staff will be made to the committee at the February 2007 Meeting.

**Media Report:** David Whitehurst provided the required quarterly media reports. The staff suggested that a review of the current policy to divide the internal request from external request. These revisions would be presented to the Policy Committee. The committee agreed with the recommendation.

**FOIA:** Under the State Code, DGIF is required to collect personal information (SSN, address, etc.) for boater registration and fishing and hunting licenses. There is a concern from the public regarding identity theft when the release of information occurs under FOIA. At the direction of Colonel Massengill and the concurrence of this committee and the board, personal information is not being released when FOIA request are received. The committee made the recommendation to begin the process to have the State Code regarding the collection of this information changed to prevent possible identity theft in the future.

**2007 Meeting Schedule:** The committee approved the following meeting dates for 2007: February 20; May 8, July 24, September 18 and November 13, 2007. All meetings will be held at 5:30 at the Department of Game and Inland Fisheries unless otherwise noted.

**Public Comments:** Mrs. Paulette Albright, Montebello, Virginia was recognized. Mrs. Albright stated that she did not feel there would be any opposition to the legislative changes sought regarding FOIA requirements.

There being no further business the meeting was adjourned at 7:15pm. The next meeting will be February 20, 2007.

Respectfully submitted,

Beth B. Drewery  
Board Secretary