

**Finance, Audit and Compliance Committee
Meeting Minutes
Board of Game and Inland Fisheries
4000 West Broad Street, Board Room
Richmond, Virginia 23230**

January 21, 2010, 10:00am

Present: Mr. John Montgomery, Jr., Chairman, Dr. William T. Greer, Jr. and Mr. Brent Clarke, III;
Director: Robert “Bob” W. Duncan; **Chief Operating Officer:** Matt Koch; **Senior Leadership Team:** Charlie Sledd, Dr. Joice Conyers, Larry Hart, Colonel Dee Watts, Ray Davis.

The Chairman welcomed everyone and called the meeting to order at 10:00am. A quorum was present for this meeting. The Chairman called upon the Director, Mr. Bob Duncan to introduce the new Human Resources Director, Dr. Joice Conyers.

Dr. Joice Conyers has twenty-three years of state service. Prior to coming to DGIF, Joice served as the human resource director at the State Council of Higher Education for Virginia. She has served on numerous statewide initiatives that included the appointment to serve on the Governor’s Operational Review team designed to develop and analyze a statewide Return-to-Work policy and guidelines; co-authored a strategic plan and implementation model for the P-16 Council; co-authored a report to the Governor and General Assembly regarding the status of Virginia’s secondary and post-secondary schools; and provided leadership and expertise in enterprise-wide reengineering and re-solutioning of business processes commonly used across the Executive Branch of government (Virginia Enterprise Application Program). Joice is a 1997 graduate of Leadership Metro Richmond, a 30 year-old leadership development and community service program that seeks to harness the shared passion of emerging and establishing leader to serve the community. She also serves on the board of the Commonwealth Managers Association. She is a past Council member of the Virginia Alternative Dispute Resolution Council. During Joice’s career, she has worked in all major functional areas of human resources. She has served on statewide task forces responsible for the development and revision of statewide policies and procedures.

Joice has a master’s degree in human resource management from American University. She has a PH.D public policy; specializing in educational policy.

Mr. Duncan stated it was a joy to have her as part of the DGIF Staff.

On behalf of the Committee, the Chairman welcomed Dr. Conyers to the Agency.

Approval of the December 2, 2009 Committee meeting Minutes: The Chairman called for a motion to approve the December 2, 2009 Committee Meeting Minutes. **Dr. Greer made the following motion: I hereby move the minutes of the meeting be approved as submitted. Motion Seconded by Mr. Clarke. Ayes: Clarke, Montgomery and Greer.**

Financial Update: The Chairman called upon Mr. Matt Koch, Chief Operating Officer to present the financial update. Mr. Koch gave the following presentation:

- Revenue is over projection
 - Primarily due to License Revenue
 - Boating revenue and Watercraft Sales and Use Tax continue to track downward
 - Projected revenue as of December is up by \$.8 million
- Expenditures are below budget
 - Manly due to delays in Capital Programs
 - Personnel cost slightly over budget
 - Other operational budget items have sufficient surplus to cover personnel cost

A brief discussion was held by the Committee and Staff. Mr. Montgomery thanked Mr. Koch for his presentation.

Review of the Governor's Proposed Budget Bill: The Chairman called upon Mr. Koch to present the Review of the Governor's Proposed Budget Bill. Mr. Koch stated the staff has been busy learning about how the Governor's recent budget proposal could affect the Agency in the short-term (FY10) and the long-term (FY11-12). Mr. Koch thanked Charlie Sledd for his tremendous job in identifying relevant sections pertaining to the Board and the Agency. Mr. Koch provided a summary of the items identified.

A discussion was held by the Committee and Staff. Mr. Montgomery thanked Mr. Koch and Mr. Sledd for their work.

Small Purchase Charge Card Report (SPCC): The Chairman called upon Mr. John Moore to present the Small Purchase Charge Card Report for October and November 2009. Mr. Moore indicated there were three items identified that were in non-compliance with the SPCC guidelines. Mr. Moore continues to work with staff to review use of the card and proper documentation procedures.

A discussion was held by the Committee and Staff. Mr. Montgomery thanked Mr. Moore for his report.

Federal Audit Update: The Chairman called upon Mr. John Moore to present the findings of the Federal Audit. Mr. Moore indicated the Agency had received a very positive report from the Federal Auditors.

Mr. Duncan thanked Mr. Moore, Ms. Becky Gwynn, Mr. Fred Leckie and Ms. Karen Fleri who serve as Federal Grant Managers.

Mr. Davis thanked Mr. Moore and staff for their successful completion of the Audit.

A brief discussion was held by the Committee and Staff. The Chairman thanked Mr. Moore for his report.

Report of Agency Internal Auditor: The Chairman called upon Mr. John Allen to present the Agency Internal Audit Report. Mr. Allen stated his was completing the 6 month review of expenditures for the Director's Office and a comprehensive review if the IT Security Policy. Included in the IT Security Policy review would be the BIA for the Agency.

Media Services Quarterly Report (October-December, 2009): The Chairman called upon Mr. Lee Walker to present the Media Services Quarterly Report for October-December 2009. Mr. Walker gave the following presentation:

In the second quarter of FY2010, approximately 182 media inquiries/interviews were fielded by the Media Relations Coordinator via telephone and email.

Major media issues during the quarter:

Hunting fatalities involving a Ferrum College student (non-hunting participant); a female hunter in King George; and a male hunter in Charles City

The proposed elk regulation amendment

Manatee sightings in the James River

Chesterfield County proposed local ordinance restricting archery

Dyke Marsh duck hunters

During this quarter 3 news releases, 1 media advisory, and multiple statements were distributed to Virginia outdoor writers and mainstream new media on such topics as:

Deer/vehicle collisions

CWD sampling resuming

Statements on the hunting accidents and hunting fatality (Ferrum College, Scot County and King George County)

Media advisory for Coursey Springs dedication.

Mr. Walker provided an update on the Outdoor Report. The subscriptions for the report increased from 23,200 from the end of the First Quarter in September 2009 to more than 29000 as of December 31, 2009.

The Video Production section continues to stay busy. Their latest projects include: the Boating Safety Television Commercial Spot; Quail Video; Forensic Video of Ferrum hunting accident produced for use in court case.

The DGIF Website continues to be a source of great information including: *2010 Freshwater Fishing in Virginia* digest and *Trout Fishing Guide*; worked with *Virginia Wildlife* magazine staff to cross-promote content between the magazine, *Outdoor Report* and the Agency website; Developed a FY2010 financial summary website that allows visitors to see an overview of the Department's sources and uses of revenue and posted agency documents and articles to the Library of Virginia website as part of the State Documents depository Program.

Mr. Walker stated the agency also actively participates in the Commonwealth's official "Virginia Government" video channel on YouTube, as well as posting its video content to several other sites, such as MyOutdoorTV.com

The **Virginia Wildlife Magazine** reaches approximately 37,000 Virginians every month. As in previous years, staff took advantage of the holidays to promote gift subscriptions and lure back lapsed subscribers with a complimentary wildlife calendar. Thus far, sales revenue has exceeded the promotional cost of the mailing and new subscriptions continue to come in.

The **2010 Virginia Wildlife Calendar** has been well received. Preliminary figures are not yet in but sales have been brisk, especially toward the end of the quarter. Indications are the 2010 calendar will meet or beat the previous year in sales. The Virginia Wildlife Calendar is an ongoing project that requires research, design, printing oversight, and distribution. Each year, more than 45,000 are sold and distributed nationwide. Complimentary copies are distributed to schools, volunteers, and special partner organizations.

Mr. Walker reported on the activities regarding the 2009 Lapsed Angler Direct Marketing Program; 2009 Apprentice Hunting License Marketing Program and the 2009 Lapsed Hunter Direct Marketing Program.

The Boating Safety Education Outreach Section continues to distribute materials and providing information to the public to implement the new Boating Safety Education requirement that went into effect July 1, 2009. The Lifetime Virginia Boating Safety Education Card is now available and is being advertised on the website. To date, we have sold more that 400 cards generating more than \$4,000.00.

A brief discussion was held by the Committee and Staff. The Chairman thanked Mr. Walker for his report.

2010 Legislative Update: The Chairman called upon Mr. Sledd for the 2010 Legislative Update. Mr. Sledd gave the following report: Twenty-five bills have been posted to the DGIF Website list relating to the Agency and the Board. The DGIF agency bills are: HB373, HB487, HB801, HB1218; SB289 and SB575. So far, legislative action has been taken on 9 of the 25 bills. Mr. Sledd also noted that there are a number of bills that relate to licensing fees.

A brief discussion was held by the Committee and Staff. The Chairman thanked Mr. Sledd for his report.

Workforce Productivity: The Chairman called upon Mr. Matt Koch to give the Workforce Productivity Survey. Mr. Koch gave the following presentation:

An online survey was conducted to determine the current behaviors regarding our control of daily work (email, meetings, info). The presentation also contained an assessment of opportunities; an approach to secure funding by applying for the Productivity Investment Fund Grant; plan to implement training through live training courses and webinar courses if funding is secured, and conducting a final survey to analyze the impact. Information was gathered on current behaviors for meetings, email and information management. The information was placed in three categories Quantity; Quality and Coaching. The next step in the process will be to secure funding through the Productivity Investment Fund Grant. This is a 5 step process beginning with and RFP. Mr. Koch will meet with the PIF Executive Director. Training will be implemented and then a post survey will be conducted. The potential return on investment is 1,400%.

A brief discussion was held by the Committee and Staff. The Chairman thanked Mr. Koch for his report.

The next meeting will be held on April 14, 2010 at 10:00am. The meeting was adjourned at 11:35am.

Respectfully Submitted,

Beth B. Drewery, Secretary
Board of Game and Inland Fisheries