

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

May 8, 2007, 5:30PM

PRESENT: C. T. Hill, Committee Chairman, John Montgomery, Board Chairman, C. Marshall Davison, Sherry Crumley. **Absent:** Thomas A. Stroup and William T. Greer. **Director:** J. Carlton Courter, III; **Staff:** Ray Davis, John Moore, Mike Bise, Charlie Sledd, Gary Martel, Larry Harizanoff, David Whitehurst, Virgil Kopf.

Chairman Hill welcomed everyone and called the meeting to order at 5:30pm. Mr. Hill noted for the record that a quorum was present.

Minutes of the Meeting: The minutes of the February 13, 2007 meeting have been posted to on the Web site and copies were distributed to the Committee members. Chairman Hill asked if there were any corrections to the minutes. **As there were none, Mr. Davison moved, seconded by Ms. Crumley passed unanimously, to approve the minutes as written. Ayes: Hill, Davison and Crumley.**

APA Audit Report: The staff reported as carry over from the last report a part-time Internal Auditor has been hired and will begin in May. Work continues on the Media Relations Report. The current preliminary report has been received and there were 5 preliminary findings that need corrective action. A response is being prepared by the staff. An update will be provided at the next meeting.

SPCC Report: The staff presented the SPCC report for the months of March. During March, the committee approved 11 planned events and 6 charges over \$2,500.00. There were 1,078 transactions for March and 112 cards with no charges for March.

Media Relations Report: The staff presented the Media Services Report for the second and third quarters. The Web site gets 5.5 million hits a year and continues to increase. The *Outdoor Report* has been launched and there are over 8, 000 subscribers. During the third quarter, **10 press releases** were distributed to Virginia outdoor writers and mainstream news media covering such topics as advertising in the regulation booklets, harvest data, safety messages related to spring gobbler season and promotion of the season, particularly the youth day; CWD test results, Sunday hunting survey results, and the Governor's restoration of Watercraft Sales & use Taxes to the Department.

The staff introduced Ms. Gweneth Dean, the new Assistant Director, Wildlife Diversity, Information and Education Section.

Internal Alignment Project Update: The staff presented the Internal Alignment Project Update. The next step in the process will be to conduct an External Alignment comparison of salaries. The critical areas of study are law enforcement, hatchery

superintendents, clerical staff and information technology staff. The staff will form a special salary committee to study the external salary alignment issues and pay practices. The Committee asked the staff to provide an update at the next meeting.

Financial Report: The staff presented a financial update for Fiscal Year 2007 and the 2008 Budget Package totaling \$49,169, 500.00 for the operating budget equal to the existing legislative appropriations. It may be possible to administratively adjust upward the appropriation for increased cost of personnel and benefits as well as additional federal funds available. A contingency recommendation was made if that does occur. *This presentation included a \$12,500,000.00 capital budget for 2008. The committee received an update on the potential capital budget for 2008-2013 that totaled approximately \$80,000,000. Of the amount the bigger items included an estimated \$30,000,000 in dam safety federally mandated upgrades over that time frame; \$30,000,000 in hatchery upgrades as well as \$6,000,000 in infrastructure upgrades for the Richmond Offices and grounds. The balance of the funds consisted of projects needed or recommended for the time frame projected known to the Department at this time.* A motion was made by Marshall Davison and seconded by Sherry Crumley for the committee to recommend the budget as presented for approval at the June board meeting. **Ayes:** Davison, Crumley and Hill.

There being no further business, the meeting was adjourned at 8:20pm. The next meeting will be on September 18, 2007.

Respectfully submitted,

Beth B. Drewery
Board Secretary