

## AGENDA

Finance, Audit, and Compliance Committee  
Board of Game and Inland Fisheries  
7870 Villa Park Drive – Board Room  
Henrico, Virginia 23228

May 23, 2017  
1:00 pm

Committee members: Ms. Catherine Claiborne, Chairwoman, Mr. Bill Bolling, Mr. Clayton Spruill,  
Mr. Leon Boyd

DGIF Staff Liaison: Mr. Darin Moore

1. Call to Order and Welcome  
Ms. Claiborne
2. Approval of the February 16, 2017 Meeting Minutes **Action**  
Ms. Claiborne
3. Public Comments – Non Agenda Items  
Ms. Claiborne
4. FY 2017 Budget to Actual ( July 1, 2016 to April 30, 2017)  
Mr. Moore
5. FY 18 Budget Proposal **Action**  
Mr. Moore
6. Internal Audit Quality Assessment Review  
Mr. John Allen
7. Director's Report  
Mr. Duncan

8. Chairman's Report  
Ms. Claiborne
  
9. Additional Business/Comments  
Ms. Claiborne
  
10. Next Meeting date: To Be Scheduled  
Ms. Claiborne
  
11. Adjournment  
Ms. Claiborne

## Draft Meeting Minutes

Finance, Audit, and Compliance Committee  
Board of Game and Inland Fisheries  
7870 Villa Park Drive, Board Room  
Richmond, Virginia 23230

February 16, 2017  
10:00 am

**Present:** Ms. Catherine Claiborne, **Chairwoman**, Mr. Bill Bolling, Mr. Clayton Spruill, **Absent:** Mr. Leon Boyd; **Executive Director:** Mr. Robert W. "Bob" Duncan; **Senior Leadership Team:** Mr. Gary Martel, Mr. Darin Moore, Mr. Tom Guess, Mr. David Whitehurst

The Committee Chairwoman welcomed everyone and called the meeting to order at 10:00 am. The Chairwoman noted for the record that a quorum was present for the meeting. The Chairwoman also noted there were no requests for public comments on non-agenda items.

**Approval of the September 27, 2016 Meeting Minutes:** The Chairwoman called for a motion to approve the minutes of the September 27, 2016 Finance, Audit, & Compliance Committee Meeting. Mr. Bolling made a motion to approve the minutes of the September 27, 2016 Finance, Audit, & Compliance Committee Meeting. Mr. Spruill seconded the motion. Ayes: Claiborne, Bolling, Spruill.

**FY 2017 Budget to Actual (July 1, 2016 to December 31, 2016):** Mr. Darin Moore presented the FY 17 Budget to Actual.

After discussion and questions, the Chairwoman thanked Mr. Moore for his presentation.

**2017 General Assembly Budget Status:** Mr. Darin Moore presented the 2017 General Assembly Budget Status.

After discussion and questions, the Chairwoman thanked Mr. Moore for his presentation and update.

**E-Store Grant Presentation:** Mr. Tom Wilcox and Ms. Jenny West from the VA Wildlife Foundation gave a presentation of the E-Store and how it works.

After discussion and questions, the Chairwoman thanked Mr. Wilcox and Ms. West for their presentation.

**Blue Ribbon Panel:** Mr. David Whitehurst presented the Blue Ribbon Panel on Sustaining America's Diverse Fish and Wildlife Resources covering an update on state, federal, and industry initiative to develop long term fish and wildlife funding.

After discussion and questions, the Chairwoman thanked Mr. Whitehurst for his presentation.

**Director's Report:** Mr. Duncan reported on the following:

- Tom Guess gave a Legislative update
- Announced that VCU along with Delta Waterfowl and Ducks Unlimited will host a Waterfowl workshop sometime in March

**Chairwoman's Report:** Ms. Claiborne thanked staff for today's presentations and updates and asked if there were any questions or comments. She announced that the next FAC Committee meeting will be scheduled at a later date and adjourned the meeting at 12:00 noon.

Respectfully submitted,

Frances Boswell

/s/

# Fiscal Year 2018

*(July 1, 2017 to June 30, 2018)*

## Budget Request (Primer)

*To be submitted in more detail at May 23<sup>rd</sup>  
FAC and May 24<sup>th</sup> Board Meetings*



# New Vision and Mission

- **DGIF Vision is to lead in wildlife conservation and inspire people to value the outdoors and their role in nature.**
- *DGIF Mission is to:*
- **Conserve** and manage wildlife populations and habitat for the benefit of present and future generations.
- **Connect** people to Virginia's outdoors through boating, education, fishing, hunting, trapping, wildlife viewing, and other wildlife-related activities.
- **Protect** people and property by promoting safe outdoor experiences and managing human-wildlife conflicts.

# FY17-18 Biennial Budget

- FY18 represents the second year of the Biennium.
- Appropriation was previously established at \$62,833,365.
  - FY17 budget/appropriation totaled \$62,809,733.
- FY18 did not increase to accommodate the changes from the 2017 General Assembly.

# FY17-18 Biennial Budget

- 2017 General Assembly Impacts for FY18
  - Transfer monies (HB38) reduced: \$650,000 in FY17; \$650,000 in FY18.
  - 3 percent statewide employee raise = ~ \$1.2M *at FY17 personnel levels*
  - Employee Benefits Increase = ~ \$800K (2 percent of total personnel) *at FY17 personnel levels.*



# FY18 Budget Proposal:

## *FY17 to FY18 Division Share*

Division	% of Budget	FY17 Budget	% of Budget	FY18 Budget (Proposed)
EO	2.87%	\$1,802,575	2.42%	\$1,519,688
Bureau	40.29%	\$25,308,240	40.53%	\$25,467,962
HR	0.96%	\$604,551	1.26%	\$792,352
Law	31.33%	\$19,679,604	32.73%	\$20,563,719
OutReach	10.64%	\$6,684,750	10.51%	\$6,603,614
P&F	13.90%	\$8,730,013	12.55%	\$7,886,030
<b>Total</b>		<b>\$62,809,733</b>		<b>\$62,833,365</b>

# FY18 Budget Proposal:

## *Personnel to Non Personnel: \$*

Division	FY17 Pers	FY18 Per	FY17 Non-Personnel	FY18 Non-Personnel
EO	\$1,070,456	\$1,228,828	\$732,119	\$290,860
Bureau	\$15,025,811	\$15,968,912	\$10,282,429	\$9,349,050
HR	\$546,400	\$657,352	\$58,151	\$35,000
Law	\$14,700,732	\$16,131,883	\$4,978,871	\$4,344,628
OutReach	\$4,122,444	\$3,502,753	\$2,562,306	\$2,400,862
P&F	\$3,071,296	\$3,021,482	\$5,658,718	\$4,014,547
<b>Total</b>	<b>\$38,537,139</b>	<b>\$40,511,209</b>	<b>\$24,272,594</b>	<b>\$20,434,947</b>

*\* In addition, there is \$1,887,208 budgeted for Agency-wide expenditures to include Solution Cost and Compensation Adjustments.*

# FY18 Budget Strategy/Considerations

- Which of existing programs are most supportive, and which are least supportive of the new Vision, Mission and Goal Statements? *Could we stop doing certain things?*
- Which program requests are reflective of current services, an enhancement of current services (from FY17), and any new services?
- How are requested travel amounts identified by purpose/committee assignments? *Are we involved where we need to be?*

# FY18 Budget Strategy/Considerations

- How are contracts (and/or contractor positions) and amounts (for both new contracts for FY18 and ongoing contracts) identified by purpose/vendor?
- Which full-time positions and wage positions, separated by those filled and vacant at this time are most supportive, and least supportive of the new Vision, Mission and Goal Statements?
- Are there positions that could be better realigned?
- Are funds being allocated to maximize their potential?

# FY18 Budget Highlights (Preliminary)

- Reduction in travel; increase video conference.
- Organizational assessment/class-comp adjustments
- Additional watchable wildlife biologists
- Academy/Recruiting consolidation
- Law Enforcement vehicle evaluation
- Increased staffing for sighting-in ranges
- R3 and alignment with outreach
- Reduction in new research contracts; redirect PR to land efforts

# FY18 Budget Highlights (Preliminary)

- Distribution of IT security duties; improved focus.
- Increased staffing and resources for capital/engineering team
- Study of recreational access demand/opportunity
- Facility right-sizing of leased buildings
- Captains for Support Services and Covert, Lieutenant and Sergeant for Academy (Law Enforcement Leadership positions)
- 20 New Recruits to bring sworn complement to 185

# Fiscal Year 2018

*(July 1, 2017 to June 30, 2018)*

## Budget Request (Primer)

More to come...

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