

Teleconference/Virtual

AGENDA

Board of Wildlife Resources
Finance, Audit, and Compliance Committee
7870 Villa Park Drive
Henrico, Virginia 23228

March 16, 2021
10:00 am

Committee Members: Mr. Brian Vincent, Chair, Mr. Tom Sadler, Dr. Mamie Parker, Mr. Rovellette Brown

DWR Staff Liaison: Mr. Darin Moore

1. Call to Order and Welcome
Mr. Brian Vincent

This meeting is proceeding under Item 4-0.01, subsection G of the Appropriation Act and section 2.2-3708.2 of the Code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Committee impracticable. This emergency imposed by COVID-19 is observed by Executive Orders issued by the Governor of Virginia. The Committee's actions today shall be solely limited to those matters included on the agenda; there is no public comment on non-agenda items. All of these proposed actions are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Board.

2. Approval of the January 15, 2021 Meeting Minutes
Mr. Brian Vincent

Final Action

3. Public Comments – Non Agenda Items
Mr. Brian Vincent

4. Go Outdoors Virginia: Then and Now
Mr. Darin Moore and Ms. Doreen Richmond
5. IT/GIS Projects and how they support the DWR Mission
Mr. Darin Moore and Mr. Jay Kapalczynski
6. DWR Internal Audit Charter **Action**
Mr. Darin Moore
7. Director's Report
Mr. Ryan Brown
8. Chairman's Report
Mr. Brian Vincent
9. Additional Business/Comments
Mr. Brian Vincent
10. Next Meeting Date: To be Announced
Mr. Brian Vincent
11. Adjournment
Mr. Brian Vincent

Teleconference and Virtual

Draft Meeting Minutes

Finance, Audit, and Compliance Committee
Board of Wildlife Resources
7870 Villa Park Drive, Board Room
Richmond, Virginia 23228

January 15, 2021
10:00 am

Present: Mr. Brian Vincent, **Chair**, Mr. Douglas Dear, Mr. Tom Sadler; Dr. Mamie Parker;
Board Members in attendance: Mr. G. K. Washington; **Executive Director:** Mr. Ryan Brown;
Director's Working Group: Mr. Lee Walker, Mr. Gary Martel, Mr. Darin Moore, Colonel John Cobb, Mr. George Braxton, Dr. Mike Bednarski, and Ms. Paige Pearson

The Committee Chair welcomed everyone and call the meeting to order at 10:00 am. The Chair noted for the record that a quorum was present for the meeting.

The Chair read the meeting procedure notice.

This meeting is proceeding under Item 4-0.01; subsection G of the Appropriation Act and sections 2.2-3708.2 of the Code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Committee impracticable. This emergency imposed by COVID-19 is observed by Executive Orders 51, 53, and 55 issued by the Governor of Virginia. The Committee's actions today shall be solely limited to those matters included on the agenda; all of these proposed actions are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of this Committee.

The Chair called on the Board Secretary for a Roll Call Vote: Ayes: Vincent, Washington, Parker, Dear, Sadler

Approval of the October 8, 2020 Meeting Minutes: The Chair called for a motion to approve the minutes of the October 8, 2020 Finance, Audit, and Compliance Committee meeting. Dr. Parker made a motion to approve the minutes of the October 8, 2020 Committee meeting. Mr. Dear seconded the motion.

The Board Secretary called the roll. Ayes: Vincent, Sadler, Parker, Dear

Public Comments- Non Agenda Items: The Chair called for Public Comments, hearing none, he moved on with the Agenda.

Implementation of budget process improvements and priority-based budgeting:

The Chair called on Mr. Darin Moore and Mr. Delonte Waller for a presentation.

Mr. Moore and Mr. Waller gave a presentation on the budget process and priority-based budgeting.

After discussion and comments, the Chair thanked Mr. Moore and Mr. Waller for their presentation.

Leveraging of Federal Aid – What it is and how it’s used:

The Chair called on Mr. Darin Moore and Mr. Chris Burkett for a presentation.

Mr. Moore and Mr. Burkett gave a presentation on leveraging of Federal Aid and explained what it is and how DWR receives the money and how we use it in the budgeting process.

After discussion and comments, the Chair thanked Mr. Moore and Mr. Burkett for their presentation.

Director’s Report: The Chair called on Mr. Ryan Brown for the Director’s Report.

The Director reported:

- The Director thanked all the speakers for their informative presentations.
- The Director made comments on the State Budget and where the agency is at this point.
- Gave an update on HRBT (Hampton Road Bridge Tunnel) reporting that VDOT will cover all cost for HRBT in the coming year.
- Gave an update on a Bill in the General Assembly on the Access Permit.
- Gave an update on the e-Store Grants and how it has grown in the last few years and how important this e-Store grant is to the agency.

Chair’s Report: The Chair thanked everyone for attending the Finance, Audit, and Compliance Committee Meeting and thanked staff for their work on all the excellent presentations.

The Chair asked if anyone had any additional comments or business, hearing none, he announced the next Finance, Audit, and Compliance meeting would be determined. The meeting was adjourned at 12:00 pm

Respectfully submitted,

Frances Boswell
/s/

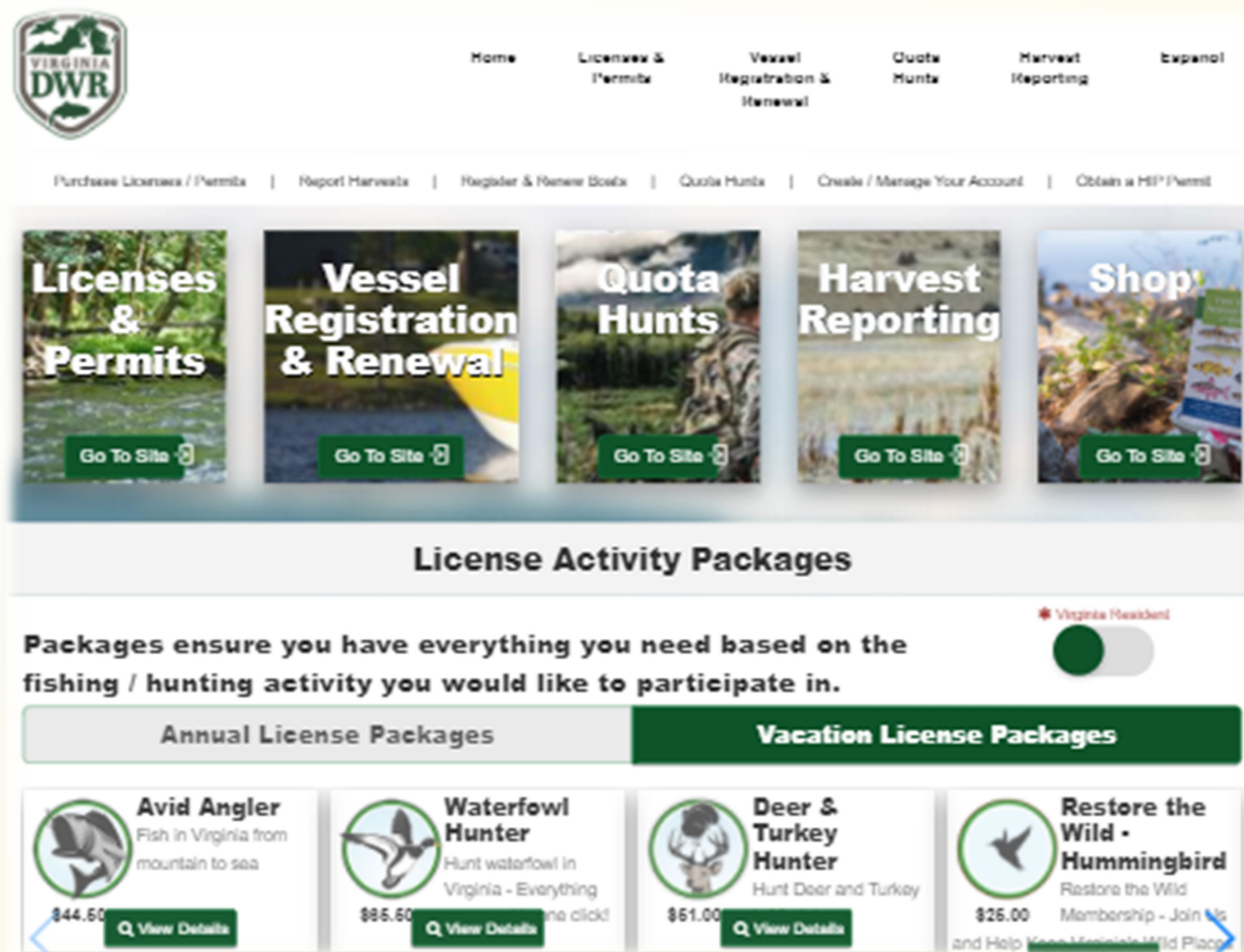
VIRGINIA DWR

Go Outdoors Virginia



CONSERVE. CONNECT. PROTECT.

What is Go Outdoors Virginia?



Go Outdoors Virginia is a holistic sales solution for the agency.

It's more than a technical solution that puts pretty images on the web – it's also the engine that underlies our regulatory, financial and outreach efforts.



How did we get here?

In 2015, our primary purpose was to replace our license agent and online license sales systems

- First online license and agent sales occurred in 2006 - system remained virtually unchanged
- Proliferation of disparate home grown systems for boats, quota hunts, permits and others
- Contract terms necessitated a new RFP tailored to a new way of doing business

RFP GOAL 1

Ensure continuous service to customers and prevent disruption of revenue flow

RFP GOAL 2

Serve as a comprehensive single source of customer and revenue information

RFP GOAL 3

Enable DWR to engage customers in a richer and deeper long-term relationship

ACTION

RFP awarded to best candidate - solution launched on 7/1/2016



Key Features Introduced in 2016

License Sales

Complete overhaul of the license sales system for online, license agents, and internal sales

Boat Titling and Registration

For the first time, boat titling and registration initiated online rather than in person or by mail

HIP and Quota Hunts

HIP registration and quota hunt applications through the same system – no need for separate applications

Mobile App

Reissued the mobile app with new features and using our anniversary branding

Solution Configurations

Tailor products to customers – agency control over site configurations

Revenue Flow

Weekly ACH deposits rather than monthly

Accounting Codes

Diverse account coding to allow for easier reconciliation

Visibility

Ability to see and integrate data across functions internally and externally



GO OUTDOORS VIRGINIA

Key Feature Introduced in 2016

CUSTOMER ID



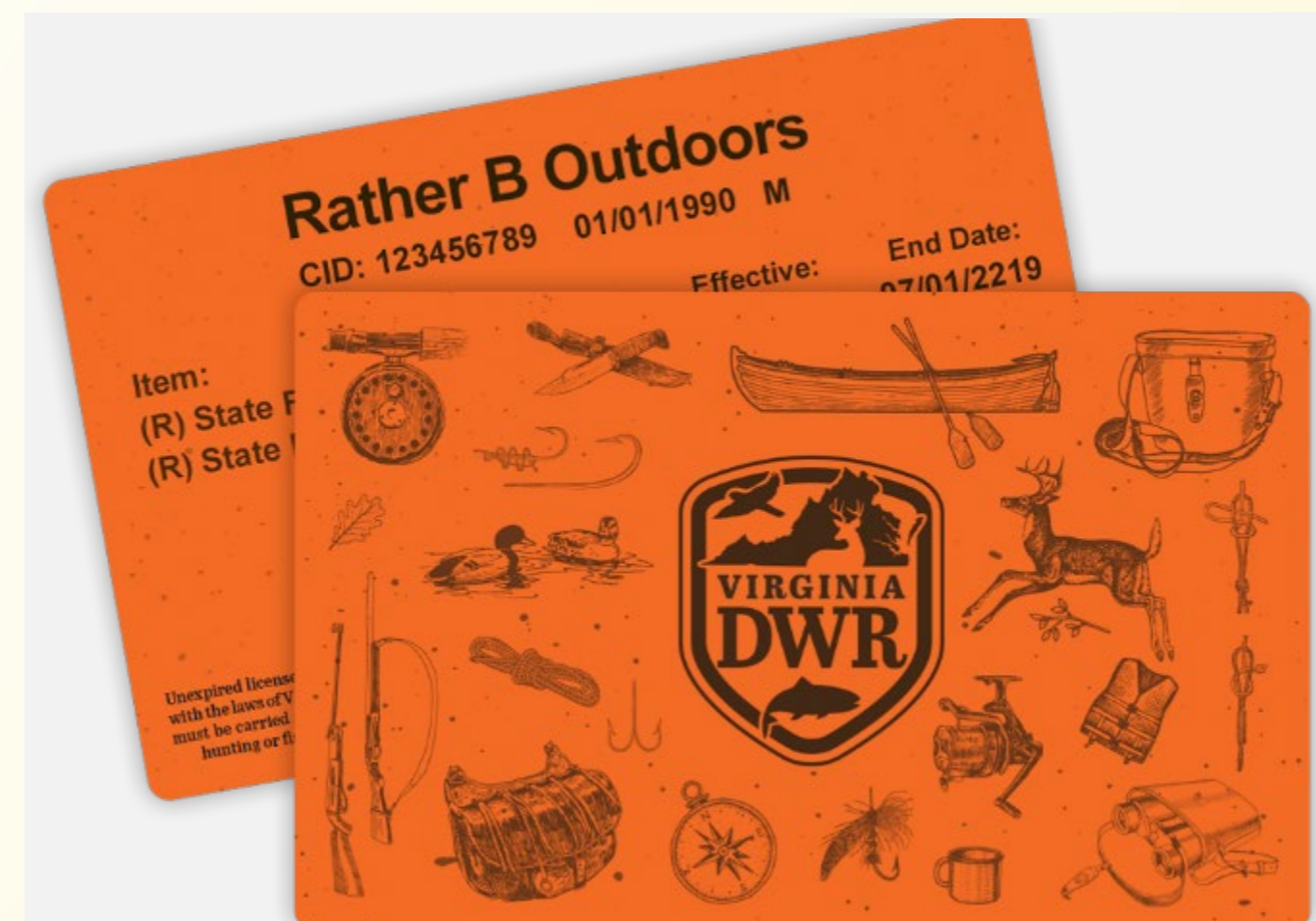
CONTINUOUS IMPROVEMENT

Here's a sampling of accomplishments in the last 5 years



HARVEST REPORTING & ENOTCH

Licensed and exempt hunters can report via phone, online, or mobile app



ONLINE LIFETIME LICENSES

Through a partnership with DMV, age related lifetime licenses are available online



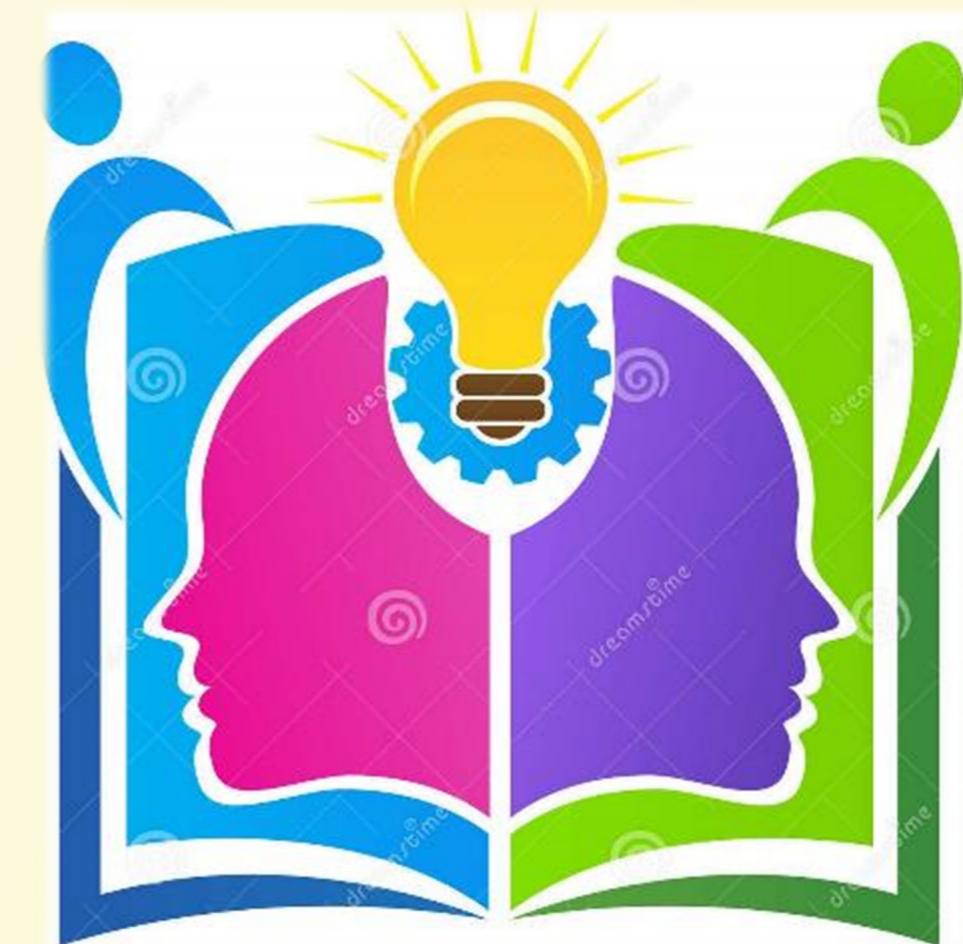
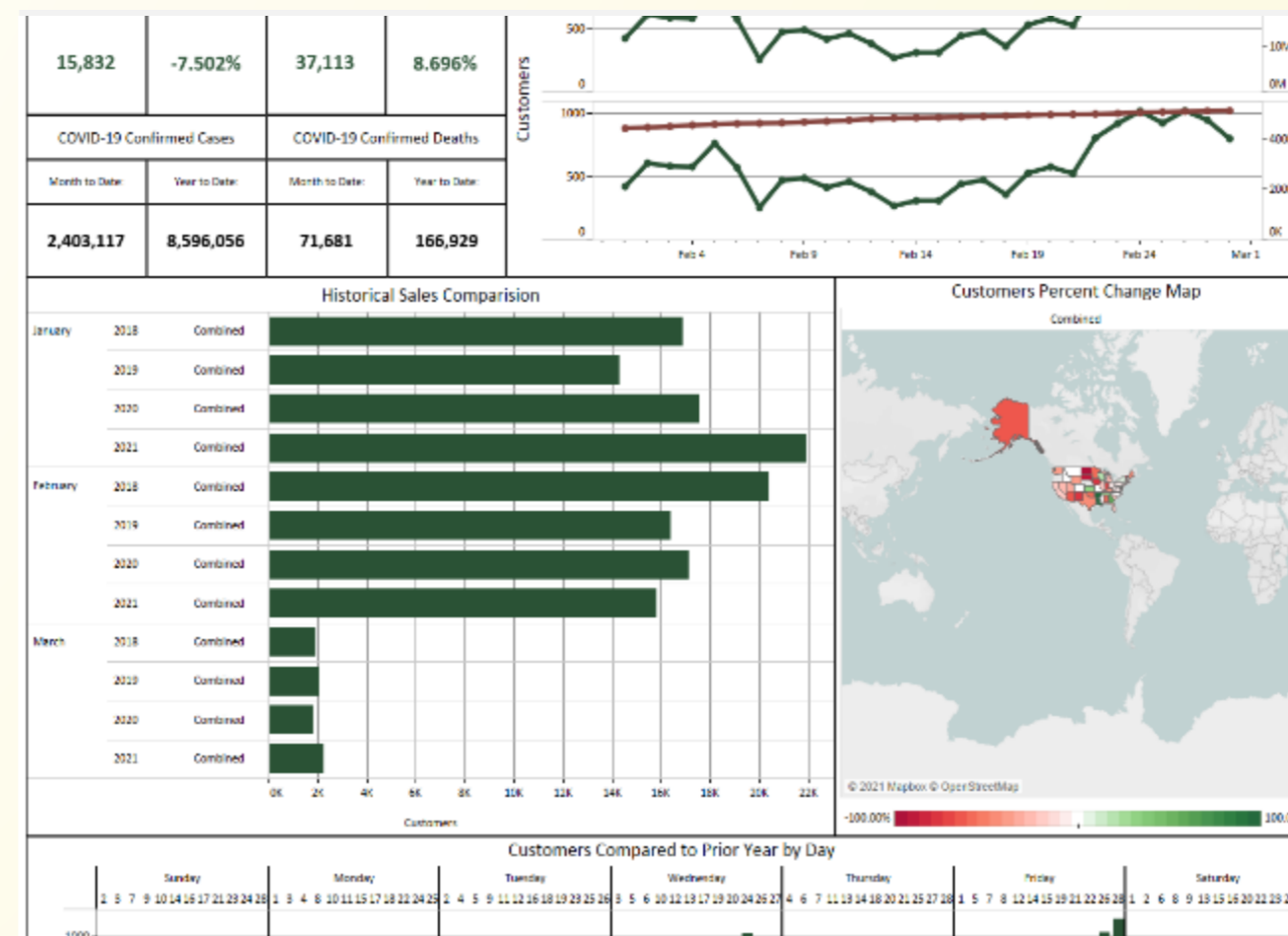
REFER A FRIEND

Taking a friend fishing or hunting? We'll reward you for sharing.



SEEING THE BIG PICTURE

Enhancements pushing us forward



MARKETING + R3

Full lifecycle marketing from prospecting to re-targeting to re-engaging using digital ads, direct email, and owned media

DATA DRIVEN DECISIONS

Using the data and visualization techniques to understand our customers and sales trends

KNOWLEDGE SHARING

Sharing our data internally, interagency and with outside partners to fill information gaps and increase innovation



What's Next?

MORE OUTREACH

Dig deeper into our customer attributes and experiences – how can we do more to meet their needs?

MORE PARTNERSHIPS

Work closely with sister agencies and other entities – how can we do more with more partners?

MORE CHANNELS

Technology often advances faster than we can – how can we be more relevant in more spaces?

MORE MORE

There's still more out there – how can we do more?



GO OUTDOORS VIRGINIA

GET IN TOUCH WITH US

Questions? Suggestion? Ideas?

Doreen Richmond

Doreen.Richmond@dwr.Virginia.gov

(804)367-0285

Darin Moore

Darin.Moore@dwr.Virginia.gov

(804) 367-1103



Questions about Go Outdoors Virginia?





Please indicate if you are experiencing any of the following ...

(please check all that apply)

- Fever of 100.4 or feeling feverish
- Body/muscle aches not related to physical activity
- Unexplained fatigue
- Sore throat not attributable to other condition(s)
- Runny nose or congestion not attributable to other condition(s)
- Shortness of breath or difficulty breathing
- Cough not attributable to other condition(s)
- Headache not attributable to other condition(s)
- New loss of smell or taste
- Recent travel to a high-risk area with high levels of COVID-19 cases



D W R H U M A N R E S O U R C E S

COVID SYMPTOM TRACKER

Symptom checking is a first step in identifying individual exposure and potential hotspots.

In September, DWR implemented an interactive assessment tool that assists employees with the decision to come to work. The survey helps minimize the risk of interactions with other employees with potential exposures.

An automated survey is sent to every employee daily. The workflow shares positive responses with HR and the appropriate Division Director.

We take the security of personal responses seriously – our partner is HIPPA, SOC2 certified and only those authorized see any of the data.

DWR GIS Overview



CONSERVE. CONNECT. PROTECT.

DWR GIS Overview

WELCOME

Opening thoughts

TODAY / TOMMOROW

Traditional GIS vs
Enterprise GIS Environment

EXAMPLES

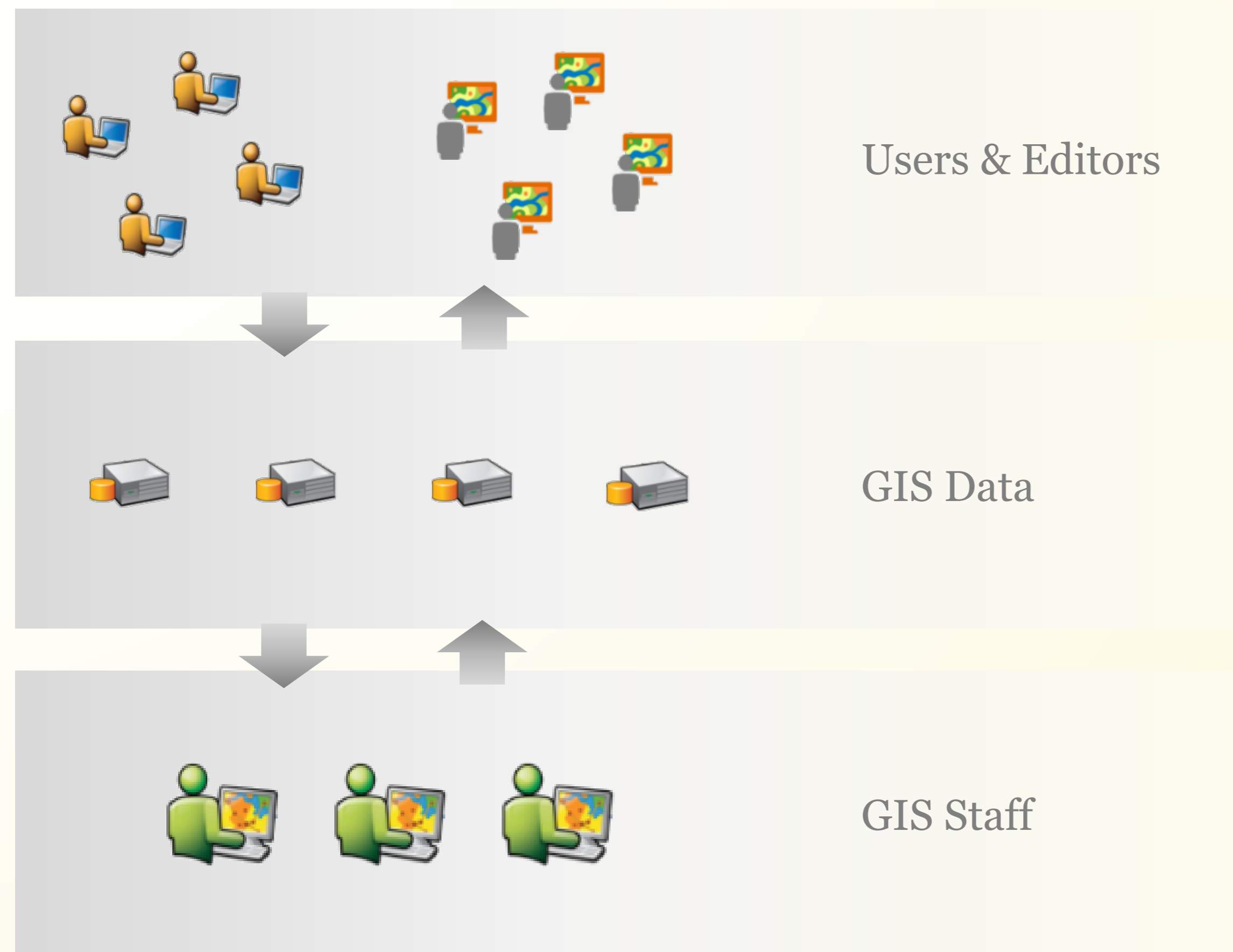
Live examples of a few
working applications and
where we are going in the
future.

QUESTIONS

Questions?



Traditional GIS Environment



Overview

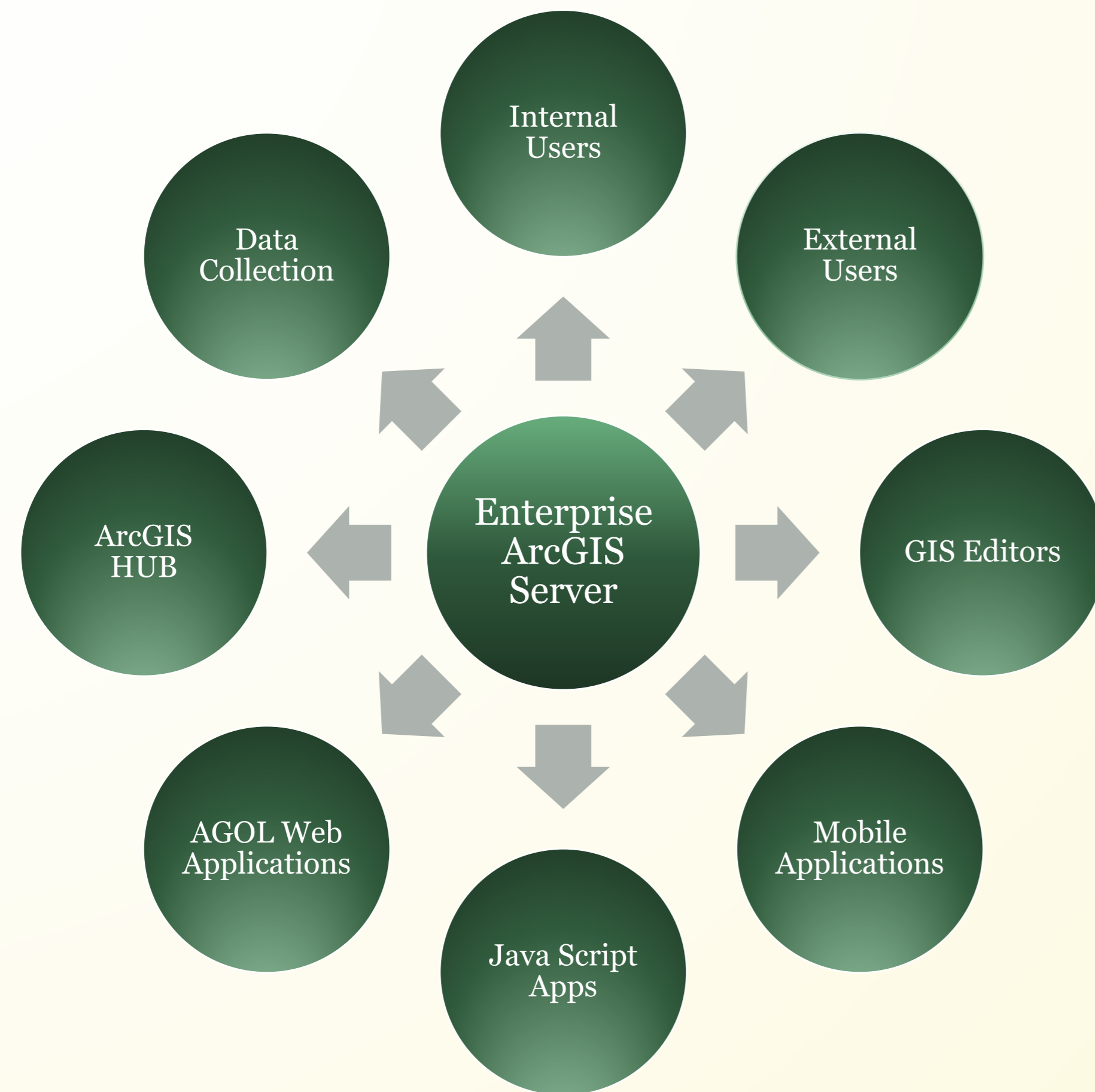
- Multiple Data Source Locations
- Multiple Editors (non-versioned)
- Map Making
- Spatial Analysis
- Simple Data Gathering
- Data development

Cons

- Duplicate Data
- Data inaccuracies
- Increased storage volume



Enterprise GIS Environment



Enterprise GIS Approach

- Continue to support the above GIS
- Implement a centralized SQL Server SDE Approach
- Add ArcGIS Server
- Add AGOL
- Add HUB
- Add Mobile Collections

Pros

- Single Source Dataset
- Increased data accuracy
- Decreased storage volume
- Ease of data sharing



Working Examples

The screenshot shows a web application interface for 'DGIF Law Enforcement AVL Data'. The title bar includes the Virginia Department of Game and Inland Fisheries logo and the text 'va dept. game and inland fisheries'. The main content area features a map of Virginia with various colored regions. A left-hand sidebar contains a 'Layers' panel with a list of features, including 'Weather', 'Incidents & Traffic', 'Federal & State Datasets', 'Nautical Charts', 'Railroads', and 'DGIF Features'. The 'DGIF Features' section has several items with checkboxes, some of which are checked: 'Waterway Markers', 'DGIF Offices', 'Boat Ramps', 'Offense Locations', 'Call Locations', 'DGIF Lakes', 'Waterfowl Blinds 2021', 'Waterfowl Buffer 2021', 'Waterfowl Blinds 2020', 'Waterfowl Buffer 2020', 'Waterfowl Blinds 2019', 'Waterfowl Buffer 2019', 'WMA Point', 'WMA Line', 'WMAs', and 'Boating Incident'. Below the layers panel are sections for 'Legend', 'Tools', and 'Information'. The map itself shows various cities and counties in Virginia, with a search bar and navigation controls at the top left. The bottom right corner of the map area displays the coordinates '-80.456016, 39.174338'.

Examples

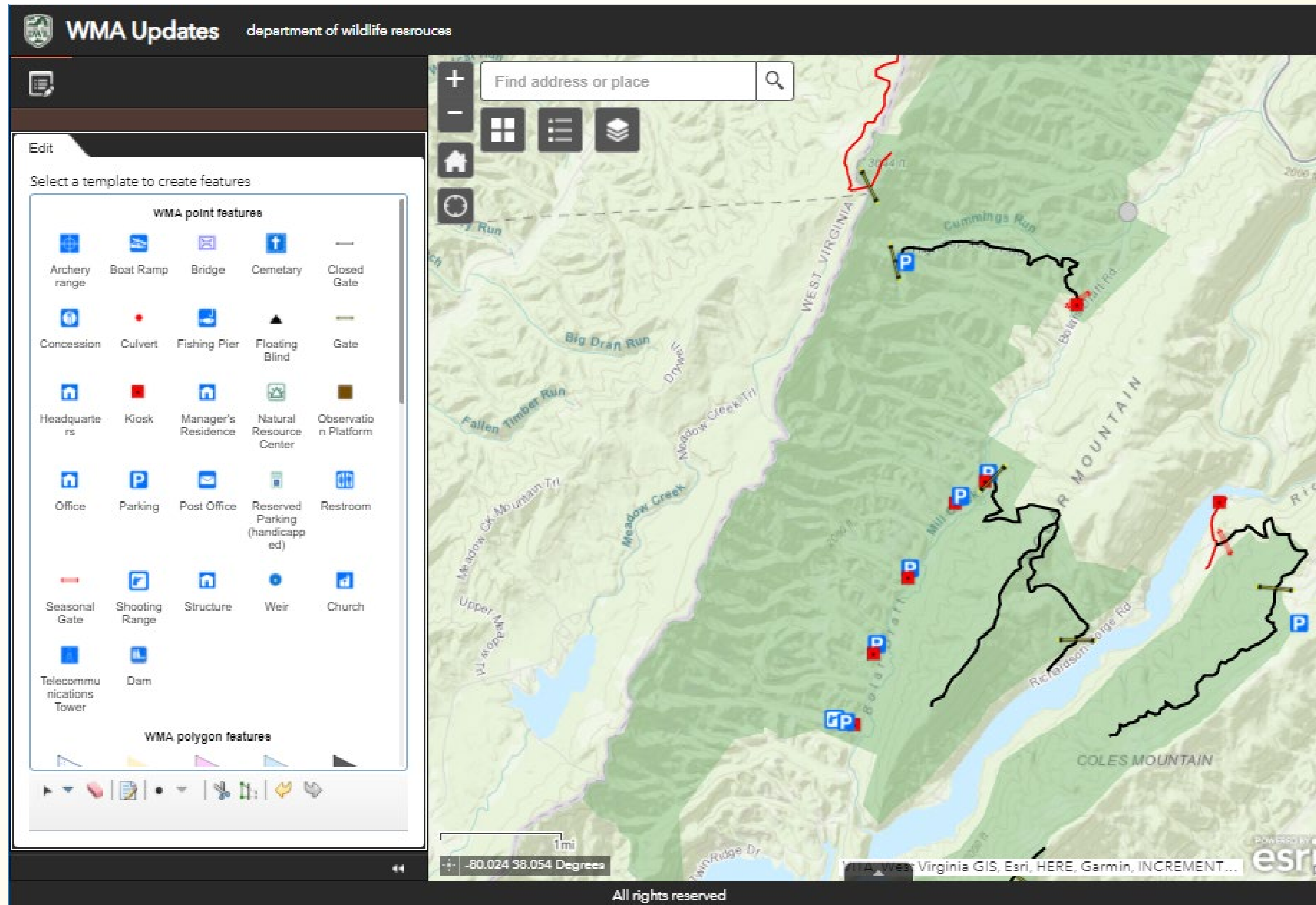
- **LE AVL Application**
- WMA Updates
- LE LECA App
- HUB



Working Examples

Examples

- LE AVL Application
- **WMA Updates**
- LE LECA App
- HUB



Working Examples

Examples

- LE AVL Application
- WMA Updates
- **LE LECA App**
- HUB



Working Examples

Updates Related to COVID-19 »

PORTAL HOME

Virginia Department of Wildlife Resources
GIS Portal
Find the best spots for hunting, fishing, boating, and recreational activities

Public Fishing Piers	Wildlife Management Areas	Public Boat Ramps	Wildlife Watching
61	118	230	0

"One touch of nature makes the whole world kin." - John Muir

Examples

- LE AVL Application
- WMA Updates
- LE LECA App
- **HUB**



Thank you for your time

QUESTIONS?

CONTACT

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Internal Audit Charter

Revised & approved by the DWR Finance, Audit, and Compliance Committee, March 16, 2021.

Definition of Internal Auditing

“Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”

[Source: International Professional Practices Framework (IPPF) of the Institute of Internal Auditors.]

Mission and Scope of Work

The mission of Internal Audit is to *enhance and protect organizational value* in support of the agency’s stated mission, *consistent with The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF)*. The scope of the Internal Auditor’s work at DWR concentrates upon compliance functions while including relevant considerations of whether the agency’s risk management and control processes, as designed and represented by management, are adequate and functioning in a manner to provide reasonable assurance that:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- DWR’s control processes are adequate and functioning as intended.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Board, management and employees’ actions comply with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Program plans and objectives are achieved.
- Quality and continuous improvement are fostered in DWR’s control process.
- Significant legislative or regulatory issues impacting DWR are recognized and appropriately addressed.

Opportunities for improving management controls and financial performance and for protecting DWR’s image may be identified during audits or during normal activities. They will be communicated to the appropriate level of management.

Objective

The objective of DWR Internal Audit is to assist members of the Board and management in the effective performance of their responsibilities by reviewing compliance with relevant laws, policies and procedures.



Internal Audit Charter

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Accountability

The Internal Auditor shall be accountable to the Board through its Finance Audit and Compliance Committee (FAC) and to management to:

- Establish a flexible audit plan for approval by the FAC Committee, providing for Board and management requests, and other risk-based audit needs, including relevant control and security issues, while recognizing that the internal audit function is presently part-time.
- Coordinate efforts with other DWR compliance, control and monitoring functions (risk management, law enforcement, attorney general's representative, external auditors, etc.).
- Report significant issues related to the processes for controlling the activities of the organization, including potential improvements to those processes.
- Provide information periodically on the status and results of the audit plan, and the sufficiency of internal of audit resources.

Independence and Objectivity

Audits will be conducted in an objective and independent manner. The auditor will maintain an impartial attitude in selecting and evaluating evidence and in reporting the results of audits. Independence in fact and appearance enables the auditor to render unbiased judgments essential to the proper conduct of all audits.

To provide an appropriate reporting structure to support the independence of internal audit, the Internal Auditor shall report functionally to the Finance Audit and Compliance (FAC) Committee of the Board and administratively to the Agency Director or designee.

Responsibility

The internal auditor has the responsibility to:

- Independently assess, test and report upon the organization's risk management and internal controls, including compliance with those controls and assessing the overall control environment.
- Develop and implement a flexible risk-based audit plan, including risk or control concerns identified by management, and submit that plan to the Finance, Audit & Compliance Committee for review.
- Maintain sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.



Internal Audit Charter

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- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion within the limits of the audit plan and assessed risk.
- Issue periodic reports to the Finance, Audit & Compliance Committee and management summarizing results of audit activities.
- Keep the Finance, Audit & Compliance Committee informed of emerging trends and successful practices in internal auditing.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal internal audit coverage to the organization at a reasonable overall cost.
- Refer significant suspected fraudulent activities within the organization to Law, while reviewing accounting and internal controls aspects of any such investigation and coordinating with the Office of the State Inspector General. [Alert management when appropriate; provide status reports and results to management and to the Finance, Audit & Compliance Committee. The Code of Virginia [[§30-138](#)] requires that the state agency head in charge shall promptly report such information to the Auditor of Public Accounts and the Superintendent of State Police. The internal auditor should also inform the OSIG.]

Seek the means through the *Office of the State Inspector General (OSIG)*, if necessary, to accommodate peak or unusual internal audit needs of the Department of Wildlife Resources since DWR does not normally require a full-time internal auditor.

Purpose

Presently, the specific purposes of Internal Audit at DWR are to fulfill the internal audit requirements specified by the FAC Committee Charter, to assist management in fulfilling its Information Security Audit requirement, and to review other significant governance, compliance or risk issues which fit within the audit plan.

Authority

The Internal Auditor is authorized to:

- Have unrestricted access to all audit related activities, records, property, and personnel.
- Have full access to the Finance Audit and Compliance Committee.
- Allocate audit resources, set audit frequencies, determine work scope, and apply the techniques necessary to accomplish audit objectives.
- Obtain the necessary assistance of personnel in areas being audited, and other specialists if necessary.



Internal Audit Charter

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The Internal Auditor is not authorized to:

- Perform operational duties unless authorized in advance by the Finance Audit and Compliance Committee and management.
- Initiate or approve accounting transactions external to the Internal Audit function.
- Direct the activities of any other organization employee, except to the extent such employees have been appropriately assigned to assist the internal auditor.

Standards of Practice

The Internal Auditor shall adhere to the *International Standards for the Professional Practice of Internal Auditing* of the Institute of Internal Auditors (IIA) per OSIG Directive #1, and must abide by the *IIA's Code of Ethics (Conduct)* which upholds the principles of integrity, objectivity, confidentiality, and competency.

Resolution of Senior Management's Acceptance of Risks

“When the chief audit executive (*Internal Auditor*) believes that senior management has accepted a level of residual risk that may be unacceptable to the organization, the chief audit executive (*Internal Auditor*) must discuss the matter with senior management.

If the decision regarding residual risk is not resolved, the chief audit executive (*Internal Auditor*) must report the matter to the board (*Finance, Audit and Compliance Committee, or Board Chair*) for resolution.” [Source: Standard 2600, The Institute of Internal Auditors.]

Quality Assurance

The Internal Auditor shall facilitate a positive quality assurance (peer review) program for the operation of the internal audit activities within the limits required by IIA standards.

Abbreviations:

- DWR - Department of Wildlife Resources
FAC - Finance, Audit and Compliance Committee (of DWR)
IG - Inspector General
IIA - The Institute of Internal Auditors <<http://www.theiia.org>>
IPPF - International Professional Practices Framework (of the IIA)
OSIG - Office of the State Inspector General (replaced State Internal Auditor and 4 state agency-level IG functions, effective July 2012.
QAR - Quality Assessment Review
SAIV - Self-Assessment with Independent Validation, a least-cost approach to QAR
VAC - Virginia Administrative Code