

AGENDA

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

October 27, 2021
1:00 pm

Committee Members: Mr. G. K. Washington, Chair, Ms. Catherine Claiborne, Mr. Frank Adams, Mr. John Daniel, Ms. Karen Terwilliger

DWR Staff Liaison: Mr. Darin Moore

1. Call to Order and Welcome
Mr. G. K. Washington
2. Approval of the May 20, 2021 and August 18, 2021 Meeting Minutes **Final Action**
Mr. G. K. Washington
3. Public Comments – Non Agenda Items
Mr. G. K. Washington
4. First Quarter Finance Report for Fiscal Year 2021-2022
Mr. Darin Moore
5. Biennial Budget / Legislative Update
Mr. Darin Moore
6. Accounting Section Update
Mr. Darin Moore
7. Director's Report
Mr. Ryan Brown
8. Chairman's Report
Mr. G.K. Washington

9. Additional Business/Comments
Mr. G. K. Washington

10. Next Meeting Date: Wednesday, January 19, 2022
Mr. G. K. Washington

11. Adjournment
Mr. G. K. Washington

Teleconference and Virtual

Draft Meeting Minutes

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

May 20, 2021
1:00 pm

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

The Committee Chair welcomed everyone and call the Virtual meeting to order at 1:00 pm. 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 issued by the Governor of Virginia. The Board'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 the Board.

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

Approval of the March 16, 2021, Meeting Minutes: The Chair called for a motion to approve the minutes of the March 16, 2021 Finance, Audit, and Compliance Committee meeting. Mr. Sadler made a motion to approve the minutes of the March 16, 2021 Committee meeting. Mr. Brown seconded the motion.

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

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

FY 21- Third Quarter Financial Report: The Chair called on Mr. Darin Moore for a report.

Mr. Moore gave a report on the Agency's finances for the Third Quarter of the Fiscal Year.

After discussion and comments, the Chair thanked Mr. Moore for his report.

FY22 Budget Proposal: Operating and Capital: The Chair called on Mr. Darin Moore to present to the 2021-2022 Budget.

Mr. Moore presented the 2021-2022 Operating and Capital Budget.

After comments and questions, the Chair thanked Mr. Moore for his presentation.

The Chair called for a motion. Mr. Brown made a motion, Mr. Chair, I move that the Finance, Audit, and Compliance Committee recommend adoption to the Board of the FY22 Operating Budget and Capital Budget, as presented. It was seconded by Mr. Vincent.

Ayes: Vincent, Parker, Brown, Sadler

Federal Audit Update:

The Chair called on Mr. Darin Moore for an update.

Mr. Moore gave an update on the Completed Federal Audit.

After discussion and comments, the Chair thanked Mr. Moore for his update.

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

The Director reported:

- Thanked Mr. Moore and the whole Budget TEAM for their work and efforts putting together the Budget.

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 2:15 am.

Respectfully submitted,

Frances Boswell

/s/

Draft Meeting Minutes

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

August 18, 2021
1:00 pm

Present: Mr. G. K. Washington, **Chair**, Ms. Karen Terwilliger; **Absent:** Catherine Claiborne, Frank Adams, John Daniel, **Board Members in attendance:** Mr. Brian Vincent, Mr. Tom Sadler/Virtual, Mr. Leon Boyd, **Executive Director:** Mr. Ryan Brown; **Director's Working Group:** Ms. Becky Gwynn, Mr. Darin Moore, Mr. Tom Guess, Mr. Gray Anderson and Ms. Paige Pearson.

The Committee Chair welcomed everyone and call the meeting to order at 1:00 pm. The Chair noted for the record that a quorum was not present for the meeting.

The Chair called on the Board Secretary for a Roll Call Vote of Board members present: Ayes: Vincent, Sadler/Virtual and Washington, Terwilliger, Boyd

Approval of the May 20, 2021 Meeting Minutes: The Chair announced there was not a quorum present to approve the minutes of the May 20, 2021 Committee meeting.

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

Annual Finance Report for FY 2021: The Chair called on Mr. Darin Moore for a report.

Mr. Moore gave a report on the Annual Finance Report for FY 2021.

After discussion and comments, the Chair thanked Mr. Moore for his report.

Federal Audit Update: The Chair called on Mr. Darin Moore for an Update on the Federal Audit.

Mr. Moore gave an Update on the completed Federal Audit.

After comments and questions, the Chair thanked Mr. Moore for his update.

New Normal Employee Survey Report: The Chair called on Mr. Darin Moore for a report on New Normal Employee Survey.

Mr. Moore gave the results of the “New Normal Employee Survey” the Department had sent out to employees.

After comments and questions, the Chair thanked Mr. Moore for his report.

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

The Director reported:

- Thanked all IT staff for their continued support and behind the scenes work they have provided during the COVID period.
- Proud of the Excellent Federal Audit
- Agency received more HB38 money this year than usual

Chair’s Report: The Chair thanked everyone for attending the Finance, Audit, and Compliance Committee Meeting and thanked Mr. Moore for his updates and presentations. The Chair also wanted to thank the IT Staff for their help and work during all the WebEx meetings and were always there to handle any issues quickly.

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 2:20 pm.

Respectfully submitted,

Frances Boswell
/s/