

## STAFF SUMMARY FOR FEBRUARY 6, 2019

**9A. ACTING EXECUTIVE DIRECTOR'S REPORT – STAFF REPORT**

Today's Item

Information Action 

Receive the acting executive director's staff report.

**Summary of Previous/Future Actions (N/A)****Background*****Staffing Update***

Executive Director Valerie Termini remains on loan to DFW as acting chief deputy director. Deputy Executive Director Melissa Miller-Henson has been acting executive director for over four months, and appreciates other staff members assuming some of her former duties during that time. Workload challenges resulting from the executive director's absence are beginning to take a toll. Specific workload items, such as the strategic planning, coastal fishing communities, and bullfrogs/non-native turtles projects, are being directly affected.

Given the uncertainty regarding the timing of Ms. Termini's return, and to address shifting timelines on high-priority, long-term projects, staff is initiating alternative personnel actions to provide relief by filling gaps. In addition, staff has begun recruitment for a replacement seasonal clerk, who left in Nov. This will also be the final FGC meeting for Sea Grant State Fellow Leslie Hart; her year-long fellowship ends next month, immediately following the MRC meeting. Ms. Hart has been a welcome addition to the team and will be sorely missed; she is currently seeking a new job. We look forward to welcoming a new fellow for the upcoming year, beginning in mid-Mar.

***New Website Template Progress***

Work on transitioning to FGC's new website template continues to take shape. Scheduled to go live in Apr 2019, the site will have a new look and feel and will contain meeting, regulatory, and endangered species materials from 2017 to present. Staff will upload historical records as time permits during the remainder of 2019. Working closely with the DFW webmaster, the new website template will meet current state standards for accessibility and uniformity.

**Significant Public Comments (N/A)****Recommendation (N/A)****Exhibits**

1. [Staff Report on Staff Time Allocations and Activities, dated Jan 30, 2019](#)

**Motion/Direction (N/A)**

# California Fish and Game Commission

## Staff Report on Staff Time Allocation and Activities

*January 30, 2019*

Commission staff time is a tangible and invaluable asset. Especially since the Commission's staff is so small, where and how staff members spend their time is important. This report identifies where Commission staff allocated time to general activity categories (see table; sample tasks for each general category begin on page 2) and specific activities during Dec 2018 and Jan 2019.

The general allocation table summarizes time across all staff classifications, though some classifications require a greater emphasis on certain task categories than others. For example, advisors can spend 30% or more of their time on special projects due to committee project assignments, while regulatory analysts spend up to 70% of their time on regulatory program tasks. One item to note below is that with two vacancies, 15% of available staff time for December and January was accounted for by unfilled positions.

### General Allocation

Task Category	December Staff Time	January Staff Time
Regulatory Program	11%	11%
Non-Regulatory Program	2%	2%
Commission/Committee Meetings	25%	22%
Legal Matters	5%	3%
External Affairs	7%	6%
Special Projects	8%	8%
Administration	18%	18%
Leave Time	14%	16%
Unfilled Positions	15%	15%
Total Staff Time <sup>1</sup>	105%	103%

<sup>1</sup> Total staff time is greater than 100% due to overtime

### Activities for December 2018

- Finished preparations for and conducted one publicly-noticed meeting (Dec 12-13 Fish and Game Commission)
- Began preparations for Wildlife Resources Committee meeting
- Participated in tribal consultations meeting with Intertribal Sinkyone Wilderness Council
- Participated in statewide fishing communities planning meeting
- Received training on automated licensing data system from Department of Fish and Wildlife

- Participated in MPA Statewide Leadership Team work plan sub-team meetings
- Participated in Ocean Protection Council MPA Statewide Leadership Team meeting
- Participated in DFW leadership team and Operations Committee meetings
- Continued work on new state-mandated website template
- Participated in Ocean Science Trust-DFW-FGC fishing communities coordination meeting

### **Activities for January 2019**

- Conducted one publicly-noticed meeting (January 10 Wildlife Resources Committee)
- Began preparations for two publicly noticed meetings (February Fish and Game Commission meeting and February Tribal Committee)
- Began preparations for Annual Tribal Planning Meeting of the California Fish and Game Commission held in February pursuant to its Tribal Consultation Policy, including agenda development call with tribes
- Participated in DFW's Red Abalone Fishery Management Plan harvest control rule integration administrative steering committee meeting
- Participated in DFW leadership team and Operations Committee meetings
- Participated in interagency working group to address chronic wasting disease
- Participated in Ocean Science Trust-DFW-FGC fishing communities coordination meeting
- Received training on legislative bill analysis

### **General Allocation Categories with Sample Tasks**

#### ***Regulatory Program***

- Coordination meetings with DFW to develop timetables and notices
- Prepare and file notices, re-notices, and initial and final statements of reasons
- Prepare administrative records
- Track and respond to public comments
- Consult, research and respond to inquiries from the Office of Administrative Law

#### ***Non-Regulatory Program***

- DFW partnership, including joint development of management plans and concepts
- Process and analyze non-regulatory requests
- Develop, review and amend Commission policies
- Research and review adaptive management practices
- Review and process California Endangered Species Act petitions

#### ***Commission/Committee Meetings and Support***

- Research and compile subject-specific information
- Review and develop policies
- Develop and distribute meeting agendas and materials
- Agenda and debrief meetings

- Prepare meeting summaries, audio files and voting records
- Research and secure meeting venues
- Develop and distribute after-meeting memos/letters
- Make travel arrangements for staff and commissioners
- Conduct onsite meeting management
- Process submitted meeting materials
- Provide commissioner support (expense claims, office hours, etc.)
- Process and analyze regulatory petitions

### ***Legal Matters***

- Respond to Public Records Act requests
- Process appeals and accusations
- Process requests for permit transfers
- Process kelp and state water bottom leases
- Litigation
- Prepare administrative records

### ***External Affairs***

- Engage and educate legislators, monitor legislation
- Maintain state, federal and tribal government relations
- Correspondence: Respond to public inquiries
- Website maintenance

### ***Special Projects***

- Predator Policy Workgroup
- Fishing from piers and jetties
- Coastal fishing communities
- Fisheries Bycatch Workgroup
- Streamline routine regulatory actions
- Strategic planning
- Aquaculture Best Management Practices
- Website transition project

### ***Administration***

- Staff training and professional development
- Correspondence
- Purchases and payments
- Contract management
- Personnel management
- Budget development and tracking
- Health and safety oversight
- Internal processes and procedures
- Document archival

### ***Leave Time***

- Holidays
- Sick leave
- Vacation or annual leave
- Jury duty
- Bereavement
- Professional development

### ***Unfilled***

- Executive Director
- Seasonal Clerk
- Legal/Regulatory Clerk