

## STAFF SUMMARY FOR OCTOBER 9-10, 2019

**4A. EXECUTIVE DIRECTOR'S REPORT – STAFF REPORT****Today's Item**Information Action 

Receive the executive director's staff report.

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

At its Sep 3 teleconference meeting, FGC unanimously chose Melissa Miller-Henson as its new executive director. Melissa brings a wealth of experience having served in various capacities at FGC, most recently as acting executive director since Sep 2018. Recruitment efforts for a deputy executive director are underway, with a month-long recruitment period expected to close in early Nov. FGC's marine advisor Susan Ashcraft continues to serve as acting deputy executive director, with Elizabeth Pope on loan from DFW's Marine Region as acting marine advisor. And, for the new tribal advisor and tribal liaison, staff is working with DFW to determine the most appropriate classification and then can begin a recruitment process to fill the position.

After receiving over 150 applications for a seasonal clerk, staff extended an offer to Ian Williams; his first day was Oct 1. Ian received his associate's degree from Chabot College in 2017 and plans to continue his education. Following a brief orientation, Ian will assist with meeting preparation, general reception needs, and administrative tasks.

Exhibit 1 provides an overview of FGC staff time allocation across eight focal areas, and highlights key activities of interest since the Aug FGC meeting.

***New Resources Building***

Construction of the state's new California Natural Resources building in Sacramento reached a milestone recently with placement of the final construction beam on the 22-story building. Construction is expected to continue through 2020, with expected move-in to begin in mid-2021. Secretary for Resources Wade Crowfoot invited the directors of departments, boards, commissions and conservancies that are administratively linked to the agency, including FGC's executive director, for a tour of the construction site and model office space in late Sep. The 900,000 square-foot building is designed to provide natural light through an open floor plan with few private offices. The building will also have ample meeting space, including a state-of-the-art 300-seat auditorium.

***Paper-to-Digital Conversion Project***

In preparation for the move to the new building, the California Natural Resources Agency has launched an initiative to convert most paper records to a digital format for all the offices moving to the new building. Workshops are currently underway to develop and share the plan of action. FGC has an abundance of important historical documents (including many years of meeting minutes), so this project will take considerable planning and personnel time. Staff plans to take full advantage of any resources made available.

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

**Recommendation (N/A)**

**Exhibits**

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

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

**California Fish and Game Commission**  
**Staff Report on Staff Time Allocation and Activities**

*September 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 the next page) and to specific activities during August and September 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. Of note during this reporting period, staff increased its allocation under special projects and administration. For special projects, this represents staff time for specific staff to work on the California Coastal Fishing Communities Project. An increase in the administration category is the result of recruitment and hiring actions for two vacant positions.

**General Allocation**

<b>Task Category</b>	<b>August Staff Time</b>	<b>September Staff Time</b>
Regulatory Program	15%	15%
Non-Regulatory Program	3%	3%
Commission/Committee Meetings	22%	20%
Legal Matters	3%	5%
External Affairs	5%	7%
Special Projects	8%	11%
Administration	20%	23%
Leave Time	19%	14%
Unfilled Positions	6%	6%
Total Staff Time <sup>1</sup>	101%	104%

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

**Activities for August 2019**

- Prepared for and conducted two publicly noticed meetings (August 7-8 Fish and Game Commission, August 8 Water Resiliency Listening Session)
- Began preparations for two publicly noticed meetings (September 3 Commission teleconference, September 10 Wildlife Resources Committee)

- Prepared for and conducted bullfrog environmental/animal welfare stakeholder meeting
- Completed service-based budgeting data collection and participated in gap analysis review
- Conducted executive director recruitment
- Conducted joint regulations coordination meeting with California Department of Fish and Wildlife (DFW) Regulations Unit
- Participated in chronic wasting disease task force meeting
- Participated in MPA Statewide Leadership Team *Other Uses Subgroup* meeting
- Participated in DFW Regulations Unit Quarterly Coordination meeting

### **Activities for September 2019**

- Finalized preparations for and conducted two publicly noticed meetings (September 3 Commission teleconference, September 10 Wildlife Resources Committee)
- Began preparations for one two publicly noticed meetings (October 8 Tribal Committee, October 9-10 Commission)
- Prepared for and conducted public outreach activities at 2019 California Native American Day
- Conducted interviews and completed hiring process for seasonal clerk and completed hiring process for executive director
- Prepared for and conducted Tribal Committee workgroup meeting
- Prepared for and conducted stakeholder discussion about draft delta fisheries management policy and potential revisions to Commission Striped Bass Policy
- Prepared for and conducted bullfrog environmental/animal welfare stakeholder meeting
- Participated in the California Natural Resources Agency Directors Convening
- Participated in climate-ready fisheries training
- Participated in fishing research with California Collaborative Fisheries Research Program
- Participated in Red Abalone Fishery Management Plan Project Team and Administrative Team meetings
- Participated in MPA Statewide Leadership Team *Other Uses Subgroup* meetings
- Participated in conference on the ocean's role in sustainable food production
- Participated in DFW Joint Leadership Team meeting

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

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

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|---|--|
| <ul style="list-style-type: none"> <li>• Coordination meetings with DFW to develop timetables and notices</li> <li>• Prepare and file notices, re-notices, and initial/final statements of reasons</li> <li>• Prepare administrative records</li> </ul> | <ul style="list-style-type: none"> <li>• Track and respond to public comments</li> <li>• Consult, research and respond to inquiries from the Office of Administrative Law</li> </ul> |
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### ***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***

- 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***

- Coastal Fishing Communities
- Fisheries Bycatch Workgroup
- Streamline routine regulatory actions
- Strategic planning
- Aquaculture best management practices
- Website transition
- Service Based Budgeting Initiative

### ***Administration***

- Staff training and development
- 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

***Unfilled***

- Deputy executive director
- Seasonal clerk