

STAFF SUMMARY FOR APRIL 17, 2019

12A. 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 continues to be on loan to DFW as acting chief deputy director and Melissa Miller-Henson continues as FGC's acting executive director. To adequately address critical staff workload, staff initiated additional personnel actions in Feb: Marine Advisor Susan Ashcraft is now acting deputy executive director and Elizabeth Pope, an environmental scientist from DFW's Marine Region, is on loan to FGC and serving as acting marine advisor. Elizabeth previously served in this capacity in 2016 and staff is grateful for her assistance.

Our new Sea Grant State Fellow Maggie McCann joined FGC in Mar. Maggie received her bachelor's degree from UC Santa Cruz in marine biology in 2009 and her master's degree in 2018 from CSU Monterey Bay in applied marine and watershed sciences, with an emphasis on marine sciences. She is assisting with FGC meetings and special projects under direction from MRC (fishing communities) and WRC (bullfrogs and non-native turtles).

After a competitive recruitment, our new Seasonal Clerk Andrea Levinson, joined FGC last month. Andrea is a student at Sacramento State University majoring in environmental studies and will work part-time as her school schedule allows.

Service-Based Budgeting

As directed by the legislature, DFW has embarked on a comprehensive review of its budget from a services delivery standpoint. Service-based budgeting (SBB) is a budgeting approach that identifies what specific tasks and personnel are needed to accomplish the organization's mission; the approach is task-based, labor-focused and organized by services provided to the public. Because FGC's budget is imbedded in DFW's budget, FGC staff is assisting in the SBB effort. Data gathered and analyzed through the SBB process will be used to inform future annual budget preparations, beginning in 2021.

Significant time has been allocated since Feb 2019 by three key staff members for the effort. Additional staff will be required as the work continues in phases over the next several months. This first phase is expected to be complete in summer 2019 and the final SBB report is due to the legislature in 2021.

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CESA Exemption from Regulatory Process

With the passage of Senate Bill 473 (Hertzberg) last year, FGC is now exempt from the provisions of the Administrative Procedure Act for decisions made under the California Endangered Species Act (CESA). The result is a more streamlined and efficient process to add CESA species to Title 14. In Mar, the first four species affected by this new process (fisher, Humboldt marten, northern spotted owl, and tricolored blackbird) were filed with the Office of Administrative Law and promptly listed in regulation. The new process will make available valuable staff time to work on other critical FGC projects.

New Website Template Progress

After significant staff effort and guidance from DFW's webmaster, work on transitioning the FGC website to a new state template is nearly complete. The purpose of the transition is to meet state uniformity and accessibility standards. While the website will have a new look and feel, significant effort went into making sure the transition and the user experience will be as smooth as possible. The website address remains the same (fgc.ca.gov). To inform our stakeholders of the impending change, notices have gone out to our various electronic mailing lists. Staff is currently working with the DFW server team to prepare for the final switch over, anticipated later this month or early May.

Delegation Authority and Records Retention

Executive staff is reviewing authorities delegated from FGC to the executive director. To better reflect current responsibilities, staff plans to bring an updated list of potentially delegated tasks for consideration at an upcoming meeting. Similarly, staff is in the process of updating FGC's records retention schedule and may bring proposed amendments to FGC's *Retention of Commission Records Policy* for FGC consideration at a future meeting.

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

1. [Staff Report on Staff Time Allocation and Activities, dated April 5, 2019](#)

Motion/Direction (N/A)

California Fish and Game Commission

Staff Report on Staff Time Allocation and Activities

April 5, 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 Feb and Mar 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. Note with the personnel actions to refill behind the vacant executive director position, unfilled positions went down in March, while administration time increased. This is primarily due to the training of new staff.

General Allocation

Task Category	February Staff Time	March Staff Time
Regulatory Program	20%	17%
Non-Regulatory Program	2%	2%
Commission/Committee Meetings	19%	20%
Legal Matters	4%	5%
External Affairs	7%	8%
Special Projects	9%	11%
Administration	16%	28%
Leave Time	15%	9%
Unfilled Positions	10%	5%
Total Staff Time ¹	102%	106%

¹ Total staff time is greater than 100% due to overtime

Activities for February 2019

- Finished preparations for and conducted annual tribal planning meeting (Feb 5)
- Finished preparations for and conducted two publicly-noticed meetings (Feb 5 Tribal Committee and Feb 6 Fish and Game Commission)
- Began preparations for Marine Resources Committee meeting
- Participated in DFW regulations unit quarterly coordination meeting
- Participated in statewide fishing communities planning meeting

- 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
- Conducted joint meeting with DFW regulations unit.
- Continued work on new state-mandated website template
- Participated in Ocean Science Trust-DFW-FGC fishing communities coordination meeting
- Attended legislative bill analysis training class

Activities for March 2019

- Conducted one publicly-noticed meeting (March 20 Marine Resources Committee)
- Began preparations for one publicly-noticed meeting (April Fish and Game Commission meeting)
- Participated in Marine Protection Act *Other Uses* subgroup meeting
- Attended legislative reception for California Farm Bureau Federation
- Attended annual fisheries forum
- Participated in DFW leadership team and Operations Committee meetings
- Attended Ocean Day and related events at state capitol and other locations
- Conducted orientation and welcome meeting for new commissioner Samantha Murray
- Continued work on new state-mandated website template
- Began work on Service Based Budgeting initiative

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

Unfilled

- Executive Director

- Legal/Regulatory Clerk