

## STAFF SUMMARY FOR AUGUST 22-23, 2018

**8A. EXECUTIVE DIRECTOR'S REPORT – STAFF REPORT****Today's Item**Information Action 

Receive the executive director's staff report, including staffing update and staff time allocations.

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

With the departure in Jun of a regulatory analyst, staff quickly began recruitment efforts for a replacement. We're pleased to announce that Craig Castleton joined our team on Aug 16 as our newest staff member, and comes to us from the California Conservation Corps where he was an analyst in human resources. Previously, he worked at the California Museum and for California State Parks. Craig will shadow more senior staff and receive both on-the-job and formal training.

Craig's arrival marks the first time in years that the Commission is staffed within its existing permanent, full-time positions; see Exhibit A.2 for brief biographical sketches of staff. FGC leadership plans to take advantage of increasing capacity to address various backlogged items. While a part-time, temporary legal/regulatory clerk is still desirable, efforts to recruit for those services will be on hold for a short time until several onboarding processes have further progressed. Additionally, note that although there is a statutory mandate for a tribal committee, without increased funding for DFW/FGC operations, there are no additional resources to gain a position for a tribal advisor at this time.

On a related note, ground has broken on a new Natural Resources Building, where Commission staff will be relocated in two to three years. The new building is one block away from the current office in downtown Sacramento and is expected to house a number of departments, boards and commissions within the Natural Resources Agency. In addition to an office for staff, a modern auditorium with state-of-the-art technology will be available for Commission meetings. Staff will provide more information as details emerge.

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

1. ["Staff Report on Staff Time Allocation and Activities," dated Aug 14, 2018](#)
2. ["Staff Member Biographies," dated Aug 2018](#)

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

# California Fish and Game Commission

## Staff Report on Staff Time Allocation and Activities

*August 14, 2018*

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 June and July 2018.

Recently, staff identified a needed refinement to better account for our time. To capture time spent on program work that is *non-regulatory* in nature, we created an additional category: *Non-Regulatory Program*. Examples include the effort to track, respond to and process non-regulatory requests, processing California Endangered Species Act petitions, and the work necessary to develop, review and amend commission policies.

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.

Currently, while new staff are being trained, you can expect to see an increase in administrative time due to on-the-job training; conversely, there has been a significant drop in unfilled positions. Finally, multiple staff members have excess leave credits that the California Department of Human Resources requires be reduced as soon as is reasonably possible to avoid intervention; similar to July 2018, leave time will be higher than usual over the next year as those leave credits are used.

### General Allocation

Task Category	June Staff Time	July Staff Time
Regulatory Program	12%	12%
Non-Regulatory Program	6%	3%
Commission/Committee Meetings	26%	14%
Legal Matters	5%	5%
External Affairs	5%	4%
Special Projects	6%	9%
Administration	31%	31%
Leave Time	10%	18%
Unfilled Positions	5%	8%
Total Staff Time <sup>1</sup>	104%	103%

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

## **Activities for June 2018**

- Finished preparations for and conducted two publicly-noticed meetings (June 19 Tribal Committee and June 20-21 Fish and Game Commission)
- Continued onboarding process and training for wildlife advisor
- Began onboarding process and training for seasonal clerk
- Hosted Coastal Fishing Communities Project public meetings in Fort Bragg and Half Moon Bay
- Participated in a joint Commission-California Department of Fish and Wildlife (DFW) consultation with the InterTribal Sinkyone Wilderness Council
- Participated in Marine Protected Area Statewide Leadership Team workplan development meetings
- Hosted joint meeting between Commission and DFW Regulations Unit staff
- Participated in the Coastal and Ocean Resources Working Group for the Climate Action Team quarterly meeting
- Participated in Governor Brown's Native American Day planning meetings
- Participated in the DFW Operations Committee meeting
- Participated in the DFW Marine Life Management Act master plan implementation planning team meeting
- Attended 4<sup>th</sup> International Symposium on Effects of Climate Change on the World's Oceans in Washington, D.C.
- Attended "Strengthening Coasts for a Resilient Future workshop, presented by UC Irvine, Empowering Sustainability, and Blue Earth Consultants

## **Activities for July 2018**

- Prepared for and conducted one publicly-noticed meeting (July 17 Marine Resources Committee)
- Began preparations for the August 22-23 Commission meeting
- Continued onboarding process and training for wildlife advisor
- Participated in the newly-formed interagency working group to address chronic wasting disease
- Reviewed applications and conducted interviews for a regulatory analyst
- Completed the executive acquisition course for meeting the California Department of General Services' procurement requirements
- Participated in aquaculture best management practices working group

## **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

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

- Process and analyze non-regulatory requests
- Develop, review and amend Commission policies

- Consult, research and respond to inquiries from the Office of Administrative Law

- 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

- DFW partnership, including joint development of management plans and concepts
- 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

**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**

- Regulatory Analyst (through August 15, 2018)
- Legal/Regulatory Clerk

**California Fish and Game Commission**  
**Staff Member Biographies**  
*August 2018*

**Executive Director: *Valerie Termini***

Valerie Termini was appointed to the Commission in May 2016 as executive director. Prior to joining the Commission, Valerie worked for the California Natural Resources Agency's Ocean Protection Council (OPC) beginning in 2007. She served as the fisheries policy advisor and as interim executive director. Valerie was responsible for developing, managing and implementing OPC's fisheries programs throughout the state of California.

In 2015, Valerie served on detail to the National Oceanic and Atmospheric Administration (NOAA) in Washington D.C. serving as a fisheries climate advisor and helped develop numerous papers and policies seeking to provide climate science to NOAA Fisheries.

Valerie holds a Master of International Environmental Policy degree from the Middlebury Institute of International Studies at Monterey (MIIS). Upon receiving her master's degree, she accepted a California State Sea Grant fellowship at the ocean resources management program in Sacramento.

Prior to graduate school, Valerie served as a Peace Corps volunteer in Togo, West Africa. She brings a diverse background and love of the ocean and outdoors to her work.

**Deputy Executive Director: *Melissa Miller-Henson***

Melissa Miller-Henson began her work at the Commission in 2012 focused on organizational effectiveness and efficiency, and then became the program manager where she managed appeals, oversaw the rulemaking program, provided program and policy advice to the executive director and Commission, and provided general administrative direction and supervision for staff. As the deputy executive director since February 2017, she focuses on implementing administrative priorities and advising the executive director on resolving administrative issues, aids the executive director in strategic planning, is responsible for overall Commission meeting preparation, and directs the activities of a professional staff.

For nearly two decades Melissa worked with the California Natural Resources Agency on a variety of resource management issues, including seven years managing the Marine Life Protection Act Initiative, and a year managing the California Fish and Wildlife Strategic Vision Project. Melissa's experience includes policy analysis, strategic planning, facilitating multi-disciplinary teams, project management, media and stakeholder communications, translating science for policy-makers, and ecosystem-based conservation and management.

Melissa received a bachelor's degree from UC Davis in environmental policy analysis and planning. Her master's in business administration work, also completed at UC Davis, emphasized public sector and human resources management. In her spare time she is a professional whitewater rafting guide and avid hiker and backpacker.

**Legal Counsel: *Mike Yaun***

Mike Yaun joined the Commission staff in 2015 as legal counsel. He provides legal advice to the Commission in both open and closed session of all regular, special and emergency meetings. He conducts legal research and provides advice to the commissioners, the executive director, and other Commission staff members on issues before the Commission to help in implementing direction from the Commission and preparing for Commission meetings. He also coordinates with litigation counsel provided by the California State Attorney General's office.

Prior to working for the Commission, Mike worked for almost 14 years as an attorney for the Florida Fish and Wildlife Conservation Commission. In the various roles at the Florida commission he dealt with a wide variety of issues dealing with both state and federal regulation of fish and wildlife. His focus was on state and federal listed species.

He has a bachelor's degree from University of Florida and a law degree from Florida State University.

**Marine Advisor (Senior Environmental Scientist – Specialist): *Susan Ashcraft***

Susan Ashcraft joined the Commission in February 2014 as a senior environmental scientist. She provides independent guidance and recommendations on a wide range of marine policy and management issues; supports the activities of the Marine Resources Committee; conducts scientific, regulatory and policy review and analysis; and is the Commission's liaison to partners, stakeholders, and the California Department of Fish and Wildlife's Marine Region.

Prior to joining the Commission, she worked for the Marine Region on a range of marine fisheries and resource management projects with state and federal agencies and stakeholders, served as a California representative on Pacific Fishery Management Council's Groundfish Management Team, and supported the marine protected areas planning project as supervisor and specialist under the Marine Life Protection Act Initiative. Her 17-year service with the Marine Region provides a unique foundational working relationship among Commission and department leadership, project staff, and stakeholders.

Susan received a bachelor's degree from UC Santa Cruz in biology with an emphasis in marine biology and completed master's work in marine science at Boston University Marine Program in Woods Hole, Massachusetts.

**Wildlife Advisor (Senior Environmental Scientist – Specialist): *Ari Cornman***

Ari joined the Commission staff in May 2018 and function as the staff expert on terrestrial wildlife and inland fisheries for issues throughout the state. Ari has worked at the Attwater Prairie Chicken National Wildlife Refuge in Eagle Lake, Texas, where he helped restore endangered bird populations and their habitat. He has also worked in the Colorado Field Office and the Mountain-Prairie Regional Office for the U.S. Fish and Wildlife Service on wetlands, endangered species, waterfowl, wildfire issues, and regulations. He has studied and coauthored papers on carnivore biology and human-wildlife interactions. He teaches and facilitates conservation planning and adaptive management using the Open Standards for the Practice of Conservation as a member of the international Conservation Coaches Network.

Ari earned a Bachelor of Science degree in Ecology and Philosophy (dual major) from Juniata College in Pennsylvania and an M.S. in Biology from Truman State University in Missouri.

**Program Manager (Staff Services Manager): *David Thesell***

David began in November 2017 and serves as a member of the executive leadership team, oversees general administrative functions to ensure the Commission's daily office operations promote accountability, effectiveness and efficiency; administers a statewide regulatory program to meet statutory mandates; renders management advice that impacts Commission programs and policies; oversees development of materials for all Commission meetings; manages special projects; ensures timely response to Public Records Act requests; oversees records management; and provides direction and supervision of regulatory staff.

Previously David worked for the California Department of Conservation for over ten years. He served as deputy chief for the Division of Land Resource Protection, where he was the division's administrative chief overseeing daily operations and oversaw programs dedicated to preserving farmland. In 2012, David was named program manager for the division's various grant programs, which included the department's popular watershed coordinator program, a statewide, bond-funded program to improve natural resource conditions on a watershed basis. He also served as program manager and liaison to the California Strategic Growth Council, to issue grant funds to assist local agencies in adopting sustainable and climate-friendly strategies into their planning updates. Prior to joining the state, David was a grants and financial manager for a private family foundation in San Francisco.

David earned his Bachelor of Science degree in Business Administration from California State University, Sacramento. A Sacramento native, he enjoys camping with his wife and two daughters, long-distance trail running, and volunteering as a backcountry ski patroller with the Eldorado Backcountry Ski Patrol. Since 2011, he serves as an advisory council member for Save the American River Association, a local grassroots environmental organization.

**Regulatory Analyst/Administrative Officer (Associate Governmental Program Analyst): *Sherrie Fonbuena***

Sherrie Fonbuena joined the Commission staff in 1998. She reviews, analyzes and develops regulatory documents, with a general focus on marine issues; consults with Office of Administrative Law staff attorneys regarding, and provides research related to, rulemaking files; serves as the administrative officer for the Commission, coordinating with and advising the executive director on personnel, budget/fiscal and business service activities, and recommending solutions to administrative problems; administers the Commission website; assists in developing regulatory training materials and providing training to other staff; and researches and responds to correspondence. In the absence of a staff services analyst, she arranges travel itineraries, expense claims, and facilitates site management for all Commission meetings, including making travel arrangements for commissioners and staff.

**Regulatory Analyst (Associate Governmental Program Analyst): *Craig Castleton***

Craig moved to California from Scotland in 2015 and began his career in Sacramento by volunteering in the visitor office and archives of the Historic City Cemetery. He also worked as a Visitor Services Associate at the California Museum, and started working for the State of California in 2016 as a Park Interpretive Specialist with the California State Railroad Museum



Library & Archives. In 2017, Craig became a Staff Services Analyst with the California Conservation Corps, where he worked for Human Resources in hiring and position control. Craig graduated from the University of Aberdeen with a Bachelors of Science degree in Archeology and Geography (joint major), and has taken classes in Geographic Information Systems (GIS) at American River College.

Craig lives in Sacramento with his wife Fiona and their two cats, and still enjoys discovering parts of the city that are new to him. He enjoys camping, hiking, and exploring the diverse landscapes of California, and has recently discovered that he can run half-marathons.

**Regulatory Analyst (Associate Governmental Program Analyst): *Jon Snellstrom***

Jon Snellstrom began his state service in July 1991 with what was then known as the California Department of Fish and Game License and Revenue Branch, and joined the Commission staff in September 1992. Jon works primarily with sport fish and hunting general regulations, emergency regulations, and regulations that are non-substantive or that have no regulatory effect by reviewing, analyzing and developing regulatory documents; consults with Office of Administrative Law staff attorneys regarding, and provides research related to, rulemaking files, maintains the Commission's rulemaking timetable and reports annual regulatory expectations to the Office of Administrative Law; develops and maintains regulatory training materials for new California Department of Fish and Wildlife and Commission staff; and tracks, researches and responds to correspondence. He is also the Commission's talented in-house artist and graphic designer.

**Regulatory Analyst (Associate Governmental Program Analyst): *Sheri Tiemann***

Sheri Tiemann joined the Commission staff in 1999. She reviews, analyzes and develops regulatory files related to threatened and endangered species, as well as other subjects related to hunting and commercial and recreational fishing, and consults with Office of Administrative Law staff attorneys regarding, and provides research related to, rulemaking files. She reviews and processes petitions for listing threatened, endangered and other protected species, and prepares administrative records of regulatory and petitioned actions for court challenges. She also prepares materials for Commission meetings and administers the Commission's records management system.

**Executive Assistant (Staff Services Analyst): *Sergey Kinchak***

In January 2018 Sergey joined the Commission as its executive assistant/staff services analyst. He performs a wide variety of analytical, administrative, consultative, and executive-level support duties that require independence of action, analysis, initiative, knowledge of Commission policies and procedures, and thorough knowledge of appropriate administrative practices in support of the executive director, deputy executive director, Commission president and members, and staff. He screens visitors and phone calls, researches and responds to inquiries on complex subjects, researches and responds to appeal hearing communications, reviews and edits correspondence, and assists with Commission meetings. He also arranges travel itineraries, completes commissioner expense claims, and facilitates site management for all Commission meetings, including making reservations for meeting sites and travel arrangements for commissioners and staff.

Sergey Kinchak is a CSU Sacramento graduate who studied business administration with a concentration in management information systems. After he graduated in 2009, he began his professional career with Chase Bank as a teller and lead teller. After a short period, Sergey began working for the State of California by assisting taxpayers and their representative in a call-center environment with the Franchise Tax Board. While he was working the call center, he utilized his free time as a big brother and mentor at his local church by developing and organizing events, such as camping and hiking trips in an effort to help youth get away from television and computers and to enjoy the great outdoors. Sergey then became a tax program supervisor at the Franchise Tax Board, where he supervised between 10 and 40 staff members at any one time.

In his free time, Sergey loves visiting national parks, backpacking, camping, hiking and summiting mountain peaks. His life goal is to summit all the 14ers in California. He summited Mt. Whitney and Mt. Shasta twice between 2015 and 2017.

**Seasonal Clerk: *Antoinette Bottoms-Perez***

Antoinette joined the Commission staff in June 2018. Antoinette received her associate degrees in Business Administration and Social Science from the College of Alameda 1995. She has many years of experience as an Administrative/Clerical assistant. Her work history had been in a diverse set of industries from corporate America, manufacturing, distribution, retail/wholesale, catering and community services.

As the seasonal clerk, Antoinette will provide a variety of clerical assistance. She will greet visitors at the reception area, directing them to the appropriate staff member or office; monitor the reception area to ensure that all security policies are strictly enforced; edit, format and mail form letters and memos as directed; open, date stamp, scan, log and distribute incoming print mail to staff; assist staff with sending outgoing mail; update contact lists; assist other staff with filing, photocopying and scanning as directed. Reserving meeting locations; assist with compiling meeting agendas and materials; monitor commission meetings and take general notes; scan materials received at meetings and post to an internal server.

In her free-time she enjoys learning new things and the outdoors, hiking, gardening, camping, traveling and spending time with family. Antoinette has always loved the beauty of nature and respects its vitality.