

STAFF SUMMARY FOR DECEMBER 12-13, 2018

4A. 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**

Executive Director Valerie Termini remains on loan to DFW as chief deputy director and returns to FGC in early January. In the interim, Melissa Miller-Henson continues to serve as acting deputy director. FGC's seasonal clerk left in Nov for a full-time permanent position in the private sector; staff will begin recruitment efforts as soon as possible. Sea Grant State Fellow Leslie Hart's year-long commitment ends in Mar and a new fellow has been selected. Staff is actively working on the contract that will allow the new fellow to start in Mar.

Led by the DFW webmaster, FGC staff has begun to upgrade FGC's website template to current state standards for accessibility and uniformity. A small staff workgroup expects to complete phase one of the project early in 2019, which will include transitioning to the new template only those regulatory, meeting and endangered species materials generated in 2017 and 2018; staff will upload historical information as time permits throughout the remainder of 2019.

In Oct, Commission staff was recognized by DFW at its 2018 Employee Excellence Award ceremony in the category of organizational enhancement. Staff members were presented with individual certificates by Director Bonham and Acting Chief Deputy Director Valerie Termini. See Exhibit 2 for a transcript of the presentation to staff.

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

1. [Staff Report on Time Allocations and Accomplishments, dated Dec 5, 2018](#)
2. [Transcript of presentation – DFW 2018 Employee Excellence Award](#)

Motion/Direction (N/A)

California Fish and Game Commission

Staff Report on Staff Time Allocation and Activities

December 3, 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 Oct and Nov 2018.

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.

General Allocation

Task Category	October Staff Time	November Staff Time
Regulatory Program	13%	12%
Non-Regulatory Program	2%	3%
Commission/Committee Meetings	29%	23%
Legal Matters	5%	4%
External Affairs	6%	5%
Special Projects	8%	7%
Administration	22%	23%
Leave Time	15%	19%
Unfilled Positions	8%	11%
Total Staff Time ¹	108%	107%

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

Activities for October 2018

- Finished preparations for and conducted three publicly-noticed meetings (October 16 Tribal Committee, October 17 Fish and Game Commission and October 25 Shellfish Aquaculture Best Management Practices)
- Began preparations for November Marine Resources Committee meeting
- Participated in MPA Statewide Leadership Team meeting
- Participated in interagency coordination meeting on aquaculture in Tomales Bay

- Participated in Sea Grant State Fellows host placement workshops and selection activities
- Participated in MPA Statewide Leadership Team work plan development meetings
- Participated in DFW leadership team and Operations Committee meetings
- Participated in specialized fiscal and budget training
- Participated in interagency working group to address chronic wasting disease

Activities for November 2018

- Conducted one publicly-noticed meeting (November 14 Marine Resources Committee)
- Began preparations for December Fish and Game Commission meeting and January Wildlife Committee Meeting
- Continued participation in Sea Grant State Fellows host placement workshops and selection
- Participated in aquaculture coordination and development meeting with staff from DFW and Governor’s Office of Business and Economic Development
- Participated in DFW leadership team and Operations Committee meetings
- Participated in joint regulatory quarterly coordination meeting with DFW Regulations Unit
- Participated in interagency working group to address chronic wasting disease
- Participated in fishing communities’ coordination meetings with DFW and California Ocean Science Trust
- Coordinated with DFW staff on experimental box crab permit process
- Received training on new website template with specialized software

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

- 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

- 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

- Seasonal Clerk
- Legal/Regulatory Clerk

Organizational Enhancement

Awarded to employees who have successfully improved an existing process, or who initiate and/or lead efforts for organizational improvements or collaborative relationships that enhance CDFW's efficiency, effectiveness, or quality.

Team Award Recipient: Fish and Game Commission Staff

Contribution: The Fish and Game Commission has jurisdiction over nearly every living thing in California other than people, agriculture, and domestic animals. The Commission promulgates more regulations than most other state agencies and does so with just a small number of staff. Specifically, the Commission is formally vested with authority to regulate the take, possession, and conservation of birds, mammals, fish, amphibians, and reptiles from the Oregon border to the Mexican border, and from the Nevada border to three miles into the Pacific Ocean. Additionally, the Commission holds the mantle of being the oldest wildlife organization in the entire United States. Commission staff work with the public, CDFW staff, Commissioners, elected officials, other state and federal agencies, native American tribes, and countless others who call, petition, or visit looking for information.

Several Commission staff have been with the Commission for over 10 years - some even 20 or more - and their dedication to the mission and purpose of both the Commission and CDFW is clear and inspiring. Staff routinely look for ways to improve the regulations process to make it more effective, and they maintain collaborative relationships with stakeholders which enhance both FGC's and CDFW's efficiency, effectiveness, and quality of work. At the end of the day, their hard work improves our relationships with the public. In fact, during a recent Commissioner's Senate confirmation hearing, groups that often oppose one another on issues in front of the Commission all joined together in saying how this Commission is the most well-run and efficient Commission they have ever worked with.