

STAFF SUMMARY FOR FEBRUARY 8-9, 2017

36A. OTHER INFORMATIONAL ITEMS – STAFF REPORT**Today's Item****Information** **Action**

Receive the staff report, including staff time allocations and previous meeting outcomes.

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

- California Sea Grant State Fellow Heather Benko begins soon and will assist FGC's marine and wildlife advisors for one year. She will be a great asset to MRC and WRC in helping complete several special projects.
- The deputy executive director interviews were completed in mid-Dec and the position offered to Melissa Miller-Henson; she accepted and began on Feb 1.
- Acting Deputy Executive Director Susan Ashcraft now returns to her position as marine advisor; however, due to recent injuries she sustained in an accident, she will be on medical leave for at least several weeks and potentially longer. Dr. Craig Shuman, DFW's marine region manager, has graciously offered to allow Elizabeth Pope to continue as the acting marine advisor until late Mar to avoid canceling the Mar MRC meeting.
- The program manager position is now vacant and staff has begun the process to obtain approval to advertise the position; this position is expected to remain vacant for at least four months during the recruitment process. In the meantime, the program manager's responsibilities have been distributed among FGC staff to the extent possible.
- Associate Governmental Program Analyst Caren Woodson's last day was Jan 20. Caren's enthusiasm and passion will be deeply missed; her absence is already noticeable at the office. Staff has begun the process to obtain approval to advertise the position, but the position is expected to remain vacant for at least four months during the recruitment process. In the meantime, the analyst's responsibilities have been distributed among FGC staff to the extent possible.
- Over the last two months staff has been recruiting for a seasonal clerk to assist up to 30 hours a week on administrative tasks. In mid-Jan a candidate was selected and offered the position, but chose not to accept. Staff is assessing next steps.
- Recent legislation has created the need to amend Title 14, CCR with new Fish and Game Code citations; as this project will generate significant workload, a retired annuitant with a legal or regulatory background is needed to provide project support. Staff has begun the process to obtain approval to advertise this position.

Staff time allocations: To help keep FGC current on where its staff is expending time, staff has developed a report that shows the allocation of time in general categories for the previous two months, as well as highlights some specific activities during that time (Exhibit 1).

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Previous meeting outcomes. At this meeting staff will provide a summary of outcomes for the previous FGC meeting held Dec 7-8, 2016 in San Diego. A print copy of the summary will be distributed at this meeting and posted on the FGC website by mid-Feb.

Significant Public Comments (N/A)

Recommendation (N/A)

Exhibits

1. [Staff Report on Time Allocation and Accomplishments, dated Jan 30, 2017](#)

Motion/Direction (N/A)

California Fish and Game Commission
Staff Report on Staff Time Allocation and Accomplishments
January 30, 2017

Staff time is a tangible and invaluable asset. This report identifies where Commission staff allocated time to general activity categories (see table) and specific activities (see activities lists) during December 2016 and January 2017.

While the table below summarizes time allocation across all staff classifications, some classifications require a greater emphasis on certain categories than others. For example, the advisors spend up to 30% 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*	December Staff Time	January Staff Time
Regulatory Program	15%	15%
Commission/Committee Meetings	25%	31%
Legal Matters	5%	4%
External Affairs	6%	6%
Special Projects	6%	6%
Administration	18%	19%
Leave Time	24%	17%
Unfilled Positions	6%	9%
Total Staff Time ¹	104%	108%

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

Activities for December 2016

- Reviewed applications and interviewed candidates for deputy executive director
- Conducted tribal consultations
- Finished preparations for and conducted one publically-noticed meeting (December 7-8 Commission).
- Began preparing for one publically-noticed meeting (January 18 Wildlife Resources Committee).
- Began 150-year strategic planning efforts
- Participated in California Department of Fish and Wildlife (DFW) elk management plan meeting with Native American tribes and tribal communities
- Participated in DFW Executive Team meeting
- Participated in Marine Life Management Act planning meetings

Activities for January 2017

- Prepared for and conducted one publically-noticed meetings (January 18 Wildlife Resources Committee)
- Began preparing for three publically-noticed meetings (February 7 Tribal Committee, February 8-9 Commission, and February 21 Wildlife Resources Committee's Predator Policy Workgroup)
- Conducted tribal consultations
- Continued 150-year strategic planning efforts
- Reviewed and scored seasonal clerk applications and conducted one interview
- Prepared for and participated in the quarterly regulations coordination meeting with CDFW
- Participated in the Western Association of Fish and Wildlife Agencies mid-winter meeting
- Participated in Marine Life Management Act planning and stakeholder meetings

*** General Allocation Categories with Sample Tasks**

Regulatory Program

- Coordination meetings with DFW to develop timetables and notices
- Review and process CESA petitions
- Prepare and file notices, re-notices, ISORs and FSORs
- Prepare administrative records
- Track and respond to public comments
- Consult, research and respond to inquiries from OAL

Commission/Committee Meetings and Support

- Research and review practices and procedures for adaptive management
- Research and compile subject-specific information
- Review and develop policies
- Develop and distribute meeting agendas and materials
- Agenda and debrief meetings
- Prepare meeting summaries and audio files
- Maintain voting records
- 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 and non-regulatory requests

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

External Affairs

- Engage and educate legislators, monitor legislation
- Maintain state, federal and tribal government relations
- DFW partnership, including joint development of management plans and concepts
- Website maintenance

Special Projects

- Predator Policy Workgroup
- Fishing from piers and jetties
- Fishing Communities
- Fisheries Bycatch Workgroup
- Streamline routine regulatory actions

Administration

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

Leave Time

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

Unfilled

- Executive secretary
- Deputy executive director (most duties currently assumed through an out-of-class assignment)
- Seasonal clerk
- Legal/regulatory clerk