

STAFF SUMMARY FOR OCTOBER 19-20, 2016

14A. 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. The deputy executive director job examination announcement was extended for an additional 30 days beyond the original posting; applications must have been received or postmarked no later than Sep 30, 2016. Applications are now being reviewed.

California Native American Day. FGC staff participated in the 49th annual California Native American Day, held on Sep 23 at the State Capital. FGC co-hosted a table with DFW to engage with members of California's tribes and the public about FGC and its activities (exhibits 1-2 are two sample handouts from the day).

Staff time allocations. In an effort to help keep FGC current on its staffing and where staff is expending its 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 of the specific activities (Exhibit 3).

Previous meeting outcomes. Staff will provide at the meeting a summary of outcomes for the most recent FGC meeting held Aug 24-25, 2016.

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

1. [The California Fish and Game Commission \(brochure\)](#)
2. [The Fish and Game Commission and the California Department of Fish and Wildlife: What's the Difference?](#)
3. [Staff Report on Time Allocation and Accomplishments, dated Oct 7, 2016](#)

Motion/Direction (N/A)

RESPONSIBILITIES

As the first wildlife conservation organization in the United States, established in 1870, the California Fish and Game Commission's mission is to ensure the long-term sustainability of California's fish and wildlife resources on behalf of California citizens. The Commission works to achieve its mission by guiding ongoing scientific evaluation and assessment of fish and wildlife resources, setting resource management policies, establishing fish and wildlife regulations, and building resource management partnerships with a broad array of interests.

"Some of the responsibilities that are unique to the Commission include:

- formulating general policies that guide management activities of the California Department of Fish and Wildlife;
- establishing seasons, bag limits and methods of take for hunting, recreational fishing and some commercial fishing;
- authorizing terms and conditions for the Private Lands Management (PLM) program to further enhance wildlife habitat and increase hunting opportunities;
- establishing protected lands and waters, such as wildlife areas and ecological reserves;
- defining the conditions under which wild animals can be rehabilitated for return to the wild;
- listing and delisting species under the California Endangered Species Act;
- controlling non-native species importation, possession and sales;
- leasing state water bottom lands for shellfish cultivation and kelp harvesting; and
- prescribing the terms and conditions for issuing, suspending or revoking licenses and permits issue by the California Department of Fish and Wildlife.

Contact the Fish and Game Commission

The California Fish and Game Commission and the California Department of Fish and Wildlife are two separate entities working together to conserve, manage and protect fish and wildlife, but each with a distinct role. For questions on hunting, fishing, licenses, permits or regulations, please visit the Department of Fish and Wildlife's website at

www.wildlife.ca.gov

To report a poaching or polluting incident or any fish and wildlife violation, please contact the California Department of Fish and Wildlife's CalTIP program at (888) 334-2258 or visit

www.wildlife.ca.gov/enforcement/caltip

Executive Director:

Valerie Termini

Marine Advisor: Susan Ashcraft

Wildlife Advisor: Erin Chappell

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General comments, questions and requests for the Fish and Game Commission

fgc@fgc.ca.gov



State of California
**FISH & GAME
COMMISSION**

www.fgc.ca.gov

VISIT OUR WEBSITE

- Join our electronic mailing list to receive meeting agendas, including committee agendas and announcements.
- Click a handy link to view LIVE broadcasts of business meetings.
- Check the calendar for scheduled meetings, including Marine Resources Committee, Wildlife Resources Committee, and Tribal Committee. Find out when and where they will be held.
- View agenda items and click on the links to view exhibits.
- Check for important news.
- Sign up to receive notices of regulatory actions that interest you.
- Learn how to petition the Commission for a regulation change.
- See which species are being considered under the California Endangered Species Act.
- Learn about the history of the Fish and Game Commission.
- Click on New and Proposed Regulations to find regulatory proposals on which the Commission is accepting comments, read the proposals, and learn how to submit comments in person at our meetings, via e-mail to fgc@fgc.ca.gov, or via postal mail.
- Read about Commission policies, decisions pending and opportunities for public participation. Find existing laws (Fish and Game Code) and new regulations (Title 14, California Code of Regulations) related to California's fish and wildlife.
- Read about your Commissioners.

www.fgc.ca.gov

The Fish and Game Commission and The California Department of Fish and Wildlife: What's the Difference?



In simple terms, the Commission makes the rules and CDFW implements and enforces them.

THE CALIFORNIA FISH AND GAME COMMISSION

Consisting of five Governor-appointed members, the Fish and Game Commission establishes policies and adopts regulations to ensure the long-term sustainability of California's fish and wildlife resources. Some examples of the legislatively-mandated authorities of the Commission include setting regulations for sport take of birds, mammals, fish, amphibians and reptiles as well as various aspects of commercial fishing; listing and delisting threatened and endangered species; and establishing marine and terrestrial protected areas. The commissioners are directly supported by an executive director, a policy advisor, a science advisor, staff counsel, and five administrative and analytical professionals. The Commission conducts its business at 12 meetings a year, alternating decision meetings with Marine Resources, Wildlife Resources and Tribal committee meetings. Spanning from one to two days, meetings are strategically located throughout the state to encourage public participation.

THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

The California Department of Fish and Wildlife (CDFW) is a state department comprised of approximately 3,000 scientists, law enforcement officers, engineers, specialists, analysts, technicians and other employees working to manage California's diverse fish, wildlife and plant resources and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public. CDFW provides scientific data and expertise to inform the Commission's decision-making process, and implements and enforces policies and regulations the Commission establishes. CDFW has independent authority to adopt regulations to administer and enforce the Fish and Game Code where the Commission lacks such authority. CDFW also issues regulatory permits relating to the take of wildlife and serves as the State's trustee for fish, wildlife, and plant resources. The Commission is established by the California State Constitution. CDFW operates under the umbrella of the Natural Resources Agency, whose secretary is a member of the Governor's Cabinet. Their authority to write and enforce wildlife regulations come primarily from the Fish and Game Code; regulations are published in the California Code of Regulations, Title 14, Division 1.

The public may petition the Commission to take action under any authority granted to it by the California State Legislature. CDFW's scientists, analysts, law enforcement officers and other experts then study the issue and make recommendations to the Commission, and the public is invited to provide input. The Commission is free to make its decision, whether or not it aligns with CDFW's recommendation.

HISTORY

The California Board of Fish Commissioners was established in 1870, the first wildlife conservation agency in the U.S. The name was later changed to the Fish and Game Commission to add game animals to its jurisdiction as well as conservation efforts; as both of those responsibilities expanded, the state created the Division of Fish and Game within the Department of Natural Resources.

As the state's human population grew, so did the need for additional fish and wildlife conservation. To manage the needs, the Commission was delegated additional conservation-related responsibilities and the division was elevated to the Department of Fish and Game (DFG). Following the disastrous 1989 Exxon Valdez oil spill in Alaska and the 1990 American Trader oil spill in Orange County, the California State Legislature passed the California Oil Spill Prevention and Response Act, which created a new water pollution division, DFG's Office of Spill Prevention and Response (OSPR). The number of marine oil spills and volume of product spilled in California dropped dramatically in the next few years.

In 2012 the Legislature and Governor changed the department's name to the Department of Fish and Wildlife.

For more information about the Department of Fish and Wildlife, please visit www.wildlife.ca.gov.

To learn more about the Fish and Game Commission, please visit www.fgc.ca.gov.

California Fish and Game Commission
Staff Report on Staff Time Allocation and Accomplishments

October 7, 2016

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 August and September 2016.

While the table below summarizes time allocation across all staff classifications, it should be noted that 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*	August Staff Time	September Staff Time
Regulatory Program	15%	14%
Commission Meetings	30%	21%
Legal Matters	5%	7%
External Affairs	6%	7%
Special Projects	6%	11%
Administration	20%	22%
Leave Time	18%	18%
Unfilled Positions	7%	7%
Total Staff Time ¹	106%	107%

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

Activities for August 2016

- Prepared for and conducted the publically-notice commission meeting on August 24-25.
- Began preparing for two publically-noticed meetings (September 21 Wildlife Resources Committee and September 28 Wildlife Resources Committee's Predator Policy Workgroup)
- Prepared for and conducted tribal co-management workgroup meeting
- Continued orienting two newest commissioners
- Continued onboarding new executive director
- Assisted in recruiting deputy executive director
- Participated in the Joint Committee on Fisheries and Aquaculture hearing on the commercial and recreational crab fisheries

- Participated in the Marine Resource Education Program West Coast Fisheries Science Workshop
- Participated in Marine Life Management Act planning meetings
- Participated in Marine Protected Areas Statewide Leadership Team meeting
- Participated in California Department of Fish and Wildlife (DFW) Executive Team meeting
- Participated in interagency calls and coordination efforts related to harmful algal blooms
- Participated in the quarterly regulations coordination meeting with DFW

Activities for September 2016

- Prepared for and conducted two publically-noticed meetings (September 21 Wildlife Resources Committee and September 28 Wildlife Resources Committee's Predator Policy Workgroup)
- Began preparing for two publically-noticed meetings (October 18 Tribal Committee and October 19-20 Commission)
- Assisted in recruiting deputy executive director
- Attend Association of Fish and Wildlife Agencies annual conference
- Staffed a booth at Native American Day 2016 at the State Capitol
- Spoke at the Monterey Institute for International Studies
- Participated in Fish and Game Preservation Fund meetings
- Participated in interagency calls and coordination efforts related to harmful algal blooms
- Participated in the Marine Life Protection Act Milestones meeting
- Participated in DFW invertebrate fisheries research cruise at Channel Islands

*** General Allocation Categories with Sample Tasks**

Regulatory Program

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| <ul style="list-style-type: none"> • Coordination meetings with DFW to develop timetables and notices • Review and process CESA petitions • Prepare and file notices, re-notices, ISORs and FSORs | <ul style="list-style-type: none"> • Prepare administrative records • Track and respond to public comments • Consult, research and respond to inquiries from OAL |
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Commission/Committee Meetings and Support

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Agenda and debrief meetings • Prepare meeting summaries and audio files • Maintain voting records • Develop and distribute after-meeting memos/letters |
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- 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)