



# SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

4055 Faber Place Drive, Suite 201, North Charleston SC 29405

Call: (843) 571-4366 | Toll-Free: (866) SAFMC-10 | Fax: (843) 769-4520 | Connect: [www.safmc.net](http://www.safmc.net)

Jessica McCawley, Chair | Mel Bell, Vice Chair  
John T. Carmichael, Executive Director

## AGENDA

### Executive Committee

Webinar

**Wednesday, June 10, 2020 – 1:30 P.M. – 2:30 P.M. (Times subject to change)**

Approval of Agenda

Approval of March 2020 Committee Minutes

1. Council Priorities Work Schedule (*Attachments 1a and 1b*)
  - a. Overview – Brian Chevront
  - b. Committee Action: Review and revise Council priorities – Jessica McCawley
2. CCC Meeting Update
3. Policies (*Attachments 2a and 2b*)
  - a. SAFMC Discretionary Projects Funding and Selection Process
  - b. Staff Performance Evaluation Process
  - c. Sexual Harassment Prevention Training
  - d. Committee Action: Review and take action as necessary – Jessica McCawley

Other Business

Adjourn

### Committee Members

Jessica McCawley, Chair  
Mel Bell, Vice-Chair  
Carolyn Belcher

Chester Brewer  
Chris Conklin  
Steve Poland

### Attachments

**Attachment 1a:** Council Priorities Worksheet

**Attachment 1b:** Active Amendments Overview

**Attachment 2a:** SAFMC Discretionary Projects Proposal

**Attachment 2b:** Staff Performance Evaluation Process

**Staff Lead:** John Carmichael ([john.carmichael@safmc.net](mailto:john.carmichael@safmc.net))

**Staff Support:** Chip Collier ([chip.collier@safmc.net](mailto:chip.collier@safmc.net))

**Tech Support:** Suzanna Thomas ([suzanna.thomas@safmc.net](mailto:suzanna.thomas@safmc.net))

# OVERVIEW

## Executive Committee

The Committee will approve minutes from the March 2020 meeting and the agenda for the June 2020 Committee meeting.

### 1. Council Priorities

**Description:** Brian Chevront will give the committee an update on the Council's FMP priorities (*Attachments 1a and 1b*). The Council approved these priorities and the overall meeting plan for 2020 in September 2019, and at each meeting is asked to review progress and update the plan, as necessary.

**Committee Action:** Review priorities and update, as necessary.

### 2. Council Coordination Committee Meeting Update

**Description:** The Council Coordination Committee (CCC) will meet via webinar on May 27 – 28, 2020. The Committee will receive reports various topics and policies that affect Council operations, including the 2021 NMFS budget outlook. A summary of the meeting and any recommendations will be provided.

**Committee Action:** None.

### 3. Council Polices

**Description:** The Committee will continue discussion of SAFMC practices and policies. As noted during the March 2020 discussion, some recommendations will require changes to the SAFMC handbook. Because the Council previously expressed a desire to address handbook revisions and approval all at once, formal approval of a revised handbook will be considered at a later meeting.

**SAFMC Discretionary Projects Funding and Selection Policy:** Council staff has become involved in various special topic, or “discretionary” projects in past years to address Council needs and requests. Some of these projects have received outside funding support, while others have been funded through the Council’s budget. The lack of a policy or guidance on how projects are chosen, how much funding is available, or which projects can be supported by Council funding has created confusion for both Council Members and Staff. During the Staff Retreat in February 2019, staff asked for clarification on how projects were selected, how the impact of staff responsibilities was evaluated, and what was required to obtain Council financial support for a project. During the SAFMC Leadership Retreat in January 2020, staff was directed to develop a process for reviewing and selecting projects to support, and to consider allotting Council funding to support projects.

A proposal is provided (*Attachment 2a*) that outlines how projects will be reviewed and funded, criteria projects should meet to be considered, and contents of project proposals. The Committee is asked to review the proposal and provide guidance and approval.

**Staff Performance Evaluation Process:** During the Staff Retreat in February 2019, staff agreed that position descriptions and performance evaluations needed updating. During the Leadership Retreat in January 2020, issues were noted with the timing of performance reviews resulting from recent changes in address salary additives. Finally, the Senior Staff team recommends initiating an annual staff work plan process to improve performance and help ensure consistency between staff plans and the Council’s priorities.

Changes are proposed to the staff performance evaluation process that impact timing and salary additives as specified in the handbook. The changes will implement formal mid-year reviews along with the end of year review, change the timing of the reviews to better accommodate how proposed salary changes are reviewed by the Council, and incorporate individual work plans into the evaluation process (*Attachment 2b*).

**Sexual Harassment Prevention Training:** The Council has held ongoing discussions on sexual harassment prevention training for both Staff and Council Members. For Council staff, we have subscribed to an online training service that provides training on a wide range of HR topics. Training courses address issues common to all employees as well as some that are applicable to supervisors.

The Senior Staff team selected several training courses to require of staff:

Supervisors:

1. Workplace Diversity for Supervisors
2. Preventing Sexual Harassment: A Guide for Supervisors
3. Preventing Workplace Violence: What Employees Need to Know
4. Workplace Harassment: What Supervisors Need to Know

Non-supervisors:

1. Workplace Diversity for Employees
2. Preventing Sexual Harassment: A Guide for Employees
3. Preventing Workplace Violence: What Employees Need to Know
4. Workplace Harassment: What Employees Need to Know

The service could also be made available to Council Members. NOAA GC will provide further information on training for Council members.

**Committee Action:**

- Review and Approve the Discretionary Project Policy
- Review and Approve the revised Staff Performance Evaluation Process
- Discuss Council Member training

**Other Business**

**Adjourn**