



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

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Charlie Phillips, Chair | Captain Mark Brown, Vice Chair
Gregg T. Waugh, Executive Director

AGENDA

SOPPs Committee

Bahia Mar Doubletree by Hilton
801 Seabreeze Boulevard
Ft. Lauderdale, FL

Thursday, June 14, 2018 – 3:00 P.M. to 4:00 P.M. (Times subject to change)

Approval of Agenda – Chris Conklin

Approval of March 2018 Committee minutes – Chris Conklin

1. Review Policies for Inclusion in Handbook (***Overview and Attachments 1 – 4***)
 - a. Overview – Gregg Waugh
 - b. Committee Action: Discuss and provide guidance to staff – Chris Conklin

Other Business – Chris Conklin

Adjourn – Chris Conklin

Committee Members

Chris Conklin, Chair
Anna Beckwith
Roy Crabtree

Doug Haymans, Vice Chair
Chester Brewer
Jessica McCawley

Attachments

Attachment 1: SOPPsMarch2011

Attachment 2: DraftAdministrativeHandbookFebruary2018

Attachment 3: CouncilMemberConductRules2014

Attachment 4: CouncilEmployeeConductRules2014

Staff: Gregg Waugh

OVERVIEW

SOPPs Committee

The Committee will approve minutes from the March 8, 2018 meeting.

I. SOPPs

Description: The South Atlantic Council’s SOPPs (**Attachment 1**) were last revised in March 2011 and sent to NMFS for review/approval. The intent of the SOPPs is to meet the legal requirements specified by the Magnuson-Stevens Act. The Council uses the Handbook to govern day-to-day operations.

SOPPs vs. HANDBOOK – from December 2017 SOPPs Committee minutes:

“One of the first things that I tried to do was to get straight in my head what is the difference between SOPPs and our handbook. To me, and I talked with Mike, the SOPPs -- If we think of the SOPPs, that is to address all the legal requirements that the council has to operate under, and we got a format to follow, and so we used that format and plugged in all the pertinent details. That has to be reviewed and approved by the agency, and so that’s a process, and, to me, what we want to do is minimize the amount of times we change that, but then we put more detail in how we operate day-to-day into the handbook, and, in some instances, the SOPPs will refer you to the handbook for more details. That is, to me, how I keep it straight in my mind. The SOPPs meet our legal requirements, and that is sort of the minimal amount of information that we have to put in there, and we get that reviewed, and then the more pertinent document that we operate under is the handbook, and we can put more detail in there, and we can update that as we feel that it needs to be updated.”

Status of Actions: The SOPPs are still under review by NMFS/NOAA GC and the Committee will receive an update on the status of review.

Required Committee Action: discuss and provide guidance as appropriate.

II. ADMINISTRATIVE HANDBOOK

Description: In March 2018, the SOPPs Committee reviewed the Council’s Administrative Handbook and the Council approved the suggested changes. The Personnel Committee directed staff to review the Gulf Council’s Handbook and include all suggested changes that could be applicable to the South Atlantic Council. The draft updated Handbook, included as **Attachment 2**, incorporates changes from the March 2018 Council meeting and the changes from the Gulf Council’s Handbook are shown in track changes.

Status of Action: The revised Handbook will be reviewed and modified as appropriate. The Personnel Committee is still working on potential revisions to the Council staff benefits package. Once changes are approved by the Council, then the SOPPs Committee will review and revise language to implement the revised benefits package in the Handbook, likely at the September 2018 meeting.

Required Committee Action: discuss and provide guidance on modifications to the Draft Handbook.

Other Business