

Administrative/Budget Committee: Action Schedule & Next Steps for Tab G

Agenda Item IV: Final 2014 No-Cost Extension Expenditures (Tab G, No. 4a, 4b and 4c)

Timeline Status: Information only, no action is needed.

Council Input and Next Steps: The Committee will review a summary of the budget and expenditures of the 2014 no-cost extension expenditures that were approved through June, 2016 (No. 4a). Staff will highlight the outcomes provided by the no-cost extension contracts. The summaries or final reports of these studies are provided in the briefing book.

Agenda Item V: Review of 2015 & 2016 Expenditures and Revised Budgets for 2017-2019 (Tab G, No. 5a and No. 5b)

Timeline Status: Information only, no action is needed.

Council Input and Next Steps: Staff will present a budget/expenditures summary for 2015 and 2016 expenditures. We had a \$627K surplus in 2015 and expect a \$63K surplus in 2016, followed by deficits in the following years. Expenditures in 2015 and 2016 were lower than the initial budget due to use of the 2014 no-cost funds for specific activities that carried into 2015 and 2016. Also, the revised 2016 budget funded by NMFS was about \$100K less than approved by NMFS for the current 5-year (2015-2019) budget cycle.

At the CCC meeting in May, NMFS indicated that annual funding increases will be no greater than 3% over each prior year. The original budget was based on advice to budget 10% increases for 2016-2019. Due to these funding reductions we revised our projected annual budgets. Following surpluses in 2015 and 2016, we expect to have budget deficits in 2017 through 2019 and to end the 5-year grant with only a small cumulative \$108K surplus leaving little flexibility in our budget. These projections include the removal of one of our anticipated new positions and the inclusion of the increase in liaison funding approved by the Council in 2015 that was not in the original budget.

Agenda Item VI: Review & Approval of Updated Regional Operating Agreement (Tab G, No. 6)

Timeline Status: Review and approve the updated Regional Operating Agreement

Council Input and Next Steps: Revised 2015 NMFS Operational Guidelines require us to update our Regional Operating Agreement with NMFS. The NMFS Operational Guidelines were first developed in August 2005 and the Regional Operating Agreement followed. The previous Regional Operating Agreement was finalized in March 2014.

Agenda Item VII: Discussion of SSC Members also being a State Designee (Tab G, No. 7)

Timeline Status: Provide a recommendation to staff regarding an SSC member also serving as a State Designee.

Council Input and Next Steps: A question was raised as to whether an SSC member can also serve as a State Designee. NOAA General Counsel advised it was a Council policy decision. The Council, in April 2016, decided to request SSC input and it was discussed by the SSC at their June meeting. The Committee should review the June SSC discussion and make a specific recommendation to the full Council.

Agenda Item VIII: Discussion of Council Committee Assignments (Tab G, No. 8)

Timeline Status: Two new topics for consideration. Staff is requesting action by the Committee regarding Committee assignments and potentially modifying the timing of populating Administrative and Management Committees

Council Input and Next Steps: The Council makes Committee assignments each October. Staff is asking the Council to consider changing the timing of Committee assignments to allow new members to vote in Committee during the October meeting rather than waiting until the January meeting.

Staff is suggesting the Council consider recombining some of the Administrative and Management Committee to improve efficiencies or focus areas.

Agenda Item IX: Review & Approval of Administrative Handbook Revisions (Tab G, No. 9)

Timeline Status: Review, amend, and approve proposed revisions in the Administrative Handbook.

Council Input and Next Steps: The Administrative Handbook was rewritten extensively in 2014 with a minor modification in March 2015. Staff has updated this draft of the Administrative Handbook in track changes to reflect new legal requirements, to clarify some aspects, and to change selected policies.

Proposed changes include:

- Removing the annual performance bonus while keeping the annual merit bonus for staff (Page 7).
 - Putting a cap on accrued annual leave while grandfathering in current leave amounts for existing staff (Page 9).
 - Specifying, for the first time, how annual leave is handled upon termination (Page 9).
 - Specifying the twelve month FMLA accounting period (Page 12).
 - Clarifying the life insurance benefit (Page 14).
 - Removing ability to accrue compensatory time while on volunteer professional development (Page 16).
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