

# **NOTICE OF PUBLIC MEETING**

## **Sierra Nevada Conservancy**

**Thursday, June 30, 2005  
10:00 AM**

### **Location:**

**First Floor Resources Building  
Auditorium  
1416 Ninth Street  
Sacramento, CA 95814**

### Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes of May 12, 2005
- IV. Search Committee report on the Executive Officer recruitment process
  - a. Board discussion
- V. Update on legislation-Potential Presentation by Legislative Representatives
- VI. Deputy AG report
- VII. General update by Resources Agency on administrative activities
  - a. Update on the budget
  - b. Staff update on outreach activities
    - i. Report on East Subregion workshop
    - ii. Present calendar for future regional workshops

- VIII. Introductory Presentation and Discussion on Program Development
- IX. Consideration and Possible Action to Ratify the Proposed Memorandum of Understanding with the Department of General Services (DGS) to provide fiscal services to the Sierra Nevada Conservancy
- X. Consideration and Possible Action to Ratify the Proposed Memorandum of Understanding with the Department of General Services (DGS) to provide personnel services to the Sierra Nevada Conservancy
- XI. Consideration and Possible Action to Ratify the Proposed State Form Nine requesting DGS to commence a search for office space for the Sierra Nevada Conservancy
- XII. Board Member Comments
- XIII. Public comments
- XIV. Administrative:
  - a. Date for next board meeting
- XV. Adjournment

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Minutes of the Sierra Nevada Conservancy  
Inaugural Meeting

Thursday, May 12, 2005

**I. Call to Order**

Resources Secretary Mike Chrisman called the first meeting of the Sierra Nevada Conservancy to order at 10:10 AM at the California Energy Commission Building, Hearing Room A, 1516 Ninth Street, Sacramento, CA 95814.

**II. Oath of Office**

Deputy Attorney General Christine Sproul administered the Oath of Office to members of the governing board. Present and taking the Oath were:

Linda Arcularius, Supervisor, Inyo County, Representing the East Sierra Subregion,  
Helen Baumann, Supervisor, El Dorado County, Representing the Central Sierra Subregion,  
Robert C. Campbell, Chief Deputy Director, Department of Finance,  
Mike Chrisman, Secretary, Resources Agency,  
Brian Dahle, Supervisor, Lassen County, Representing the North Sierra Subregion,  
Bob Kirkwood, Public Member, appointed by the Governor,  
BJ Kirwan, Public Member, appointed by the Governor,  
Byron Sher, Public Member, appointed by the State Senate,  
Lee Stetson, Supervisor, Mariposa County, Representing the South Central Sierra Subregion,  
Bob Waterston, Supervisor, Fresno County, Representing the South Sierra Subregion,  
Carol Whiteside, Public Member, appointed by the Governor,  
Kim Yamaguchi, Supervisor, Butte County, Representing the North Central Sierra Subregion,  
Also Present but not taking the oath were Non-voting Liaison members:  
Bernie Weingardt, US Forest Service, Representing the U. S. Secretary of Agriculture  
Dean Swickard, U. S. Forest Service, Representing the U. S. Secretary of the Interior

At the suggestion of Ms. Sproul the board adopted Roberts Rules of Order for the way that the board would conduct its meetings.

III. Selection of an Interim Chairperson

After discussion about the appointment of a permanent or interim chair, on a motion of Brian Dahle, seconded by Linda Arcularius, the board unanimously choose Mike Chrisman as interim Chairperson of the board. The issue of a permanent Chair and Vice-Chair will be determined at a later date.

IV. Presentation by Assemblyman Laird and Assemblyman Leslie

Assembly Member Tim Leslie, co-author of AB 2600 that established the Sierra Nevada Conservancy, congratulated the board members on their appointments and talked about the challenges and opportunities before the board. He pointed out that the bill in its final form represents the best of non-partisan cooperation between members reflecting different interests, who worked diligently to craft workable solutions. He suggested that this example would serve as a good model for the work of the Conservancy.

Assemblyman Laird was unable to attend the meeting. His aide, Clyde MacDonald read aloud Mr. Laird's remarks. Mr. Laird said that the dream of a Sierra Conservancy was born in the 1970's and had lived on ever since, but that it was hard to get across the "political desert." Governor Schwarzenegger's support of a Sierra Conservancy in 2003 created an opportunity. Mr. Laird and Mr. Leslie introduced their separate bills and worked together in a respectful, polite and honorable way to find a compromise that would work for everyone. This process was facilitated by the Assembly and Assembly committees, which passed both members' bills preparing the way for the final compromise legislation,. Mr. Laird closed by asking the Board to "make us proud."

V. **Welcome by Governor's Representative**

Mike Chrisman, Secretary for Resources, welcomed the members on behalf of the Governor and reiterated the Governor's support of the principles and programs of the board.

VI. **Information Reports**

a. **Deputy Attorney General's Report**

Deputy Attorney General Christine Sproul briefed the members on the Bagley-Keene Open Meeting Act and conflict of interest requirements. She provided the members with copies of publications by the Attorney General's office in both of these areas and discussed the conflict of Interest forms that the members must complete and submit as part of process of assuming their office.

**b. AB 2600 and State Conservancy Programs**

John Gussman, Staff Counsel for the California Tahoe Conservancy briefed the members on state conservancy mandates, roles and programs in general, and on the Sierra Nevada Conservancy legislation in particular, noting the elements of the legislation which set the Sierra Nevada Conservancy apart from earlier State Conservancies.

**c. Proposed Outreach Activities**

Ray Lacey of the California Tahoe Conservancy briefed the board on data collection and other organizational activities that have been completed to date by staff and non-profits. Mr. Lacey then stated that staff is hoping to schedule public forums, or workshops, in each of the six sub-regions within the Sierra Nevada Conservancy service area, and that these meetings would likely take place over the course of the summer. Forums are to be jointly hosted by sub-regional representatives and staff from the Resources Agency. They are intended to provide basic information about the new conservancy, as well as to provide a local venue for individuals and constituencies to begin a dialogue on issues, needs, etc. within their respective sub-regions. He noted that, with the board's concurrence, staff would be prepared to schedule the first forum, in the Eastern Sierra sub-region as early as late June.

**d. Initial Organizational activities**

Don Wallace, Assistant Secretary for Administration and Finance of the Resources Agency, briefed the board on what has been done to date in the areas of budget, personnel, accounting needs, and possible office locations. Mr. Wallace explained that the Conservancy has no budget at the present time. Several state agencies and many people have underwritten the costs of getting the board to its current position.

- The Resources Agency got things started and has devoted staff to the various organizational activities.
- The Attorney General is assisting with legal start-up procedures.

- Other departments include the Department of Forestry and Fire Protection, the Department of General Services, and the Energy Commission.
- In particular the Executive Officer and staff of the Tahoe Conservancy have done substantial work.

Mr. Wallace emphasized that all the work done to date has been undertaken with the clear idea that the Conservancy Board and its staff, that will be crafting the final work-plan for the Conservancy. All arrangements are subject to the Conservancy Board's review and consent.

He stated that the Governor's Budget contains funding for the Conservancy in the 2005-06 fiscal year. The source of funds is the Environmental License Plate Fund or (ELPF). There are no General Funds allocated to the Conservancy. He then gave a brief overview of what is contained in the budget.

He pointed out that the board packet included the narrative justification for the Conservancy funding. In addition it included the write-up prepared by the Legislative Analyst for consideration by the legislature during budget hearings and questions raised by committee staff and the responses provided to those questions.

He stated that the Assembly has approved the budget with some reporting requirements and that he anticipated the Senate to do the same next week.

He stated that the Department of General Services (DGS) operates a unit that provides administrative support such as full accounting, personnel and procurement functions to small organizations that cannot justify a complete accounting or personnel office and that the budget contemplates that these services will be provided to the Conservancy in this way and that preliminary discussions are underway with the various offices of DGS.

He pointed out that the state has rules on how departments determine the kinds of personnel classifications that they will establish to undertake their workload and that the BCP has proposed certain classifications, but it will be up to the Department of Personnel Administration and the State Personnel Board to concur in the classifications and management structure. He stated that Resources staff intend to begin some of this work before the budget is passed in order to save time for the new director in hiring the staff. Actual hiring will be the job of the new director.

He mentioned that one of the early decisions facing the board will be choosing a location for the Conservancy headquarters. The

Department of General Services has the state mandate to negotiate leases for facilities for state agencies. The Board will decide the community in which they would prefer the headquarters to be located. The staff will work with DGS to see what space is available at the best price for the state.

**VII. Ratification of the Proposed 2005-06 Budget Request for the Conservancy**

Staff presented a proposed resolution for the board to adopted the budget prepared resources Agency and now before the Legislature. Staff recommended that the Conservancy adopt the following resolution, pursuant to Public Resources Code sections 33300 et seq., 33330, and 33335:

“The Sierra Nevada Conservancy hereby ratifies the proposed 2005-06 fiscal year budget, as set forth in the materials presented by staff; and authorizes staff to take necessary steps for its adoption.”

Upon the motion of Carol Whiteside, seconded by Lee Stetson the board unanimously adopted the resolution.

**VIII. Action to Initiate a Recruitment and Selection Process for the Executive Officer Position**

Staff discussed the Executive Officer duties and the recruitment/selection process and suggested the authorization for an advisory committee of the board, assisted by staff, to carry out recruitment and screening of candidates for the Executive Officer position.

Staff recommended that the Conservancy adopt the following resolution, pursuant to Public Resources Code section 33328:

"The California Sierra Nevada Conservancy hereby authorizes an advisory committee of the board, to be designated by the board concurrently with this resolution ("the Search Committee"), with the assistance of staff, to carry out recruitment and screening of candidates for the position of Executive Officer, with such guidance as the board may hereafter provide.

"The Search Committee shall recommend to the board the desirable criteria for filling the Executive Officer position, together with the recruitment plan and application and interviewing

procedures. The Search Committee shall report to the board periodically regarding the progress and results of the recruitment process. The Search Committee shall also make recommendations to the board regarding the desirable salary for the position.”

Kim Yamaguchi suggested that Linda Arcularius be on member of the Search Committee and Chairman Chrisman suggested that Bob Kirkwood be second member.

Upon the motion of Mr. Yamaguchi, seconded by several members, the board unanimously adopted the resolution including designating the two suggested members to serve on the committee.

## **IX. Action to Authorize the Resources Agency to Perform Operational and Administrative Actions**

Staffed discussed and recommended the Board authorize the Resources Agency to carry out necessary operational and administrative functions pending hiring of Conservancy staff.

Staff recommends that the Conservancy adopt the following resolution, pursuant to Public Resources Code sections 33300 et seq. and 33328:

“The Sierra Nevada Conservancy hereby authorizes the Resources Agency, to carry out necessary operational and administrative functions on behalf of the Conservancy, pending the appointment of an Executive Officer and other staff for the Conservancy.

“The functions to be carried out by the Resources Agency shall include:

- organizing places, dates, and times of Conservancy board meetings, in consultation with the board;
- preparing and disseminating board meeting notices and agendas, in compliance with the Bagley Keene Open Meeting Act (Government Code section 11120 et seq.);
- preparation of minutes of Conservancy board meetings, as well as copies of the board’s official resolutions for certification by the Chair;
- assistance in the recruitment and screening of candidates for the position of Executive Officer;

- initial and preparatory steps for the hiring of other staff, including preparation of duty statements, establishment of hiring lists, and the like;
- legislative budget liaison in connection with the Conservancy's 2005-06 fiscal year budget;
- organizing public outreach activities within the Conservancy's six subregions, for the purpose of publicizing the inception of the Conservancy and soliciting the public's ideas and comments;
- processing of travel claims and per diem requests; and
- such other activities as may be necessary and incidental to the activation of the Conservancy and do not conflict with the board's decision making prerogatives.

"The Resources Agency shall report to the Conservancy at each meeting of the board on the progress of the above activities."

Upon a motion made and duly seconded by \_\_\_\_\_ the board unanimously adopted the resolution.

## **X. Board Member Comments**

**Carol Whiteside** – I want to thank the Assembly, the Senate, the Governor and the Resources Agency for establishing this organization. It is long overdue. There are few resources that have as many who work and live within it, and who periodically enjoy it for recreation. It is a treasure. It is appropriate to use a new model, because old role of command and control, where we had the ability to make decisions unilaterally, is not always cooperative and collaborative and does not work in 21<sup>st</sup> century. The purposes not only preserve communities and economic interests and values, but preserves this treasure for all California.

**Lee Stetson** – I want to echo Carol's statements. I am pleased to be part of this effort, along with these caring and dedicated people. I am pleased with the proposed outreach, bringing about trusting relationships between economic and environmental concerns. I want to thank all the people who have contributed.

**Linda Arcularius** – I remember when Lucy Blake and I met at the Sierra Summit and thought about concept. I want to thank John Hoffman, of RCRC, and Brent Harrington, also of RCRC. Many principles that we discussed at these early meetings are encompassed

in this legislation. It is amazing legislation, which took a while, but it was time well spent. This legislation provides for a successful and sustaining model. It is a privilege to be here.

**Bob Kirkwood** – I was not involved early on, but I believe that it will function best through a series of joint ventures, both state and local, and public and private. We will be carrying out projects with strong environmental elements, substantial scale, including an active consideration of economic interests. I'm glad to be here, and want to thank the Governor, for his appointment.

**Bernie Weingardt** - The Forest Service is very pleased to be part of this board in an advisory capacity. We fully embrace the purposes contained in this legislation and look forward to collaborative working relationships. The purposes outlined earlier, are completely consistent with national forest lands goals. I see nothing but hope for forest management - protecting and enhancing the resources, protecting the communities, the cultures, and entire ecosystems.

**Deane Swickard** - The fundamental purpose of bill is to promote land management in a culture of courtesy, cooperation and respect. I am looking forward to the potential that this new culture holds. I look forward to carrying through with public involvement, to develop constituencies and coalitions necessary to make the changes we are looking for. BLM will contribute whatever we can to this effort.

**Brian Dahle** – Speaking from the perspective of the county supervisors' level, I am excited to be on Board. We are used to reacting to legislation, now we are participating in the process where the rubber meets the road. I am looking forward to this collaboration.

**Byron Sher** – I am pleased to be part of this great venture, in order to protect and preserve the wonderful Sierra Nevada Regions. I authored legislation to create a bay area conservancy, introduced because I thought equity required that all voters and taxpayers in Bay area should receive a fair share of funding made available by bond issues approved by voters. I supported the establishment of the Sierra Nevada Conservancy and carried AB 2600 on floor of Senate.

**Bob Waterston** – I reiterate what everyone has said. Fresno County struggles with air quality because of growth and tourism. I look forward to working with other counties to solve the area's problems. We have a little problem with pine needles – we're not allowed to burn them anymore.

**Kim Yamaguchi** - I want to thank everyone. I have enjoyed the comments made previously. I am most pleased that SNC is the first conservancy to have local elected officials as part of the board – I want to thank the authors for including us. I don't want to forget to thank other individuals and other elected county supervisors who are not on the Board. In our sub-region, there is a very active group who is anxious to participate. In my community, and throughout the region, we are part of the interface and we're anxious to get to work. I look forward to working with other supervisors.

**Robert Campbell** - Dept. of Finance (sat in for Tom Campbell) – On behalf of Tom Campbell, we are looking forward to participating with distinguished board and carrying out and implementing the purposes and objectives of this legislation.

**Helen Baumann** – It is refreshing to talk about something besides asbestos. My fellow supervisors have articulated my feelings. I'm proud to be here with them. We have a committed group of elected supervisors. My personal commitment is to Assemblyman Leslie. My promise to him is that this will be a collaborative process by all.

**B.J. Kirwan** – I am humbled by the long and deep record of involvement by all Board members. I truly believe in goals and purposes, and will be immersing myself in local issues.

## **XI. Public Comments**

**Steve Frisch**, Sierra Business Council. Applauds the new Sierra Nevada Conservancy board for its service to the region. Look at the diversity in the room here today! Environment and Economy must work in balance in the 21<sup>st</sup> Century. Government must be collaborative. This is an investment in our future. Let's all acknowledge the efforts of Dennis Machida in getting us here today.

**Elizabeth (Izzy) Martin**, Sierra Fund, and former Nevada County Supervisor. Start writing the book now. We all support you in your upcoming challenges. Let's all work toward the Sierra Nevada License Plate.

**Dave Sutton**, Northern California Director, Trust for Public Land. This is a conservancy for the new millennium. Thanks to Assemblyman Leslie, Assemblyman Laird, Jedd Medefind and Dennis Machida. Can't even begin to imagine what the future contributions of this agency will be.

**Lisa Wallace**, Truckee River Watershed Council. Has over 83-project list. Please don't forget the east side of the Sierra.

**Craig Threshie**, Mayor, Town of Truckee. With both the Sierra Business Council and the Truckee Donner Land Trust headquartered in Truckee. We feel that town would also be a suitable site for the Sierra Nevada Conservancy offices.

**J. Reed**. Spoke to the value and importance of recreating in the Sierra. Please don't overlook people of color in your planning and outreach efforts. Sierra Nevada Conservancy needs to reflect all the people of California.

**John Falk**, Tahoe-Sierra Board of Realtors. TSBR has been and will be following the Sierra Nevada Conservancy closely. There has been an important evolution in thinking, and TSBR is now more supportive of the SNC. TSBR had questions about Assemblyman Leslie's original bill and opposed the original Laird bill. TSBR did, ultimately, support the final bill. Affordable housing is a critical, region-wide issue. Fuels and wildfire prevention important.

**Chuck Peck**, Sierra Cascade Land Trust Council. Welcome and congratulations to all. SNC has the potential to make an enormous, positive difference in the region. SCLTC will assist in any way that they can.

**Joan Clayburgh**, Executive Director of the Sierra Nevada Alliance. Sierra Nevada Alliance is composed of 65 member groups (e.g. Mono Lake Committee). We encourage you to take advantage of our resources. We want to assist in any way.

**Conley Weaver**, Mayor, Nevada City. Nevada City endorses the Sierra Nevada Conservancy, and would like to be considered as a suitable site for its offices.

## XII. Administrative Matters

Staff informed board members that staff were available after the meeting to help with necessary paperwork and travel claims.

## XIII. Scheduling of the Next Meeting

The Chairman announced that the next meeting had been scheduled for Thursday, June 30 at 10:00 AM, in Sacramento. There was no objection to that date.

#### XIV. Adjournment

At the suggestion of Linda Arcularius the first meeting of the Sierra Nevada Conservancy was adjourned at 12:45 PM in memory of Dennis T. Machida, late Executive Officer of the Tahoe Conservancy and one of the major contributors to the formation of the Sierra Nevada Conservancy.

## **Report of Committee on Executive Officer Selection**

**Prepared by  
Linda Arcularius and Bob Kirkwood**

At its May 12 meeting the Board appointed us as its authorized advisory committee of the board, with the assistance of staff, to carry out recruitment and screening of candidates for the position of Executive Officer, with such guidance as the board may hereafter provide.

It further provided that "the Search Committee shall recommend to the board the desirable criteria for filling the Executive Officer position, together with the recruitment plan and application and interviewing procedures. The Search Committee shall report to the board periodically regarding the progress and results of the recruitment process. The Search Committee shall also make recommendations to the board regarding the desirable salary for the position."

In the ensuing period we have met several times with Resources Agency staff and developed a selection plan and necessary Executive Officer qualifications to enable the Board to hire an Executive Officer. This report and its attachments constitute our recommended plan. Preliminary to the hiring someone the Resources Agency has taken the necessary steps to request that the Department of Personnel Administration (DPA), which has approval authority for all classifications exempt from Civil Service, approve the establishment of this position at a classification equal to the current level of the Executive Officer of the Coastal Conservancy. This level is also being requested for the Executive Officer of the Tahoe Conservancy. Hopefully we will have a decision on this request by early next month.

First we looked at what should be the qualifications of the Executive Officer. We feel strongly that this should be someone with a strong executive background, with considerable experience/knowledge of the Sierra Nevada region and state government. We also felt that the ideal candidate should have shown the ability to work with and understand a multi member board and be able to work with various partners to achieve the goals of the Conservancy.

Once we had developed the listing of qualifications we combined those with a discussion of the activities and responsibilities of the Conservancy and the Duty Statement that was presented by staff at the last board meeting to form essentially a job announcement for this position. This document is included as attachment I for your review and comment.

The discussion of these documents by all board members is critical to the selection of an Executive Officer and formative for all of us as the first real opportunity we have to talk about our hopes, aspirations and cautions for the Conservancy. Once we have incorporated any comments or adjustments by

board members and DPA has approved a salary level, we propose to proceed with the second phase of the selection process that would be to advertise and promote the availability of this position. This would include notice in the Conservancy's website, in professional organization websites and publications, perhaps in some local and regional newspapers and other areas that might be recommended. The Resources Agency is entering into a contract with CPS, a joint powers agency of the state and several local governments that does Executive searches as well as many other services for the state and local governments, to assist us in conducting the search and some limited review, primarily background checks of the candidates. It is anticipated that the recruitment phase would take up the month of July.

Once the final application date, say August 10, has passed the committee would review all of the applications and, assuming there are sufficient qualified candidates to justify having a two stage process, we would select the most promising for a preliminary interview with the two committee members, assisted by Resources Agency staff. From those interviews the committee will select the best candidates and from these finalist the few most qualified for a final interview with the full board.

If, after resume review, it appears that there are a limited number of qualified candidates, we would skip the preliminary interviews and go directly to a board interview. At that time a background check would be made on the final review candidates and resumes/applications would be furnished to all board members with a cover letter to board members explaining why the interview selectees were selected for full interview. After review of the resumes/applications if any Board Member feels that another of the candidates should be interviewed they should call either Linda Arcularius or Bob Kirkwood to discuss and decide whether that candidate will be added to the group of finalist to be interviewed by the Board.

After the board members have interviewed all of the candidates selected for review and also reviewed their written answers and references the Board will select the person to be offered the Job. We have developed an *Evaluation Process Components* including tips on observing and rating candidates and an interview questions and rating are included as Attachment II for your review and comment.

Following is a timetable for this process.

<b>Timetable for Recruitment of Executive Officer for the Sierra Nevada Conservancy</b>	
<b>Date</b>	<b>Action</b>
June 1-27	Board Committee develop details for Executive Officer Position and recruitment procedures
June 15	Resources Agency submits request for establishment of EO position to Department of Personnel Administration (DPA)
June 28	Board review of committee recommendations
July 5	DPA approval of Executive Officer Classification
July 11-July 30	Conduct search for position <ul style="list-style-type: none"> <li>• Advertise in state, local and regional papers</li> <li>• Send announcement to various groups such as CSAC, RCRC, Sierra Business Council, etc.</li> <li>• Announce on SNC website</li> </ul>
Aug. 10	Final day for submission of applications
Aug. 11-19	Board committee review all applications and select most qualified for further review
Aug. 29-Sept. 7	Assuming that there are more than just a few qualified candidates the Board committee will interview first cut of candidates to identify most qualified, selecting the best of this group for full Board review. A letter sent to board with resumes of these candidates and reasons for selecting the persons for final interview.
Sept. 5-14	Reference check on remaining Final Review candidates
Sept. 15	Full board interview finalists and make decision on Executive Officer
Sept. 16	Offer Made
Oct. 10	Executive Officer begins work

## **XV. Challenging Opportunity**

### **XVI.**

The newly created Sierra Nevada Conservancy is in search of an Executive Director to assist the board of the Conservancy in establishing and setting in operation this important agency. The Sierra Nevada Conservancy was created by the Legislature and the Governor last year and is slated to begin operation upon passage of the 2005-06 California State budget.

### **XVII. The Sierra Nevada Conservancy**

The Sierra Nevada region, which constitutes about 25% of California's land area, is one of the most significant natural and biologically diverse regions (with related socio-economic benefits) in the world. In order to address the needs within the Sierra Nevada region, the Legislature passed and the Governor signed AB 2600 (Leslie/Laird) during the past legislative session, which established it as a State agency within the Resources Agency. .

**Jurisdiction** - The Conservancy's operating jurisdiction is considerably larger than that of any existing conservancy: it contains the mountains and foothills of the Sierra Nevada range, and certain adjoining areas, including the Mono Basin; the Owens Valley; and a part of the southern Cascade region, including the Pit River watershed. The jurisdiction covers all or portions of 22 counties, from Kern County in the south, to Shasta and Modoc counties in the north.

**Governance** - The Conservancy is to be governed by a 13-member board. The State is responsible for appointing seven members:

- Three public members appointed by the Governor,
- the Secretary for Resources and the Director of Finance, and
- One each by the Speaker of the Assembly and the Senate Rules Committee.

The remaining six members are County Supervisors who will represent the counties in six subregions (groups of three to four counties).

Additionally, AB 2600 provides for three non-voting Federal liaison advisors from the National Park Service, the U.S. Forest Service, and the U.S Bureau of Land Management.

**Program objectives** - Reflecting the needs within the region, AB 2600 stipulates 9 resource programs and program support objectives. The program objectives include preservation and restoration of physical, cultural, archaeological, historical, and living resources; preservation of working landscapes; protection and improvement of water and air quality; enhancement of public use and

enjoyment of public lands; provision of increased recreation and tourism; and support of environmental preservation and economic well-being activities.

The program support objectives include support of collaborative planning processes; provision of technical assistance; and the conduct of research and monitoring in order to develop and evaluate programs.

These objectives form the basis of the Conservancy's programs or components of programs. There may be a need to develop several programs to achieve an objective based on resource needs, implementation and funding considerations.

AB 2600 requires that the Conservancy adopt guidelines for each program. The purposes of the guidelines are to establish and prioritize program objectives and to establish project evaluation criteria. The guidelines are to be based on assessment of resource needs; institutional capabilities; funding needs; Federal, State, and local plans; and research and monitoring efforts. The guidelines are to be developed pursuant to a strategic program planning process involving meetings and workshops within each subregion with the purpose of formulating strategic program objectives and priorities within that subregion. This information is then to be included in overall program guidelines.

### **XVIII. The Executive Officer Position**

The Executive Officer of the Sierra Nevada Conservancy is appointed by, and is directly responsible to, the Conservancy's governing board. The Executive Officer has overall responsibility for:

- Recommending policy and expenditures to the Conservancy board, with respect to all aspects of the operations of the agency, including:
  - program, project, and budget priorities and decisions,
  - program guidelines and project criteria,
  - legislation that may affect the Conservancy, including, amendments to the Conservancy's enabling legislation,
  - administrative regulations and internal operating procedure, and
  - claims and litigation involving the Conservancy.
- Managing the affairs of the Conservancy board
- Organizing, leading, and directing staff in carrying out the policies, programs, and daily operations of the Conservancy, including:
  - program development,
  - program administration, including grants, contracts, and real property transactions,
  - fiscal administration, including preparation of the Conservancy's annual budget, and accounting oversight,
  - personnel,

- interagency and intergovernmental liaison,
  - legislative liaison, and
  - media and public relations.
- Budgetary liaison with the Resources Agency, Department of Finance, and Office of the Legislative Analyst
  - Testimony to legislative committees regarding the Conservancy's budget and appropriations, and other legislation involving or affecting the Conservancy
  - Interagency, intergovernmental, and other outside liaison on behalf of the Conservancy, including:
    - establishing consultative and collaborative relationships with the Resources Agency and other departments within the Agency, and with other public agencies - local, State, and federal – whose programs and activities may interface with those of the Conservancy,
    - establishing cooperative and collaborative relationships with nonprofit organizations, other private-sector entities, and Native American tribal organizations, in order to facilitate the implementation of the Conservancy's programs.
  - Other duties as may be assigned by the board.

## **XIX. Ideal Candidate**

The Executive Officer will assume responsibility for a brand new State Agency whose area of concern is larger in size and more diverse in population and resources than many states. The challenges of building this new organization and meeting its statutory mandates calls for a proven leader with knowledge of state and local government, the Sierra Nevada region and resources management.

The Executive Officer of the Sierra Nevada Conservancy should possess:

- substantial public sector executive level management experience,
- strong oral and written communication skills,
- a demonstrated capability for identifying and building on the synthesis inherent in local, state, federal and private plans so as to realize highly leveraged results,

- experience in developing governmental budgets and working with the Legislature,
- experience working with a multi-member decision making body,
- experience in developing strong relationships with multiple stakeholders with diverse interests,
- experience in understanding, interpreting and implementing a board's policies and programs,
- experience working with public officials, non-profit organizations and the private sector to facilitate implementation of programs and policies in a collaborative and consensus building manner, and
- familiarity with the challenges and opportunities of the Sierra Nevada region.

The Executive Officer of the Sierra Nevada Conservancy should be a person with:

- a bias toward action and the ability to see and understand what can be accomplished in the short, intermediate and long term,
- a strong sense of personal and professional ethics,
- a keen sense of the political dynamics at the Federal, State and local levels,
- the ability to discern the willingness, capability, capacity and motivation of partner organizations in implementing joint programs and projects,
- proven leadership skills of anticipation, discretion and pro-actively getting work accomplished with others, and
- the ability to understand and find resolution to multi-faceted issues.

## **XX. Compensation**

The salary for this positions is set by the State Department of Personnel Administration at\_\_\_\_\_. In addition a full complement of retirement and health benefits are provided.

## **XXI.**

## **XXII. Applications**

To be considered for this positions please submit by August 15, 2005 a resume and list of three work related references to:

the Sierra Nevada Conservancy,  
CO the Resources Agency,  
1416 Ninth Street, Room 1310  
Sacramento, CA 95814

The resumes will be reviewed and based upon that review the most qualified candidates will be interviewed by the Board Members of the Conservancy. Only those who are considered for a final interview will have credit history and references checked.

For further information on this position please contact .

**Evaluation Process Components  
For  
Sierra Nevada Conservancy  
Executive Officer**

**Written**

**Question:**

Candidates will be requested to appear 20 minutes prior to their scheduled interview at which time they will be given a written question and asked to prepare an answer in 15 minutes. The answers will be copied and given to the interview panel for consideration as part of the overall interview process.

**Work History:**

At the beginning of each interview, candidates will be requested to summarize their work history and to explain how their experience prepares them for the position of Executive Officer. It is expected that such presentations will last not more than **5 minutes**. This traditional icebreaker element's purpose is to allow candidates to get used to hearing their voices and also to see how they organize and present their thoughts with limited time.

**Structured**

**Interview:**

Following the presentation above, the Board would conduct a structured interview that draws from a list of suggested questions which will elicit comments on areas the Council has previously identified as being of utmost importance for candidates seeking this position. This structured interview could last approximately **40 – 45 minutes**.

**Evaluation:**

The actual time allocated for interviews before the Board is approximately 50 minutes. An additional **5 - 10 minutes** is dedicated to evaluating each candidate's performance (evaluation forms are included in the manual).

## ***Tips on Observing & Rating***

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1. Be familiar with the candidate profile and key qualifications prior to the interview process.
2. Take notes on the Interview Questions / Rating Notes Form, recording observations and significant direct quotations. The objective should be an accurate profile of the candidate to facilitate rating after the interview.
3. Resist recording ratings or scores until the interview is over; then review your notes and rate or score accordingly, using the Scoring the Attributes Being Assessed form. Time has been provided between interviews for this purpose.
4. Ratings on the Scoring the Attributes Being Assessed Form should be in relation to your concept of an ideal candidate for the position, rather than rating candidates in relation to each other. A scoring scale is included on the form. Blanks are provided for scoring individual attributes and assigning an overall rating.
5. **Avoid asking questions** about marital status, children, religious affiliation, national origin, arrest records, age, creed, race, credit record, maiden name, health history or political affiliations.

# ***Interview Questions / Rating Notes Form***

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This form contains space for recording notes on the oral presentation, contains suggested questions covering each of the attributes being assessed, and provides space for notes on the candidate's responses.

## ***Rating Attributes Being Assessed***

Candidate \_\_\_\_\_ Board Member \_\_\_\_\_

Rating Guide: 1 - Weak; 5 - Strong.

RATING

### WORK HISTORY / ORAL RESUME - 5 minutes

Candidates will be asked to summarize their work experience and highlight elements of their career they believe are especially relevant to this position.

1 2 3 4 5

### LEADERSHIP/MANAGERIAL EXPERIENCE

1 2 3 4 5

Sample question

### CA. STATE/LOCAL GOVERNMENT EXPERIENCE/KNOWLEDGE

1 2 3 4 5

Sample question

### SIERRA NEVADA ISSUES KNOWLEDGE

1 2 3 4 5

Sample question

### HONESTY / INTEGRITY

1 2 3 4 5

Sample question

STAFF MANAGEMENT

1 2 3 4 5

Sample question

CONSENSUS BUILDING IN A COMPLEX ENVIRONMENT

1 2 3 4 5

Sample question

RESOURCE CONSERVATION / ECONOMIC DEVELOPMENT EXPERIENCE

1 2 3 4 5

Sample question

COMMUNICATIONS SKILLS-WRITTEN

1 2 3 4 5

COMMUNICATIONS SKILLS-ORAL

1 2 3 4 5

GENERAL

1 2 3 4 5

**OVERALL RATING**

**1 2 3 4 5**

Score:

*California Secretary for Resources Mike Chrisman  
invites you to:*

*Help identify local and regional needs  
Learn about the new Conservancy*

**Where:** First United Methodist Church  
205 North Fowler  
Bishop, California

**When:** Tuesday June 28, 2005  
6 p.m.

*For more information, please call Ray Lacey at (530) 543-6038  
or visit [www.sierranevadaconservancy.ca.gov](http://www.sierranevadaconservancy.ca.gov)*

For Immediate Release:  
**3763**  
**June 16, 2005**

Contact: **Steve Frisch (530) 277-**

Sandy Cooney (916) 653-9402

## Sierra Nevada Conservancy to Hold First of Six Public Forums

**Sacramento** - The Sierra Nevada Conservancy will hold its first public forum on Tues. June 28 at 6 p.m. at the First United Methodist Church in Bishop. This will be the first of six regional forums held to solicit local public comment critical to the Conservancy's mission. Similar events will be scheduled during the summer in different locations within the Sierra-Cascade region to gain local insight, identify local needs, and address local concerns within all of the Conservancy's 22 counties.

"A perfect balance has been struck with the establishment of the Sierra Nevada Conservancy between resource conservation and economic benefit," said California Resources Agency Secretary Mike Chrisman. "People living within the borders of the Sierra Nevada will be able to protect the environment in which they live while influencing the prosperous future of their communities. The tremendous gain for those within the region and beyond is immeasurable."

The Sierra Nevada Conservancy will establish funding for community improvement and economic sustainability across 25 million acres from the Oregon border to Kern County. As California's largest conservancy, the agency will provide grants to local governments, tribal organizations, and non-profits for recreational opportunities, economic growth, resource conservation and environmental protection.

"The forums are a great opportunity to learn about the Conservancy and the opportunities it will create for enhancing the Sierra-Cascade region," said Linda Arcularius, Sierra Nevada Conservancy board member for the eastern Sierra region.

The Conservancy will provide technical assistance to local governments and organizations and aid in the preservation of working farms, forests, and ranches. Larger than any of the state's other eight conservancies, the sub-regions of the Sierra Nevada Conservancy are unique and different. The process of attracting public input and incorporating local perspective will strengthen the political voice of Sierra communities and recognize the Sierra-Cascade region for all the assets it provides to the rest of the state.

These outreach efforts will be inclusive, open to the public, and receptive to constructive ideas for how the Sierra Nevada Conservancy can best benefit, protect, and enhance the social, natural, and financial wealth of the Sierra-Cascade region. The forums will provide information on what the Conservancy is and is not, what it can and cannot do, and how the strategic planning process will work. All are invited to come, participate and identify community needs.

This first forum will be Tues. June 28 at 6 p.m. at the First United Methodist Church, 205 North Fowler in Bishop, CA. For more information:  
[www.sierranevadaconservancy.ca.gov](http://www.sierranevadaconservancy.ca.gov)

## **Sierra Nevada Conservancy Public Forum**

June 28, 2005  
6:00 p.m.

First United Methodist Church  
205 North Fowler  
Bishop, California

- I. Welcome and Introductions. Mike Chrisman, California Secretary for Resources and Linda Arcularius, Inyo County Supervisor.
- II. Establishment of the Sierra Nevada Conservancy. Jedd Medefind, Chief of Staff to Assemblyman Tim Leslie.
- III. Getting the Sierra Nevada Conservancy up and running:
  - What will the Conservancy do?
  - What will the Conservancy NOT do?
  - How will decisions be made?
  - How were the board members chosen?
  - What information does the Conservancy need to start operating?
  - How will programs and grant guidelines be developed?
- IV. Overview of Conservancy Programs: Themes and examples of state conservancy programs, and program areas specific to the Sierra Nevada Conservancy.
- V. Dialogue: Poster session for discussion about broad Conservancy purposes, conducted one-on-one at individual Sierra Nevada Conservancy poster stations.
- VI. How you can get and stay involved:
  - How can I learn more about the Conservancy?
  - How do I stay involved?

Sierra Nevada Conservancy  
Staff Recommendation  
6-05-1

Authorization of a Memorandum of Understanding with the  
Department of General Services for Fiscal Services

REQUESTED ACTION: Authorization to enter into a Memorandum of Understanding with the Department of General Services to provide fiscal services to the Sierra Nevada Conservancy during the 2005-06 fiscal year.

RECOMMENDATION: Staff recommends that the Conservancy adopt the following resolution, pursuant to Public Resources Code sections 33300 et seq. and 33328:

“The Sierra Nevada Conservancy hereby authorizes the signing of a Memorandum of Understanding with the Department of General Services as set forth in Exhibit I for the department to provide fiscal services to the Sierra Nevada Conservancy during the 2005-06 fiscal year, for the estimated cost of \$76,000 for fiscal services and \$5,000 for data processing at the Health and Welfare Data Center.

“The functions to be provided by the Department of General Services, Office of Fiscal Services shall include:

- preparation of technical budget materials.
- preparation of technical contract and purchase documents.
- review and submit all payment actions and maintain appropriate records.
- provide payroll and other accounting services and prepare necessary reports and provide other miscellaneous fiscal services.”



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency

Management Services Division

DEPARTMENT OF GENERAL SERVICES

Office of Fiscal Services

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### MEMORANDUM OF UNDERSTANDING

The Department of General Services' Contracted Fiscal Services (CFS) agrees to provide accounting and related services to the Sierra Nevada Conservancy (SNC). The terms of this understanding will begin on July 1, 2005 and end June 30, 2006. Services will be provided in accordance with the requirements of the Government Code and the State Administrative Manual.

CFS has estimated the cost of the services to be \$76,000 for the year. CFS will bill one fourth of the estimated amount, quarterly in arrears.

Attached is a list of fiscal functions with corresponding designation of responsibility.

\_\_\_\_\_  
BRIAN C. THOMAS  
Manager  
Contracted Fiscal Services

\_\_\_\_\_  
Mike Chrisman  
Interim Chairperson  
Sierra Nevada Conservancy

Date \_\_\_\_\_

Date \_\_\_\_\_

**FISCAL FUNCTIONS AND DESIGNATIONS OF RESPONSIBILITY**

The following is a list of tasks/functions and responsible party designations.  
(Sierra Nevada Conservancy – SNC and/or Contracted Fiscal Services - CFS).

<u>BUDGET</u>	<u>SNC</u>	
<u>CFS</u>		
• Prepare Budget (Preliminary Estimates)	X	X
• Prepare Schedules and Budget Package	X	X
• Attend Budget Hearings (Finance)	X	
• Attend Budget Hearings (Legislature)	X	
• Maintain Budget Balances; Monitor Budget	X	X
• Prepare Budget Change Proposals	X	
• Prepare Budget Revisions/Transfer of Budget Allotments	X	X
• Project Appropriation Balances	X	X
• Prepare the Department of Finance Reports (Estimated Account Receivable/Payable: May Revision)	X	X
 <u>CONTRACTS AND PURCHASE DOCUMENTS</u>		
• Prepare Documents	X	
• Maintain Current Authorizations	X	
• Certify Availability of Funds		X
• Submit Documents for Approval (General Services)		X
• Distribute Documents		X
• Maintain Payment Record		X
• Prepare All Required Procurement Reports	X	
• Prepare, if Necessary, Late Payment Penalties Reports		X
 <u>PAYMENTS</u>		
• Approve Vendor Invoices & Travel Expense Claims	X	
• Audit Vendor Invoices & Travel Expense Claims	X	X
• Code Invoices	X	

PAYMENTS (Continued)

SNC

CFS

- Prepare and Submit Claim Schedules to SCO X
- Maintain Vendor Payment File X
- Input to Accounting System X
- Maintain Claims Filed Register X
- Maintain Claims Paid Records X

PAYROLL

- Pick Up Payroll Checks at SCO
- Distribute Payroll Checks X X
- Record Payroll Expenditures X
- Prepare Salary Advance Checks X

ACCOUNTING

- Reconcile Accounting Records with Controller's Records X
- Record Journal Entries and Transfers X
- Reconcile Subsidiary Records X
- Prepare Accruals for Year-End Reports X X
- Prepare and Maintain CALSTARS Tables X

REPORTS

- Prepare Monthly Budget Reports X
- Prepare Quarterly and Annual Financial Reports  
Required Per SAM X

CASH RECEIPTS

- Identify and Reconcile Collections X X
- Maintain Cash Receipts Register X
- Perform Bank Reconciliations X
- Follow-up on Dishonored Checks X X

CASH DISBURSEMENTS (including Office Revolving Fund)

SNC

CFS

- Prepare and Sign Checks X
- Prepare Remittances to State Treasurer (CA-21) X
- Maintain Cash Disbursements Register X
- Verify Processed Checks X
- Issue Revolving Fund Checks X

MISCELLANEOUS ITEMS

- Contact with State Controller X
- Contact with the Department of Finance Budget Analyst X X
- Contact with Auditors X X
- Record Property Transactions X
- Perform Physical Inventory of Property X
- Follow-up on Outstanding Revolving Fund Advances X X

Sierra Nevada Conservancy  
Staff Recommendation  
6-05-2

Authorization of a Service Agreement with the Department of General Services,  
for Personnel and Human Resources Services

REQUESTED ACTION: Authorization to enter into a Service Agreement with the Department of General Services to provide personnel services to the Sierra Nevada Conservancy during the 2005-06 fiscal year.

RECOMMENDATION: Staff recommends that the Conservancy adopt the following resolution, pursuant to Public Resources Code sections 33300 et seq., 33328, and 33329:

“The Sierra Nevada Conservancy hereby authorizes the signing of a Service Agreement with the Department of General Services for the department to provide personnel and human resources services to the Sierra Nevada Conservancy during the 2005-06 fiscal year, for the estimated cost of \$25,000 to \$30,000.

“The functions to be provided by the Department of General Services, Personnel Services shall include the items shown in Exhibit I.

Exhibit I

SERVICE AGREEMENT - PERSONNEL SERVICES PROVIDED  
BY THE DEPARTMENT OF GENERAL SERVICES

This agreement will serve to document the specific human resource services we will provide, with your concurrence beginning July 1, 2005, and continuing until rescinded.

The specific services that will be provided during this period will be analytical and consultative as described below.

- A. Provide advice on a wide range of management issues, including personnel policy interpretation and development, labor relations, classification and pay (both civil service and exempt), and many other aspects of personnel management.
- B. Act as liaison with control agencies (i.e., the Department of Personnel Administration, State Controller's Office, State Personnel Board, and Department of Finance) on matters pertaining to personnel management.
- C. Provide advice on appropriate action related to medical cases, adverse actions, leave of absence requests, and employee problems in general. Refer management and employees to the State Compensation Insurance Fund, or the Public Employees' Retirement System (PERS), as appropriate for Workers' Compensation or disability retirement claims.
- D. Administer the classification and staffing plan. Provide advice on organizational structure. Provide advice on the layoff process. Develop and propose new classifications or revisions to existing classifications. Review and make decisions on requests to fill vacancies, reclassify, or transfer positions. Provide advice on various recruitment options.
- E. Plan and administer examinations.
- F. Process appointments, promotions, transfers and other changes affecting employee status.
- G. Position Control - process documentation required to establish, reclassify, and abolish budgeted positions; establish temporary help/overtime payroll codes; and maintain records on position history.
- H. Payroll
  - Post, reconcile, and audit attendance records to assure proper payment to all employees.

- Request and process intermittent employee and overtime pay.
  - Determine proper salary rates upon employee's appointment, promotion, range change, or transfer.
  - *Determine dates for probationary periods, range changes, merit salary adjustments, retirement membership, and other status changes.*
  - Process garnishments.
- I. Employee benefits
- Provide information on various health, vision and dental plans.
  - Enroll employees in health, vision, and dental plans; change plans; add/or delete dependents; cancel plans.
  - Maintain and verify vacation and sick leave or annual leave balances for all employees.
  - Act as liaison between the employee, employer and appropriate agencies concerning the status of Workers' Compensation, Retirement, and Nonindustrial Disability Leave claims.
  - Verify employment information relevant to unemployment insurance claims filed by former employees with the Employment Development Department.
  - Determine PERS membership eligibility.
- J. Respond to employment verification requests.
- K. Respond to questions from managers, supervisors and employees regarding pay, benefits, and the status of various transactions.

The purpose of this Service Agreement is to provide information on the services provided and the fact that you support our human resource activities on behalf of your agency. If we have your support, please sign the space below Service Concurrence and return the agreement to:

Department of General Services  
Office of Human Resources, 7<sup>th</sup> Floor, 7-130  
P. O. Box 989052  
West Sacramento, CA 95798-9052  
Attention: Maria Lopez  
Manager, Personnel Operations

Following is a copy of the tasks that the staff uses for charging their time to the client agencies. This will help you determine if the service was provided as charged in your monthly billing.

Your agency will be charged for the services we provide at an hourly rate listed in the Department of General Services' Price Book and Directory of Services as follows:

(Rates below are from the Price Book on Internet under Fiscal Services)

HUMAN RESOURCES SERVICES

2005-06

**Hourly Rates:**

Personnel Specialist	\$64.20 per hour
Sr. Personnel Specialist	\$66.30 per hour
Associate Personnel Analyst	\$74.8 per hour
Staff Services Manager I	\$80.60 per hour
Office Technician	\$56.00 per hour
Office Assistant	\$50.60 per hour

Our staff is looking forward to continuing and improving our positive working relationship with you and your staff. It is very important that we have a common understanding of the services available to you, so please read the agreement closely and call me at 376-5411 if you have any questions.

Maria J. Lopez, Manager  
Personnel Operations

SERVICE CONCURRENCE:

Name:

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Title:

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Date:

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Sierra Nevada Conservancy  
Staff Recommendation  
6-05-3

Authorization for the Submittal of a Space Action Request, (Std. Form 9), to the Department of General Services

REQUESTED ACTION: Authorization to submit to the Department of General Services a Space Action Request, Std. Form 9 to begin the search for a permanent Headquarters Office for the Conservancy.

RECOMMENDATION: Staff recommends that the Conservancy adopt the following resolution, pursuant to Public Resources Code sections 33300 et seq., 33327 and 33329:

“The Sierra Nevada Conservancy hereby authorizes the submittal of the Space Action request, (Std. Form 9) to the Department of General Services for the department to seek and contract for Headquarters office space for the Sierra Nevada Conservancy within the service area of the Conservancy, subject to the Conservancy’s approval.”

STAFF NOTES: The proposed submittal envisions that in the first notice to the public of the need for space will be circulated throughout the Conservancy’s service area. Once the entire area has been canvassed the Board would then have the opportunity to select from among those facilities that show an interest in meeting the needs of the conservancy. The cost of this process would be included in the final lease costs.