

April 2001

PACIFIC FISHERY MANAGEMENT COUNCIL

2130 SW Fifth Avenue, Suite 224
Portland, Oregon 97201

EXECUTIVE DIRECTOR
Donald O. McIsaac

Telephone: (503) 326-6352
Fax: (503) 326-6831
www.pcouncil.org

CHAIRMAN
Jim Lone

MEMORANDUM

DATE: March 28, 2001
TO: Council Members
FROM: Jim Lone
SUBJECT: Executive Director Objectives



Please find attached the final Objective for the Executive Director for 2001. These objectives were distributed for review prior to the March Council Meeting, and discussed during the closed session at that meeting. No further comments have been received, so these will now be considered final and will become part of the performance evaluation next year.

cc: Don McIsaac

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OBJECTIVES FOR THE EXECUTIVE DIRECTOR FEBRUARY 1, 2001 - JANUARY 31, 2002

OBJECTIVE 1

Pursue additional funding for Council activities. In particular, pursue long term funding security and associated administrative necessities for the new Staff Officer position, currently filled with an Intergovernmental Personnel Agreement, and two additional new Staff Officer positions.

OBJECTIVE 2

Review options for travel procedures with regard to efficiency and expense. Select an optimal solution by the end of the first quarter of 2001.

OBJECTIVE 3

Complete new position descriptions for those staff without current position descriptions. Formalize a performance evaluation form and process, and conduct performance evaluations for all staff by January 31, 2002.

OBJECTIVE 4

Review Council obligations under the National Environmental Protection Act. Coordinate Council staff efforts with NMFS to improve compliance of Council actions with the requirements of the National Environmental Protection Act.

OBJECTIVE 5

Manage for implementation of the Groundfish Strategic Plan.

OBJECTIVE 6

Monitor development of the Highly Migratory Species Fishery Management Plan. Coordinate Council staff and Advisory Body efforts with NMFS regions, and other Councils as appropriate, to implement the FMP after adoption.

OBJECTIVE 7

Improve internal office efficiencies and customer service to Council clientele. Review, update, and revise as necessary **Council Operating Procedures** and **Standard Operating Practices and Procedures** documents.

OBJECTIVE 8

Review staff fringe benefits and make recommendations to the Council for appropriate improvements.