



## STATE MINING AND GEOLOGY BOARD

DEPARTMENT OF CONSERVATION

801 K Street • Suite 2015 • Sacramento, California 95814

### *Policy and Administration Committee*

*Stephanie Landregan, Chair; Sandra Potter, Vice Chair;  
John Lane and Gideon Kracov (ex officio)*

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## OFFICIAL NOTICE OF PUBLIC MEETING

### THE POLICY AND ADMINISTRATION COMMITTEE OF THE STATE MINING AND GEOLOGY BOARD

**Conducted a Meeting on:**

**Thursday, August 13, 2015**

**9:30 A.M.**

**LOCATION:**

**State Capitol  
Assembly Hearing Room #4202  
Sacramento, California 95814**

For questions regarding this Agenda, please contact the SMGB office by telephone at (916) 322-1082, or electronically at [smbg@conservation.ca.gov](mailto:smbg@conservation.ca.gov). This Notice and associated staff reports can be accessed electronically at the SMGB's web site at: <http://www.consrv.ca.gov/smgb/>.



**1. Call to Order (Mendez)**

**2. Roll Call and Declaration of a Quorum**

The meeting was called to order at 9:30 a.m., with Member Potter absent, and a quorum was declared.

**3. Public Comment Period**

No public comment.

**4. Consent Items**

A. Approval of Minutes, March 12, 2015, Committee Meeting.

The minutes were approved with a unanimous roll call vote.

**5. New Business**

A. Discussion of Executive Officer's Reports.

Vice Chair Landregan created a template based on items she thought would consistently be important in staff reports. These include how agenda items relate to the strategic plan; what item in the strategic plan is the agenda item addressing; what policy issues may be addressed; and any fiscal impact.

Chair Mendez stated that he felt a synopsis as to the relevance to the strategic plan is key in every staff report. He also suggested flagging an item up front if it is controversial or if comment letters have been received.

No action was taken.

B. Discussion of the State Mining and Geology Board's Administrative Procedures for Performance Evaluation of the Executive Officer.

Chair Mendez stated that the current procedures for performance evaluation were not in line with other boards and committees in the state. He worked with the Attorney General's office to see how other agencies identified the metrics for their Executive Officers. From there he developed a performance evaluation form for the Board to fill out, as well as a self-appraisal form and development plan.

Vice Chair Landregan asked whether there was a time frame in mind for response from the Board; Chair Mendez stated that the process would likely take 30-60 days.

Vice Chair Landregan moved to accept the Executive Officer's Performance Evaluation form and Self-Appraisal form. Member Kracov seconded and the motion carried with a unanimous roll call vote.

**6. Adjournment**

The meeting adjourned at 10:05 a.m.

**APPROVED**

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Stephanie Landregan, Chair

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Jeffrey Schmidt, Executive Officer

