



## MEMORANDUM

To: Members of the State Coastal Conservancy

From: Sam Schuchat, Executive Officer

RE: Appointment of an Interim Executive Officer

Date: May 27, 2021

On January 4 of this year, I announced my intention to retire from state service this summer. After examining my leave balances and talking to HR, I have determined that my last physical day "in the office" will be Friday, June 25, 2021. I will then be on vacation until my retirement date of August 24, 2021.

Since a new Executive Officer (EO) will not be hired before June 25, 2021 I recommend that the Conservancy appoint an interim EO to serve until the permanent EO has been appointed and is able to start. There is no better person for this position than our current Chief Deputy EO (DEO) Mary Small. Ms. Small has been a Chief DEO since August 30, 2010 and is well known and well regarded at the CA Natural Resources Agency, the Department of Finance, and within the Legislature. I recommend that Ms. Small's appointment as Interim EO become effective June 26, 2021, and that her salary be adjusted accordingly for the duration of her assignment.

Unfortunately for Ms. Small, her duties as Chief DEO will not go away while she is serving as Interim EO. To help somewhat ease her burden, I recommend that DEO Amy Hutzel be tasked with serving as the Interim EO of the San Francisco Bay Restoration Authority (SFBRA). Ms. Hutzel was the manager of the SF Bay Area Conservancy Program before becoming a DEO and has continued to be involved in the work of the SFBRA since becoming a DEO. She is well known to the board of the SFBRA as well as all the relevant stakeholders in the Bay Area. Technically this assignment does not require approval by the SCC board; the agreement between SCC, the SFBRA, and ABAG simply states that the SCC shall provide staff services, including EO services, to the SFBRA and therefore this appointment is within the scope of the Executive Officer's authority to appoint staff. However, it will be helpful for Ms. Hutzel to have the imprimatur of the SCC board in this interim role.

I recommend that the Conservancy adopt the following resolution:



RESOLUTION TO APPOINT INTERIM EXECUTIVE OFFICER:

- A. The State Coastal Conservancy appoints Mary Small, Chief Deputy Executive Officer, to be Interim Executive Officer of the State Coastal Conservancy commencing on June 26, 2021, to carry out all the duties and responsibilities of the Executive Officer position and to act in accordance with all Conservancy delegations of authority to the Executive Officer. This appointment will end on the date the permanent Executive Officer commences work.
  
- B. The Conservancy appoints Amy Hutzler, Deputy Executive Officer, to be Interim Executive Officer for the San Francisco Bay Restoration Authority commencing on June 26, 2021 to carry out all duties of the San Francisco Bay Restoration Authority Executive Officer as provided in the Restated and Amended Joint Powers Agreement of the San Francisco Bay Restoration Authority, State Coastal Conservancy and Association of Bay Area Governments, dated December 15, 2017. This appointment will end on the date the permanent Executive Officer of the Conservancy appoints a permanent Executive Officer of the San Francisco Bay Restoration Authority.