

DRAFT ACCG Administration Function History, Summary, and Alternatives

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Issue

ACCG's contract administrator, Jill Micheau, has tendered her resignation effective February 1. The ACCG needs to discuss and decide how it wants to handle administrative tasks through September 30, 2019, and potentially beyond, as well as the scope of those tasks (see Appendix A for tasks performed).

Background

When the ACCG began in 2008, it had no structure and no funds. Volunteers/members took on all tasks. A volunteer set up a website, the Sierra Nevada Conservancy took and distributed meeting notes, sent out meeting notices, etc. Later, using National Forest Foundation grants written by ACCG members and awarded to ACCG member groups acting as fiscal agents (Blue Mountain Community Renewal Council, the Amador Fire Safe Council, etc). ACCG-selected contractors or representatives of those organizations took over all administrative tasks.

In 2016, with NFF funds no longer available for this purpose, the U.S. Forest Service agreed to use CFLR funds to pay for ACCG administrative services. The ACCG advertised the position and selected Jill as its administrator. The ACCG executed an agreement with Jill naming Foothill Conservancy as its fiscal agent for oversight and payment, and the U.S. Forest Service executed a challenge cost-share agreement with the Conservancy to reimburse it for direct contractor-related expenses plus a 15 percent overhead payment, matched in part by Foothill Conservancy efforts at the ACCG.

Jill's contract, extended in 2018, specified that she would be compensated \$1,000 a month plus mileage.

Foothill Conservancy took on the fiscal agent role because it had the capacity to handle payments to Jill and invoicing the Forest Service. It does not have internal capacity to continue the administrative functions required for the ACCG without an individual or other organizations stepping up to take on the administrative tasks.

The USFS-FC agreement may be jointly terminated by the mutual agreement of the U.S. Forest Service and the Foothill Conservancy, or with 30 days' written notice from the Foothill Conservancy. At this time, like other Forest Service contractors, the Conservancy is at risk of not being reimbursed for payments made to Jill for invoices submitted after to the federal shutdown.

Alternatives

The ACCG needs to discuss options for continuing to carry out its administrative functions. While new facilitator Tania Carlone may be able to take on some of the tasks, her contract likely does not include all of the tasks included in Jill's contract or the FC-USFS agreement.

Options to consider may include, but certainly are not limited to, sharing administrative tasks among ACCG members, contracting with an ACCG member entity or group to carry out those tasks, or asking the U.S. Forest Service to take on the tasks.

Appendix A: Administrative tasks and fiscal sponsor obligations

ACCG Administrator's responsibilities per current agreement

A. Consultant shall provide support for the following:

- ACCG monthly meetings (planning, coordination, timing, copies of agendas and meeting summaries, note-taking).
- Coordination of the ACCG Administrative Workgroup. *(KKE Note: Will likely be done by facilitator Tania Carlone).*
- Distribution of ACCG monthly agendas and minutes. *(KKE Note: May be done by facilitator Tania Carlone).*
- Website updates and improvements, including event notices, meeting announcements, minutes, and improvements to the website.
- Support necessary for ACCG to complete a five-year strategic plan for the ACCG. *(KKE note: nearly complete)*
- Support updates to the ACCG Memorandum of Agreement. *(KKE Note: May be done by facilitator Tania Carlone).*
- Maintenance of the ACCG participant roster and email list.
- Management and coordination of support letters, correspondence, media releases, brochures and other written communication the group has developed.
- Management and coordination of contact phone number, US Mail address, email and website submission system for communications from the public and ACCG members, and management of communication generated via these sources.
- Coordination of workshops to build capacity of the ACCG and its participants.
- Coordination of project reporting with the USFS's Cornerstone Project coordinator. *(KKE note: Complete for FY 18).*
- Grant request assistance.
- Providing information to the ACCG and Fiscal Sponsor needed for USFS Challenge Cost-Share Agreement (16-CS-11050300-042).
- Outreach to potential ACCG members.

B. The ACCG shall:

1. Provide through the Administration Working Group overall project direction and necessary coordination / clarification about the administration and evolving priorities of the ACCG.

Foothill Conservancy (fiscal agent) administrative responsibilities under USFS Challenge-

The Foothill Conservancy will have personnel oversight and administrative support for contractor or other services that will be provided for the ACCG's administrative function.

Appendix A: Administrative tasks and fiscal sponsor obligations

Administrative support for the ACCG:

- ACCG monthly meetings (planning, coordination, timing, copies of agendas and meeting summaries, note-taking) to include the Full and Workgroup meetings.
- Coordination of the ACCG Administrative Workgroup. *(KKE Note: Will likely be done by facilitator Tania Carlone).*
- Distribution of ACCG monthly agendas and minutes. *(KKE Note: May be done by facilitator Tania Carlone).*
- Website updates and improvements, including event notices, meeting announcements, minutes, and improvements to the website
- Support necessary for ACCG to complete a five-year strategic plan for the ACCG. *(KKE note: Nearly complete)*
- Distribution of support letters, correspondence, media releases, brochures and other written communication the group has developed.
- Regular communication with the public, media and local officials regarding the work of the ACCG and the Cornerstone Project.
- Coordination of project reporting with the USFS's Cornerstone Project coordinator. *(KKE note: Complete for FY 2018)*
- Sign-on letters and other materials needing ACCG member input distributed.
- Provide grant request assistance.
- Identify and assist with outreach to potential ACCG members.
- Assist ACCG Monitoring Workgroup with socioeconomic questionnaire *(KKE note: complete)*