

**Education, Planning and Outreach Committee  
Board of Game and Inland Fisheries  
Meeting Minutes  
Board Room, 4000 West Broad Street  
Richmond, Virginia 23230**

**March 1, 2010, 10:00am**

**Present:** Mr. James W. Hazel, Committee Chairman, Ms. Mary Louisa Pollard, and Mr. Richard Railey, Jr.; **Absent:** Mr. Randy Kozuch; **Director:** Mr. Robert “Bob” W. Duncan; **Chief Operating Officer:** Mr. Matt Koch; **Senior Leadership Team:** Mr. Ray Davis, Mr. Charlie Sledd, Mr. David Whitehurst, Major Mike Clark representing the Law Division and Dr. Joice Conyers.

The Chairman welcomed everyone and called the meeting to order at 10:00am. A quorum was present for this meeting. A closed session was called at the end of the meeting regarding the performance of the director.

The Chairman called upon Mr. Bob Duncan to introduce the new Human Resources Director, Dr. Joice Conyers. Mr. Duncan gave the following presentation:

Dr. Joice Conyers has twenty-three years of state service. Prior to coming to DGIF, Joice served as the human resource director at the State Council of Higher Education for Virginia. She has served on numerous statewide initiatives that included the appointment to serve on the Governor’s Operational Review team designed to develop and analyze a statewide Return-to-Work policy and guidelines; co-authored a strategic plan and implementation model for the P-16 Council; co-authored a report to the Governor and General Assembly regarding the status of Virginia’s secondary and post-secondary schools; and provided leadership and expertise in enterprise-wide reengineering and re-solutioning of business processes commonly used across the Executive Branch of government (Virginia Enterprise Application Program). Joice is a 1997 graduate of Leadership Metro Richmond, a 30 year-old leadership development and community service program that seeks to harness the shared passion of emerging and establishing leader to serve the community. She also serves on the board of the Commonwealth Manages Association. She is a past Council member of the Virginia Alternative Dispute Resolution Council. During Joice’s career, she has worked in all major functional areas of human resources. She has served on statewide task forces responsible for the development and revision of statewide policies and procedures.

Joice has a master’s degree in human resource management from American University. She has a PH.D in public policy, specializing in educational policy.

Mr. Duncan stated it was a joy to have her as part of the DGIF Staff.

On behalf of the Committee, the Chairman welcomed Dr. Conyers to the Agency.

**Approval of the December 8, 2009 Meeting Minutes:** The minutes of the December 8, 2009 Committee Meeting have been posted to the Website and copies were distributed to the Committee members for review. **The Chairman called for a motion to approve the minutes**

**as submitted. Ms. Pollard made the motion for the minutes to be approved as submitted. Motion Seconded by Mr. Railey. Ayes: Hazel, Pollard and Railey.**

**Update on 2010 Legislative Session.** The Chairman called upon Mr. Charlie Sledd to give the Committee an update on the 2010 Legislative Session. Mr. Sledd reported that twenty-five (25) bills of significance to the Agency and the Board have been posted to the DGIF website list. Of the twenty-five, six (6) are agency bills (HB 373, HB 487, HB 801, HB 1218; SB 289 and SB 575). So far, 14 of the 25 bills remain active – 11 House bills and 3 Senate bills. Ten (10) of these 14 bills have passed both the House and Senate. Mr. Sledd also noted that there were six (6) bills this session that relate to license fees.

A brief discussion was held by the Committee and Staff. The Chairman thanked Mr. Sledd for his report.

**Annual Review of Board Policies-Final Review:** The Chairman stated in accordance with the Board Governance Manual, the EPO Committee is charged with conducting an annual review of all Board Policies. A final review has been conducted and the Committee recommends the policies remain in effect as written. The Chairman called for a motion from the Committee to recommend to the full Board that these policies remain in effect as written. Mr. Railey made the following motion: **Mr. Chairman, I hereby move that the Committee recommend to the full Board that the policies remain as written and reviewed. Motion seconded by Ms. Pollard. Ayes: Hazel, Pollard and Railey.**

**Virginia Boating Education Compliance PSA (Video):** The Chairman called upon Mr. Charlie Sledd and Mr. Lee Walker to present the Virginia Boating Education Compliance PSA (Video).

Mr. Sledd stated that under the Non-Commercial Sustaining Announcements Program, the Department partners with the Virginia Association of Broadcasters for a statewide television and radio outreach campaign. The 2010 message focuses on awareness of the boating safety education compliance requirement. Mr. Walker thanked Ms. Stacy Brown, Mr. Tom Guess and Mr. Ron Messina for their work on the production of this video. During the full Board meeting tomorrow, Ms. Amy Samuels' daughter Kiala, who appears in the video, will be recognized for the time they volunteered to be a part of this effort. A copy of this video is on file.

A discussion was held by the Committee and staff. The Chairman thanked Mr. Sledd, Mr. Walker and everyone for their presentation.

**Public Comments:** The Chairman called for public comments. Hearing none, the Chairman moved forward with the next agenda item.

**Additional Comments/Other Business:** The Chairman called for additional comments/other business items.

Mr. Duncan called upon Ms. Carol Heiser to report on the Second Annual National Archery in the Schools Program. The tournament was held on Saturday, February 27, 2010. There were 20 schools participating in the event from across the state. Competition was held in 3 categories: Elementary School (grades 4-6); Middle School (grades 7-8); High School (grades 9-12). Each school's team consisted of 16-24 members. The total attendance was over 1,000 with more than 300 student competitors. The highlight of the day was the Robin Hood shot by a student during the practice section. Ms. Heiser thanked Ms. Karen Holson, Program Manager and a whole host of others who made the weekend a success. This program is becoming very popular in the

schools. It is expected that interest will grow for schools to compete therefore staff will begin to explore options of a larger space to hold the competition.

Mr. Walker noted the sponsors who helped make this program a huge success. The sponsors were: National Shooting Sports Foundation, Wilcox Tackle, National Wild Turkey Federation, National Archery in the Schools Program. Ms. Heiser also noted that some of the teams were sponsored or received funding from their respective PTA.

Ms. Heiser thanked Mr. Duncan for his participation and presenting awards to the winning teams. Mr. Duncan thanked everyone for their support.

A discussion was held by the Committee and staff. The Chairman thanked everyone for their support of this program.

Mr. Duncan reported on the status of the strategic plan. The Agency has contracted with the VCU Performance Management Group (PMG) to facilitate information gathering session, strategic planning, and communications work for an Agency-wide effort. This same group is currently finishing work on an organizational planning effort for the Bureau and has received very strong reviews from participants.

We plan for two input sessions in each region and several in Richmond during the last 3 weeks of March. Matt will accompany the facilitators to all the meetings to show high-level support and set expectations around openness and participation. Matt will then step out and visit with regional personnel not involved with that session.

After input is gathered, analyzed, and summarized, the Agency will pull together a 12-24 person Planning Team representing all divisions, many levels, and some LDP Fellows to develop a draft strategic plan. That plan will be shared with staff and stakeholders in order to gain feedback.

A final strategic plan will be completed this summer and set the course for the next 5-10 years. Operational plans to put the strategy into action will help embed our decisions in the way we work.

Mr. Duncan called upon Mr. Matt Koch, Chief Operating Officer to discuss the pilot program of going digital for Board activities. Mr. Koch stated that we are piloting a change in delivering Board materials to Board members, staff, and the public. We are leveraging our website for distributing information for Board meeting and this system will be used for future committee meetings. The move has a number of benefits:

1. greater access to material by the public increases transparency and informed participation
2. mobile access to material by Board members
3. less time and money spent on hard-copy versions by staff
4. greener approach.

Mr. Koch stated he has received many positive comments from the Board. The plan has been reviewed by the Attorney Generals office and the agency FOIA representative. The main catalyst was Ms. Beth Drewery and Mr. David Murr provided technical support for the web.

The Chairman thanked Mr. Duncan and Mr. Koch for their reports.

Mr. Duncan also noted that trout will be placed in the new Coursey Springs Hatchery next week.

*At 10:51 am The Chairman called for the motion to go into closed session. Ms. Pollard made the following motion:*

*Mr. Chairman,*

*I hereby move that the Education, Planning and Outreach Committee of the Board of Game and Inland Fisheries go into a closed meeting pursuant to Section 2.2-3711.A.1 of the Code of Virginia for discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Department of Game and Inland Fisheries specifically regarding the performance of the Director. Motion Seconded by Mr. Railey. Ayes: Hazel, Railey and Pollard*

*At 11:18 am, The Chairman called for the certification of the closed session. Ms. Pollard made the following certification.*

*WHEREAS, the Education, Planning, and Outreach Committee of the Board of Game and Inland Fisheries has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and*

*WHEREAS, Section 2.2-3712.D of the Code requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;*

*NOW, THEREFORE, BE IT RESOLVED that the Education, Planning, and Outreach Committee of the Board of Game and Inland Fisheries hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee. Certification seconded by Mr. Railey: Ayes: Pollard, Hazel, Railey*

The next EPO Committee meeting will be held on May 6, 2010 at 1:00pm. Hearing no further business, the meeting was adjourned at 11:20am.

Respectfully submitted,

Beth B. Drewery, Board Secretary  
Board of Game and Inland Fisheries