



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

July 31, 2007

ATTENDANCE

Members

Patricia Wilcox
Maria Sanchez, DVM
Mosita Ortiz
Ashle Crocker
Eugene Lukenhart
Marge Carpenter

Staff

Donna Wicky
Hector Cazares
Ernest Molieri

Public

Dia Goode
Bev Gonsalves

*Note: MSP is used in the minutes as an abbreviation to indicate Moved, Seconded and Passed.
MSF is used in the minutes as an abbreviation to indicate Moved, Seconded and Failed.*

CALL TO ORDER and ROLL CALL

Meeting called to order at the New City Hall conference room – 915 "I" Street, Room CH 1217, Sacramento, California, at 6:05 p.m. by Pat Wilcox. Margaret Kenneth absent.

1. REVIEW AND APPROVE MINUTES OF 4/24/07

Motion to approve the minutes of 4/24/07 made by Eugene Lukehart, seconded by Moe Ortiz. MSP by unanimous vote.

Staff Reports

2. Update on SSPCA Spay/Neuter Outreach Effort

Hector reported that the SPCA is not fully staffed, though they have completed building their high volume clinic. They need more staff in order to take on the higher volumes – currently, they are only taking two animals per day, four days per week. This number is expected to increase drastically.

Dia Goode asked when the Shelter's \$20,000 check will be delivered to the SPCA. Hector said that he expects the check to be cut and delivered in the next two weeks. Dia asked for clarification regarding what the money will be used for. Hector said it is to help spay and neutering for low income families in the City. Donna also stated that a priority is given for spay and neuters for pets of families that are cited by animal control for failure to have licenses.

3. Review, Comment and Approve Committee Letter Regarding Shelter Staffing

Marge Carpenter asked that the letter "recommend" or "urge" the City to take certain action, rather than stating the Committee "believes" certain action should be taken. The Committee agreed.

Hector advised that the letter should be delivered when the City Council considers the budget. The budget has already been approved. Mid-year budgets start in November; Hector recommends that the Committee submit the letter in October.

Eugene Lukenhart asked about the need for additional kennel staff. He was under the impression that Shelter needed more kennel staff in addition to the code enforcement officers. Hector replied that the Shelter is adequately staffed with kennel staff. On a per capita basis, the Shelter is more staffed in the kennels than the majority of agencies. Hector's main concern is staffing in the field and at the front counter staff/customer service representative.

Pat Wilcox said that in her opinion the kennel staff should receive an increase in salary, given the demands of their positions and the high level of turnover. The Committee agreed to add to the request an increase in kennel salaries – to increase to an appropriate level of pay.

The salary range is \$10/hour to \$17/hour. Donna will send to the Committee a list of salaries for ACT, ACO, senior ACO, code enforcement officer, and front counter representative. The list will be used as an attachment to the Committee letter verifying the low salaries.

Hector recommended that the letter not ask for increased salary for the front counter, because raises were just given for this position. Also, don't include kennel salaries because there is nothing to compare the salaries to, and there are no clearly identifiable data regarding need for additional staff or for higher salaries. Hector recommended comparing only the ACOs and code enforcement officers.

Pat Wilcox will revise the letter and send it to the Committee tomorrow, and the Committee members agreed they will make final revisions and send back to Pat for final revisions.

Dia Goode commented that the Committee does not have any data on how many ACOs and ACTs have existed in the past, so there is no data to support the letter. When the issue was originally raised, the kennel staff was the express

concern, and the Committee was directed to do research regarding kennel staffing.

Hector noted that ACTs is not a priority, but ACOs are a priority.

Eugene Lukenhart made a motion to delay approval of the letter until the September Committee meeting; in the meantime the Committee will continue to revise the letter; the Committee plans to submit the letter in October. Marge Carpenter seconded the motion. Motion passed.

4. Update on Facilities and Shelter Events

Hector reported that the shelter had a pre-bid tour for contractors for the cattery. The shelter received 13 bids. The old volunteer trailer was removed, and a smaller trailer is being used for behavior evaluations. The shelter is considering a dog and cat agility area for the area where the old trailer came out. The shelter will purchase agility devices.

The new modulars will not be purchased. Rather, the shelter will construct a fixed building with a surgery suite, operating tables, vet office, volunteer office, behavior room and grooming room.

New entry gates. The new gates have been installed.

GPS has been added to all the animal control trucks. The shelter is very pleased with this purchase, as it increases safety for animal control officers and increases productivity.

New vehicle signs will be affixed to the back of shelter vehicles. Hector passed out copies of the signs – on one side of the sign, there will be a spay and neuter message; on the other side will be a warning regarding leaving dogs in hot cars, so the signs will be alternated.

Hector introduced the new ACO – Ernie Molieri. He also welcomed new committee member Marge Carpenter.

In light of the new spay/neuter ordinance, the City needs to provide a means for people to alter their pets. This is a main reason the shelter is giving the \$20K to SPCA, and \$5K to Puppy Love and \$5K to SAAC. Marge Carpenter expressed thanks on behalf of Puppy Love.

Shelter had post cards and posters made. The post card will be included with every dog adoption; the post card provides the names of five different obedience trainers to help with behavior issues.

Dia Goode asked about the permanently fixed building – when will project go out to bid, and construction begin? Hector said that an architect has done preliminary design; he hopes that construction will begin at same time as cattery, with building complete within approximately two years.

5. Training Update for Shelter Staff

Ernie reported that he has been focusing on bird fights, field training officers, weapons training, safety inspections, etc. Safety issues are a priority, as well as the administrative site process. Kennel evaluations are taking place, to identify training needs.

Donna said the ACTs have recently gone through animal behavior training. Val Masters from SPCA has been giving the training.

Dia Goode asked Ernie to expand on the kennel evaluations. Ernie said it is part of the staff evaluation process.

PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA

6. Hector urged the Committee to attend the Board training in September.

COMMITTEE COMMENTS, QUESTIONS AND IDEAS

7. Hector thanked Moe for her contributions over the years. Moe is resigning from the Committee, and this is her last meeting.

ADJOURNMENT

Moe motioned to adjourn. Marge Carpenter seconded. Meeting adjourned at 7:10 p.m.

Next meeting September 25, 2007.