



## ANIMAL CARE SERVICES CITIZENS ADVISORY

# MINUTES

August 26, 2008

### ATTENDANCE

#### Members

Patricia Wilcox  
Eugene Lukehart  
Marge Carpenter  
Molly Kenneth  
Bev Gonsalves  
Lety Sanchez  
Abbi Novotny

#### Staff

Hector Cazares  
Donna Wicky

#### Public

Dia Goode

#### Absent

Dan Torres

*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 6:10 p.m. by chairperson, Pat Wilcox.

Our newest committee member, Abbi Novotny, was introduced to the committee.

### CONSENT CALENDAR

#### 1. REVIEW AND APPROVE MINUTES OF 6/24/2008

Motion to approve the minutes of 6/24/08 was made by Molly Kenneth, seconded by Eugene Lukehart. MSP by unanimous vote.

#### 2. APPROVE FUNDING FOR CATTERY DONATION TREE

Discussion regarding the funding and disbursement of donation requests followed. Hector reported that the cost of the tree may range from \$10,000 - \$13,000. Committee requested that the cost of the tree and the distribution for the donations be evaluated and additional information regarding the disbursement be added to the next agenda. Motion to add this item to the next agenda made by Eugene Lukehart, seconded by Marge Carpenter. MSP by unanimous vote.

**3. APPROVE RECOMMENDATION REGARDING EXTENDING ANIMAL CARE MANAGER'S TENURE**

Hector indicated that the request to extend his time as Animal Care Manger until a new Division Manager is hired may not be feasible for him. Hector will research various possibilities and let everyone know the outcome. Committee members indicated that leaving his position unfilled would not be in the best interests of the Shelter and the animals. Additionally, the Supervising Animal Care Officer position is temporary and will need to be filled.

Members questioned: what is the best way to support the Shelter? Having an experienced team to help with the transition would be beneficial. Suggestions were made to contact the mayor and council members, recommending that Hector remain as division manager until his replacement is hired. Motion to approve this recommendation made by Marge Carpenter, seconded by Lety Sanchez. MSP by unanimous vote.

**STAFF REPORTS**

**4. Manager's Report – Update on Facilities and Shelter Events**

Hector Cazares distributed the manager's report.

- Cattery is behind schedule due to council discussion of caging issue. The Corian cat cages need to receive City Council approval and this has delayed production. Additionally, the contractor is behind schedule with the building. With the additional cost for the Corian cages, the reduction in disease and euthanasia, the extended life of the caging, and the increase in adoptability for the cats, the initial additional costs are anticipated to be off-set by the reduction in other related costs.
- Staffing for the new cattery has been a concern; however, the department director has been successful in convincing the asst. city manager of the need to unfreeze an ACT position to help with the new cattery.
- Staff is researching audio-visual equipment to place in the new cattery.
- Hector's final work day is Friday, September 26, 2008.
- October 25, 2008 has been reserved for a free vaccination clinic for City, County and SSPCA clients. The City is partnering with the County & SSPCA to provide free vaccinations and vouchers for free s/n surgeries at this event in the Oak Park area.
- In the future, we hope to build a new veterinary surgical building. Hayden funding has been reserved for this purpose.

Volunteer Hours:

- Volunteer Report was distributed (see attached)
- June volunteer hours consisted of 151 volunteers donating 2,992 hours, July volunteer hours consisted of 154 volunteers donating 3,103 hours of which 1,701 hours for June and 1,740 hours for July were provided by 61 Foster Care Providers who cared for 84 animals.

**3. Shelter Report – F.O.C.A.S. (Donation Account) (Presented by Donna)**

Donna Wicky distributed the City Shelter F.O.C.A.S. Summary

**4. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA**

None

**5. COMMITTEE COMMENTS, QUESTIONS, AND IDEAS**

None

**6. SET FUTURE AGENDA**

Agenda items: 1) Approval of Minutes; 2) Approve funding for cattery donation tree; 3) Recommend approving letter regarding satellite adoption center 4) Manager's Report; 5) Shelter Reports – Shelter Statistics 6) Public Comments - Matters not on the Agenda; 7) Committee Comments, Questions and Ideas; 8) Set Future Agenda; 9) Adjournment.

**7. ADJOURNMENT**

Abbi made motion to adjourn. Motion seconded by Bev. MSP by unanimous vote. Meeting adjourned at 7:28 pm.