



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

June 27, 2006

ATTENDANCE

Members

Pat Wilcox
Ashle Crocker
Mary Bruck
Moe Ortiz
Molly Kenneth
Debra Armstrong

Staff

Hector Cazares
Donna Wicky
Katherine Vos

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.

I. 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, June 27, 2006, 6:04 p.m. by Chair, Pat Wilcox.

II. REVIEW AND APPROVE MINUTES OF 4/25/2006

Motion to approve the minutes of 4/25/06 was made by Moe Ortiz, seconded by Ashle Crocker. MSP by unanimous vote.

III. GENERAL PUBLIC COMMENT

Members of the public, Marge Carpenter and Vanessa Gerard, were present. Vanessa, a shelter volunteer interested in fund-raising activities for the shelter, spoke about grant funding and non-profit (501 © 3) status requirements. Mary Bruck indicated that the shelter, as a municipal entity, benefits from an analogous non-profit status which allows tax-deductible donations to be dedicated to the shelter's FOCAS account (donation account). Donna will send copies of the treasurer's verification of this status and publish the document on Animal Care's website.

IV. REVIEW QUARTLERY SPAY/NEUTER ACCOUNT STATUS

Donna Wicky distributed the most recent expenditure information for the shelter's spay/neuter account. The committee agreed to postpone review of the final revenue and expenditure statistics until the August 2006 meeting, when fiscal year-end reconciliations should be completed. The committee members requested information on the costs for the community spay/neuter clinics, which Donna will email to the members prior to the next meeting.

V. REVIEW AND DISCUSS COMMITTEE'S 2006 PRIORITIES AND GOALS FOR THE SHELTER

Discussion regarding finalizing the committee's 2006 priorities and goals" list for the shelter developed. The shelter's staffing levels were discussed and measures to maintain adequate staffing levels were addressed. A few of the difficulties encountered in sustaining adequate staffing levels are: salary and type of work, which attracts people with a humanitarian disposition but who often suffer "burn out" and, because of their dedication, keep wages lower for this type of work.

Mary sought to add "increase adoption rates" to the goals and Pat added "advocate to increase needed resources" to promote increased staffing levels.

A discussion followed regarding updating the goals and priorities list and a revised list was developed, as follows (emailed to members by Pat Wilcox):

- 1) Monitor and support ACS efforts to construct new cattery.
- 2) Support efforts to acquire modular building for stationary medical clinic and volunteer space.
- 3) Support community outreach, education and legislation.
- 4) Monitor staffing needs to support operating at full staff and advocate to increase needed resources.
- 5) Identify community needs and expectations regarding animal services and provide ACS with recommendations.
- 6) Promote activities that support increased adoptions and outplacement rates.

A motion to approve the committee's revised 2006 shelter priorities and goals was made by Debra Armstrong, seconded by Moe Ortiz. MSP by unanimous vote.

VI. STATUS REPORT ON THE "DEFINING ADOPTABILITY" PROJECT

Kathy Vos indicated that there was nothing new to report on this project as the adoptability meeting has not been held since the previous advisory committee meeting. Kathy will report back at the next advisory committee meeting.

VII. STATUS UPDATE ON CATTERY

Hector distributed a schematic of the cattery building design and explained the proposed plan. It is anticipated that the building will house 39 (+/-) cats and kittens in new, contemporary cages, which will allow better accessibility for viewing the animals and more privacy for the cats/kittens, thereby reducing stress levels and maintaining better health. Additionally, a display area for multiple cats is included, interview (get acquainted) rooms, a laundry facility, feeding and food preparation rooms, a grooming area, volunteer office and a training room are planned.

Vanessa and Mary questioned the need for the space allowance for the staff/public training room. Pat, Ashle and Hector indicated that it is needed for staff growth and development, retention, education, improved training levels, etc. The current Animal Care break room is used as the training room, volunteer orientation room, staff meal & break room and public meeting room and provides inadequate space to serve all these needs. Meetings often interfere with staff meals and breaks and space is extremely limited.

Pat and Ashle offered to advocate to the City Council in support of the Cattery design and for the needed space for staff and public use. Hector will update the committee on the Cattery's progress at the next committee meeting.

VIII. REVIEW SHELTER'S STATISTICAL INFORMATION

Donna provided the committee with the stats previously distributed in February 2006. The committee requested an update for Fiscal Year 2006 shelter activity at the August 2006 meeting.

IX. INFORMATION ITEMS:

(A) Division Manager's Report:

1) Facilities/Equipment Update:

a) Cattery design update (Takata, Sugioka, Kimura) Steven Sugioka, architect.

Next meeting is June 30th (attachment).

b) Recent major purchases include: washer, dryer, high pressure sprayers, storage sheds, canopies and tough book laptops

c) We are purchasing a trailer for housing cats after surgery

d) We will be making significant improvements in our "get acquainted" area

2) We need a member to help with the minutes . . . help needed please. Donna will work with the member to coordinate and distribute. (Ashle Crocker offered to take minutes at future meetings. She will work with Donna to transition this task).

3) We are scheduled to go to the Law & Legislation Committee on July 18th for the go-ahead to revise City Codes re: anti-breeding, anti-tethering, barking, etc. Draft report is attached.

4) We hired John Sorrel as an Animal Control Officer and Josh Randall as Customer Service Representative. Both are doing very well. We're screening apps for two ACT limited positions.

5) Volunteer Hours Report for May 2006 – a total of 122 volunteers contributed 1,707 hours; of that, 859 hours were spent caring for 84 foster animals. Shannon's Volunteer Report is accompanied by this summary. As you can see, we continue to be very active in the community.

6) State Anti-chaining Bill SB 1578 has passed the Business & Professions Committee and is now going to the Assembly Appropriations Committee in August. We are working on our own code change for the City.

7) We are exploring another animal management computer software system.

(B) Training Update:

Kathy Vos provided the following information:

1) Kathy and Hector participated in a Disaster Preparedness workshop in

Washington, D.C. Staff is memorializing a plan to remain current and make plans for impending disasters and Animal Care's response

2) ASP training – several Animal Control Officers have participated in this training

3) Staffing issues preclude continued training at this time

X. ANNOUNCEMENTS

Hogs-for-Dogs: Kathy reported that Hill's Science Diet contributed \$5,000 to this effort. The final totals are not yet tallied, although there were approximately 100 riders who participated in the event.

Councilmember Fong paid for many amenities, the Harley-Davidson club paid for the

riders' insurance and PetCo donated \$750.

A discussion ensued regarding the length of the committee meetings and a request to reduce the number of agenda items. The discussion will continue among committee members.

XI. SET FUTURE AGENDA

Agenda items: 1) Status Report on the "Defining Adoptability" Project 2) Information Items: (a) Division Manager's Report (including Cattery status report); (b) Training Update; 3) Announcements; 4) Set Future Agenda; 5) Adjournment.

Motion to approve the future agenda was presented by Debra, seconded by Ashle. MSP by unanimous vote.

XII. ADJOURNMENT

Mary presented a motion to adjourn, seconded by Moe & Debra. MSP by unanimous vote. Meeting adjourned at 7:50 p.m.