



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

November 27, 2007

ATTENDANCE

Members

Patricia Wilcox
Ashle Crocker
Eugene Lukehart
Marge Carpenter
Molly Kenneth
Bev Gonsalves

Absent

Lety Sanchez

Staff

Hector Cazares
Donna Wicky
Ernest Molieri

Public

Josh Randall
Nikki Barnett
Janell Matthies
Jennifer Doll
Eileen Gillis

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 6:06 p.m. by chairperson, Pat Wilcox.

Lety Sanchez was absent for the Committee.

CONSENT CALENDAR

1. REVIEW AND APPROVE MINUTES OF 10/30/2007

Motion to approve the minutes of October 30, 2007, was made by Marge Carpenter, seconded by Eugene Lukehart. Ashle Crocker abstained as she was not in attendance at the last meeting. MSP by unanimous vote.

STAFF REPORTS

2. Shelter Report – Comparison Stats of Animal Intakes and Outcomes for FY 2002-2007

Donna Wicky passed out the 2002-2007 Shelter statistical comparisons. The

number for live incoming has gone up for 2007, but decreased from 2000. Total outplacements have remained balanced. Euthanasia has increased, in large part due to unusual increase in kittens. Hector stated that he believes the housing market has caused people to be forced out of their homes and move into rental housing, which may be related to the increase in animals coming to the shelter.

Molly Kenneth asked if Donna could include statistics such as when night drop closed, when behavior evaluations commenced, and other events that may inform some of the dramatic changes in intakes and euthanasia from year to year.

3. Guidelines for FOCAS Expenditures

Pat Wilcox referenced a letter submitted by E. Gillis. Eileen briefly summarized her letter and said that she is looking for a method to better use the FOCAS funds, and perhaps create a non-profit to form another fundraising mechanism in order to grow the FOCAS fund.

Pat Wilcox suggested that the Committee needs additional time to review and respond to the letter, and at this time the Committee will receive and file the letter. Hector Cazares said that his initial reaction is that there is no need to form a subcommittee to the Advisory Committee, as the Advisory Committee can make recommendations on its own. Hector stated some sections of the letter – such as denial of expenditures - were misstated in Ms. Gillis' letter.

Eileen asked what criteria the Shelter uses for allocating the FOCAS funds. Hector said it is fairly general and that he welcomes recommendations on how to best spend the FOCAS fund.

Molly Kenneth asked whether there are clear policies and procedures for how FOCAS funds are being spent. Donna Wicky stated that when requests are made for expenditure of the funds, the requests are reviewed as to appropriate use, and generally granted. Usually, the requests are processed through the volunteer coordinator, but can be placed directly with the Shelter manager, Hector or the budget officer, Donna.

Molly Kenneth made a motion to receive and file, and put the item on the January agenda. Ashle Crocker seconded motion. MSP

4. Discuss Committee's 2008 Priorities

Pat Wilcox stated that she only received input from Marge Carpenter, who presented a goal to increase adoptions. Marge's goal is to increase off-site adoptions either by providing a permanent off-site location and/or increasing the use and involvement of the SnoMobile. Donna stated that she would like to establish a relationship with other businesses that would provide for permanent off-site locations for adoptions.

Eugene Lukehart also proposed a goal for increased public education for caring for and training pets to decrease owner surrenders.

Molly Kenneth proposed the following goals – support enforcement efforts for spay/neuter and licensing ordinances; and, increase dog bite prevention education programs. Also, continue soliciting support for the spay/neuter mobile events.

5. Update on Facilities and Shelter Events

Hector Cazares distributed his manager's report:

A. Facilities/Equipment Update:

- 1) Construction continues on the excavation of the foundation for the cattery
- 2) Surgical building is being held for City Council review
- 3) Our colorful chairs and tables for the "Get Acquainted" area due 1st of Dec.

B. We have received approval to fill our ACO, ACT, and CSR vacant positions. (Molly Kenneth has submitted letters to the City as a resident, and asked whether the Committee could and should become more involved in providing requests and justifications every time a vacancy occurs and the shelter needs to fill the vacancy. Hector replied that the Committee's input would be welcome.)

C. ACO interviews will soon be scheduled to fill one vacancy.

D. ACT interviews have been completed and an appointment is pending

E. Progress continues regarding the Administrative Citation Process.

F. We will be pulling CSR (customer service rep) applications on Thursday to begin interviews.

G. Volunteer Hours Report for September 2007; a total of 1,998 volunteer hours. Of the above hours 1,050 were hours volunteered by foster providers of 29 critters. We are VERY fortunate to have such wonderful volunteers.

H. Holiday party December 9, 6:00-9:00 p.m. at Coyote Junction. Please RSVP to Donna. \$10 donation for food is requested.

6. Training Update for Shelter Staff

Ernie Molieri reported on recent trainings and certifications for shelter staff. Code enforcement training is upcoming. Firearm and pepper spray training is also important and will continue to be a priority. Training on chemical uses in the shelter will also take place.

7. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA

Dia Goode spoke on behalf of many longtime Shelter activists, and thanked Hector for his vision, dedication, and compassion. Donna Wicky expressed her thanks to the staff members that continually work hard to advance the interests of the shelter.

Donna reported on a Campfire Girls' project to make Christmas pillows for the shelter to sell for \$5.00. Thank you to Dia Goode for helping to coordinate and facilitate the project.

Hector thanked Dia for all her continued hard work on behalf of the animals. Pat Wilcox also expressed her thanks.

Janelle Matthies said that she works for the Downtown Sacramento Partnership and Permits in city parks and would be willing to help secure permits for off-site adoption locations.

8. COMMITTEE COMMENTS, QUESTIONS, AND IDEAS

None

SET FUTURE AGENDA

1. Approval of minutes; 2. Shelter reports: FOCAS revenue & expenditure report; 3. Discus FOCAS Fund; 4. Update on facilities and shelter events; 5. Training update; 6. Public comments; 7. Committee comments, questions, ideas; 8. Adjournment

ADJOURNMENT

Ashle Crocker presented a motion to adjourn. Eugene Lukehart seconded the motion. MSP by unanimous vote. Meeting adjourned at 7:15 p.m.

Next meeting scheduled for January 29,, 2008.