



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

May 31, 2005

ATTENDANCE

Members

Pat Wilcox
Debra Armstrong
Dr. Ken Pawlowski
Mary Bruck

Absent

Renee F. Webster-Hawkins
Donna Wicky

Staff

Hector Cazares
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 Café Bernardo – 2726 Capitol Avenue, Meeting Room, Sacramento, California, May 31, 2005, 6:47 p.m. by Chair, Pat Wilcox. The three members present in the early portion of the meeting decided a quorum existed and proceeded with the meeting. A fourth member arrived and the meeting continued.

II. APPROVE MINUTES OF 4/26/2005

Motion to approve the minutes of 4/26/05 was made by Mary Bruck, seconded by Debra Armstrong. MSP by unanimous vote.

III. GENERAL PUBLIC COMMENT

Marge Carpenter, member of the public, was present. There was no public comment.

IV. DISCUSSION: CONTENT OF MEETING MINUTES

Mary Bruck stated that she would like to see the minutes reflect more complete statements instead of merely mentioning that a speaker addressed the committee. Mary would like to see a more explanatory summarization in the minutes. Debra Armstrong will check with City Council regarding a shortened format for minutes. Debra stated that City Council's minutes are shortened because they are video taped and a copy can be ordered. Mary Bruck made a motion that future committee meeting minutes reflect a brief description of the discussions that occur during the meetings. Debra Armstrong seconded the motion. MSP by unanimous vote.

V. DISCUSSION: REVIEW SUBCOMMITTEE'S SUMMARY OF THE HSUS REPORT

Mary Bruck indicated she did not receive a final version of the subcommittee's summary report assessment of Animal Care Services compliance with the HSUS recommendations. Hector Cazares stated that the report is currently on the City Council's consent calendar. Mary requested that Hector inform the advisory committee once he knows the date and time the item is placed on the Council's calendar.

VI. DISCUSSION: SHELTER STATISTICS FORMAT

This item was carried over to the next meeting.

VII. INFORMATION ITEMS

A. Division Manager's Report – Hector Cazares provided an informational report on current and future shelter projects:

1. Facilities/Equipment Update:
 - a) We have put in a work order to build a feral cat enclosure outside.
 - b) Repair of SNOmobile around \$5,000.
2. We are involved in a major horse neglect case in the Rio Linda area.
3. We have requested to participate in an employee survey developed by the University of North Carolina. We anticipate that the project will begin soon.
4. The PetsMart Charities program called "Rescue Waggin'" will begin soon. Our staff has completed training.
5. We asked for 3 new positions in our budget for next fiscal year: a customer service representative, an Animal Control Officer, and an animal behaviorist. The positions were not funded.
6. **Community Outreach Activities:**
 - a) The "Hogs for Dogs" motorcycle fundraiser will be June 5, 2005. Tee shirts have been delivered, as have the special rider pins.
 - b) Other shelter/volunteer events:
 - i.) June 11th, Winn Park 3rd Annual Potluck & info fair.
 - ii) June 18th, SSPCA Doggy Dash w/SNOmobile & microchipping.
 - iii) July 25th, SNOmobile adoptions at the City Employee picnic.
 - c) Utility inserts and outdoor billboard message for July are at the printers.
7. Volunteer hours report for April 2005: Total volunteer hours were 1,231.40 with 151 volunteers of that, total foster hours were 425.70 and # of animals in foster was 43.
8. We're working on language for a "Feral Cat Shelter Relay Program" where we will notify a designated person whenever an ear-tipped feral comes into our shelter. They in turn will arrange for it to be picked up and returned to their home colony.

9. Sr. ACT Suzi Springsteen has returned to work from a job-related injury.
10. Our free Science Diet pet food has begun arriving. We pay only 18 cents a pound shipping costs (free shipping for five pound adoption gift bag).

B. Update on Cattery Project

Hector stated that the funding for the cattery was not approved. Hector recommended that the Hayden Reimbursement money be reserved for the cattery.

VIII. ANNOUNCEMENTS

The committee stated that they liked the format of Hector's Manager's Report. Dr. Ken Pawlowski announced that he would remain on the committee until the end of August 2005.

IX. SET FUTURE AGENDA

A motion to approve the agenda for the next regular meeting, scheduled for Tuesday, June 28, 2005, was made by Mary Bruck, seconded by Debra Armstrong. MSP by unanimous vote.

Agenda items: 1) Discussion: Review Outstanding Issues Concerning Subcommittee's Summary of the HSUS Report; 2) Discussion: Shelter Statistics Format and 3) Information Items: A. Division Manager's Report

X. ADJOURNMENT

Mary Bruck presented a motion to adjourn, seconded by Ken Pawlowski. MSP by unanimous vote. Meeting adjourned at 7:25 p.m.