



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

February 28, 2006

**ATTENDANCE**

Members

Pat Wilcox  
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 Café Bernardo – 2726 Capitol Avenue, Meeting Room, Sacramento, California, February 28, 2006, 6:15 p.m. by Chair, Pat Wilcox.

**II. REVIEW AND APPROVE MINUTES OF 1/31/2006**

Motion to approve the minutes of 1/31/06 was made by Molly Kenneth, seconded by Moe Ortiz. MSP by unanimous vote.

**III. GENERAL PUBLIC COMMENT**

Members of the public, Louella (last name not provided) and Dia Goode, were present. There was no general public comment.

**IV. REVIEW AND DISCUSS SHELTER'S EUTHANASIA AND ADOPTION STATISTICS**

Donna Wicky distributed the most recent shelter statistics on animal intake and outcomes from FY 2002 through FY 2005. A discussion regarding the definition of "adoptable" animals in relation to the euthanasia statistics ensued. Dialogue continued regarding "how to" capture information and statistics about shelter animals designated as "adoptable" and "un-adoptable". The shelter's current statistical database records numbers and can retain "memos"; however, the information is based on determinations made by individuals under subjective conditions. The shelter is working on defining terminology and refining criteria that will provide standardized conventions for adoptable and un-adoptable classifications. Additional discussion regarding the presentation of statistical information proceeded. The presentation of statistical information often depends on the target audience and an analysis of the desired outcome.

Donna will provide a more finite analysis of the shelter's stats to include the separation of owner-requested euthanasia, euthanasia due to behavior issues, and euthanasia based on medical criteria.

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

Although several committee members have emailed a list of 2006 goals and priorities to Pat Wilcox, not all lists were available at this meeting. Pat requested that committee members send her, via email, their final lists by March 3, 2006. Pat will compile the lists into one record and email the final copy to the committee members.

A motion to defer discussion of this item to the March committee meeting was made by Molly Kenneth and seconded by Moe Ortiz. The item was tabled by unanimous vote to the next committee meeting.

**VI. STATUS REPORT ON THE "DEFINING ADOPTABILITY" PROJECT**

Kathy Vos distributed Kim Heckes' information from the "defining adoption criteria" meetings Kim is facilitating. The information was discussed and will continue to be reviewed and refined. As Molly indicated, the meetings are currently "brainstorming" sessions and the information is not yet ready for critiquing. Additional resources are needed to implement many of the ideas discussed at the meetings.

**VII. INFORMATION ITEMS: (A) Division Manager's Report**

Hector will email the division manager's report to all. He presented a brief over-view. The following report was emailed to committee members.

**Manager's Report:**

**1) Facilities/Equipment Update:**

- a) Cattery design contract has been finalized and we will begin meeting w/ Architect
- b) We are seeking a cargo container for emergency equipment/supplies

**2) Volunteer Hours Report for January. A total of 111 volunteers contributed 1,095 hours. Of that, 419.50 hours were spent caring for 41 foster animals.**

**3) The employee survey from University of NC has been revised and redistributed last week.**

**4) Rabbits: 90 impounded and approximately 30 remain.**

**5) We have begun regional meetings to discuss/implement Asilomar Accords and seek grant funding.**

**6) We are requesting 2 new positions in next years budget, an ACO and a Customer Service Representative**

**7) We will begin another recruitment process for Animal Control Officer. We have one vacancy. We also have one CSR vacancy (soon) and two kennel vacancies.**

**8) Utility bill inserts have been mailed out to City residents. Last year we received over \$16,000 in donations through the drive. New donations are now coming in.**

**9) Dr. Warner had carpal tunnel surgery and has returned on modified duty. She will return to full duty in mid-March**

**10) I am organizing a regional meeting with the various animal emergency providers**

**11) Training update (Kathy) – training continues**

**VIII. REPORT BACK ON NEW MEETING LOCATION**

Hector presented information regarding the Police Department Safety building on Freeport and Fruitridge. Security personnel for the building leave at 6:00 p.m. and anyone arriving later than this time would need to call one of the meeting attendees to allow access to the building. The same conditions exist at the SMAC building on Del Paso Blvd. Debra Armstrong will research the following: a) will additional lighting be added to the parking lot at the SMAC building? b) what is the timeframe for completing the parking lot resurfacing at the Café Bernardo location?

A vote on the new site was postponed until research can be provided on the alternatives presented. The March 28, 2006 meeting will remain at Café Bernardo.

**IX. SPAY/NEUTER CLINIC UPDATES**

Debra Armstrong has contacted vets who are willing to donate their services at the shelter's 2007 monthly clinics, as follows: 9 vets will donate their time once a year, 2 vets will donate their time twice a year. Donna will send Debra information on the City's requirements for volunteer vets. Debra will report back at the March meeting.

**X. ANNOUNCEMENTS**

The March 4<sup>th</sup> & 5<sup>th</sup>, 2006 training seminar for volunteers in "disaster preparedness for pets" is full. The same topic will be covered in a public forum training session on March 6, 2006, from 6:30 p.m. – 8:30 p.m. at the Sacramento Food Co-op on Alhambra Blvd. The same issue will be covered at the City shelter in a condensed training session Monday morning, March 6, 2006.

**XI. SET FUTURE AGENDA**

Agenda items: 1) Review and Discuss Shelter's Euthanasia and Adoption Statistics; 2) Review and Discuss Committee's 2006 Priorities and Goals for the Shelter; 3) Status Report on the "Defining Adoptability" Project; 4) Information Items: (a) Division Manager's Report; 5) Report Back on New Meeting Location; 6) Spay/Neuter Clinic Update; 7) Announcements; 8) Set Future Agenda; 9) Adjournment.

Motion to approve the future agenda was presented by Molly Kenneth and seconded by Moe Ortiz. MSP by unanimous vote.

**XII. ADJOURNMENT**

Debra presented a motion to adjourn, seconded by Molly Kenneth. MSP by unanimous vote. Meeting adjourned at 7:25 p.m.