



---

**ANIMAL CARE SERVICES CITIZENS ADVISORY**

---

**MINUTES**

January 25, 2005

**ATTENDANCE**

Members

Pat Wilcox  
Renee F. Webster-Hawkins  
Debra Armstrong  
Mary Bruck  
Mark Soble  
Elizabeth Sheffield

Absent

Dr. Ken Pawlowski

Staff

Hector Cazares  
Katherine Vos  
Donna Wicky

*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 & ROLL CALL**

Meeting called to order at Café Bernardo – 2726 Capital Avenue, Meeting Room, Sacramento, California, January 25, 2005, 6:15 p.m.

**II. APPROVE MINUTES OF December 7, 2004**

Minutes of December 7, 2004, to be amended as follows: Item 1, add the following phrase, "by Renee Webster-Hawkins" at the end of the first sentence, so that the sentence reads: "Meeting called to order at Animal Care Services . . . by Renee Webster-Hawkins".

Motion to pass the minutes as amended made by Pat, Renee second: MSP.

### **III. GENERAL PUBLIC COMMENT**

There were two members of the public present: Marge Carpenter and Dia Goode. There was no General Public Comment.

### **IV. DISCUSSION: REVIEW the FIRST DRAFT of the HSUS REPORT**

Renee Webster-Hawkins presented a status update of the ad hoc committee's work. The committee's efforts are focused on prioritizing the implementation of the HSUS recommendations and preparing written summaries for the ACSCA Committee. Reviews by the ad hoc committee members have been delayed.

The March 15, 2005 deadline for the final report back to City Council has been postponed pending the results of the euthanasia audit by an external auditor. Results of the audit will be available for review at the next ACSCAC meeting, February 22, 2005. The Committee agreed to defer review of the HSUS Report to the next meeting.

Mark Soble expressed concern regarding the distribution of his response to the HSUS Report. Many members indicated they were unable to open and read Mark's document due to a computer anomaly. Committee members agreed to ignore the copy of Mark's draft.

Mark Soble stated his term on the ACSCAC will expire in April, 2005. Elizabeth Sheffield's term on the Committee will expire in April, 2005, also. Mark voiced his concern regarding the deadline to complete the review of the HSUS Report. Renee stated the draft will be available by April 2005, prior the expiration of the members' terms on the committee. Participation as a member of the public is an option after April, 2005.

### **V. DISCUSSION: SHELTER STATISTICS FORMAT**

A brief discussion ensued regarding reformatting the current shelter statistical reports. The item was tabled until the next meeting.

### **VI. INFORMATIONAL ITEMS**

Division Manager's Report: Hector Cazares distributed a handout which addressed the following items:

#### **Facilities**

1) Security cameras have been installed. Installation of two cameras on the east side of the kennel areas, near the back of the buildings, is nearing completion. An additional camera has been added to capture surveillance in front of the reception building and monitoring devices are in place at the shelter facility and the City corporation yard.

2) A notebook containing the architects' plans and projections for the cattery building was distributed. The estimated budget for the cattery is projected @ \$1.5 million. Hector discussed possible fund-raising activities to augment the project's budget.

Mary Bruck proposed formation of a sub-committee to oversee the cattery project. The committee agreed to Mary's proposal.

- 3) Spay Day USA media kick-off date is January 27, 2005. Hector will attend.
- 4) Reimbursement from the State for the Hayden Bill Claim is anticipated by the end of March, 2005. The reimbursement amount is expected to total approximately \$250,000.
- 5) Discussion ensued regarding escalating costs of the shelter's current rendering contract. Staff is reviewing various options, including building an on-site incinerator. Dialogue proceeded regarding public perception and protest, environmental concerns, increased personnel costs, impact to relationships with near-by businesses.
- 6) Community Outreach activities include shelter participation in: United for Animals coalition, volunteer potluck, various workshops and training sessions, Spay Day USA and the shelter's "compassionate sharing night" (*Saying Goodbye*).
- 7) The shelter received a generous \$5,000 donation from the *Murphy Family Foundation* targeted for medical care and services for pets of the City's indigent population.

Shelter Statistics: Kathy Vos distributed and reviewed the monthly Shelter statistics. The Committee suggested revisions to the existing format, including clarifying number comparisons and design modifications. Mary Bruck requested stats on feral cats with respect to intake and euthanasia numbers. Pat Wilcox offered to meet with shelter staff to provide input on design and content for new reports. The Committee decided that Pat will provide feedback at the next Committee meeting in February.

## **VII. ANNOUNCEMENTS**

Committee members agreed to move the February 7, 2005 training workshop, "Managing Effective and Efficient Meetings", from the original shelter site to Café Bernardo.

## **VIII. SET FUTURE AGENDA**

The next regular meeting is scheduled for Tuesday, February 22, 2005, at Café Bernardo. Location is 2726 Capital Avenue.

Agenda items: 1) Discussion: Review Sub-Committee's First Draft Report of HSUS Review, and 2) Discussion: Shelter Statistics Format.

## **VIII. ADJOURNMENT**

Committee motioned to adjourn the meeting at 7:26 p.m.