



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

January 29, 2008

ATTENDANCE

Members

Patricia Wilcox
Marge Carpenter
Lety Sanchez
Bev Gonsalves

Absent

Molly Kenneth
Ashle Crocker
Eugene Lukehart
Hector Cazares
Donna Wicky

Staff

Ernest Molieri

Public

Dia Goode
Marissa Sanchez
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 6:08 p.m. by chairperson, Pat Wilcox.

Molly Kenneth, Ashle Crocker, and Eugene Lukehart were absent for the Committee.

CONSENT CALENDAR

1. REVIEW AND APPROVE MINUTES OF 11/27/2007

Motion to approve the minutes of 11/27/07 was made by Marge Carpenter, seconded by Bev Gonsalves. MSP by unanimous vote.

STAFF REPORTS

2. Shelter Report – F.O.C.A.S (Friends of City Animal Shelter) Revenue and Expenditure Report

Ernest Molieri distributed copies of the FOCAS report and explained that, due to the City's implementation of a new financial system, not all expenditures are recorded in

the system as of yet. Pat Wilcox recommended that the committee receive and file the FOCAS report. Marge Carpenter made a motion to receive and file, and Bev Gonsalves seconded the motion. MSP by unanimous vote.

3. Discuss F.O.C.A.S Fund

Marge Carpenter expressed interest in exploring establishing a non-profit affiliate, similar to the County's T.E.A.M. organization, for purposes of funding specific projects that are "above and beyond" the City's mandate. Ernie Molieri stated that a large amount of F.O.C.A.S funds will be spent on furnishings for the new cattery and suggested a 501 (c) 3 would work best to raise funds separately and handle its own funds.

Dia Goode mentioned that there already exist two 501(c) 3 accounts: Friends of Sacramento City Animal Shelter and Jeanine Bush's, and suggested donations can be made to these rather than setting up a new account.

Discussions developed with varying opinions regarding the formation of an "ad hoc" committee to help manage the F.O.C.A.S fund and to work on fund-raising, and the composition of the committee. Concern was expressed as to the time commitment necessary for this type of committee, and that there already exist separate support groups that can be used to direct funds to specific projects. Pat Wilcox suggested instead that a budget be made for the FOCAS fund.

Dia Goode explained that in the past F.O.C.A.S money has typically been built up to finance specific projects. This usually explains the accumulation of funds during particular periods. She suggests better communication between volunteers requesting funding and shelter staff be pursued.

Pat Wilcox recommended a motion be made to receive and file this item and recommended that the shelter provide the advisory committee with a budget for FOCAS for 2008. Marge made a motion to receive and file, seconded by Bev Gonsalves. MSP by unanimous vote.

4. Update on Facilities and Shelter Events – (Presented by Ernie Molieri)

Discussion regarding budget reductions: The shelter is attempting to increase revenues by pursuing collections of outstanding licensing citations, including delinquent fines and penalties. Penalties increase if there is no compliance and this can significantly increase revenues. Discussion regarding this process developed as Ernie suggested out-sourcing this process and Dia Goode recommended Ernie research the reasons why out-sourcing this work was not successful for the shelter when previously attempted. A recommendation was also proposed to make license renewals available electronically.

Additional information: One ACO, one ACT, and one Customer Service Representative position have been filled. All other vacancies have been frozen for now. The shelter must achieve a \$300,000 savings in FY 2009, as directed by the City Manager's office.

Volunteer Hours Report: November 2007: 116 Volunteers booked 1,989 hours of which 960 hours were in caring for 32 animals in foster care. December 2007: 104 volunteers booked 1,421 hours of which 630 hours were contributed in caring for 21 foster animals.

Pat Wilcox recommended a motion be made to receive and file this item. Marge Carpenter made the motion and Bev Gonsalves seconded. MSP by unanimous vote.

5. Training Update for Shelter Staff

Ernie Molieri reported on staff training of officers giving shots, managerial skills, personal effectiveness, etc.

Dia Goode requested that staff be trained to take better pictures of the shelter animals posted on the web-site. Her concern is that poor photos may make it harder for an owner to identify a pet and/or have a negative effect on adoptability. Ernie stated he will discuss this with shelter staff.

Pat Wilcox recommended a motion be made to receive and file this item. Marge Carpenter made the motion and Bev Gonsalves seconded. MSP by unanimous vote.

6. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA

Dia Goode requested that the advisory committee discuss proposed budget cuts to get a better understanding about how this may impact animals at the shelter.

7. COMMITTEE COMMENTS, QUESTIONS, AND IDEAS

None

SET FUTURE AGENDA

Agenda items: 1) Approval of Minutes; 2) Shelter Report: F.O.C.A.S (budget and vet charges); 3) Managers report: Update on Facilities and Shelter Events; 4) Discuss proposed City budget cuts; 5) Discuss Spay/Neuter Fund; 6) Training Update for Shelter Staff; 7) Public Comments - Matters not on the Agenda; 8) Committee Comments, Questions and Ideas; 9) Set future agenda.

ADJOURNMENT

Marge Carpenter made motion to adjourn. Motion seconded by Bev Gonsalves MSP by unanimous vote. Meeting adjourned at 7:45 pm.