



ANIMAL CARE SERVICES CITIZENS ADVISORY

MINUTES

March 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, March 28, 2006, 6:05 p.m. by Chair, Pat Wilcox.

II. REVIEW AND APPROVE MINUTES OF 2/28/2006

Motion to approve the minutes of 2/28/06 was made by Moe Ortiz, seconded by Mary Bruck. MSP by unanimous vote (Molly absent for this vote).

III. GENERAL PUBLIC COMMENT

Members of the public, Marge Carpenter and Dia Goode, were present. Marge asked about the proposed "model breeding ordinance" (regarding pet overpopulation solutions) and when the issue would be heard at the County Board of Supervisors (BOS). Hector stated that the issue had been heard at the County during a special committee hearing but that the issue has not been scheduled for a BOS hearing.

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

Donna Wicky distributed the revised shelter statistical spreadsheet regarding animal intake and outcomes from FY 2002 through FY 2005. A discussion followed regarding tracking the number of cats that are sick when they enter the shelter and the capability of tracking this through the shelter's database. Donna stated that the database can provide the number of cats housed in Cat Sick (CS) at the time they are "outcomed"; however, at this time, the database does not allow tracking the animals' locations throughout their residence at the Shelter (i.e., if an animal is moved from kennel to kennel, the database will only provide the last location housed). The database vendor has been exploring adding this capability to the application, and Donna will encourage adding this option once the vendor can provide the product.

Additional discussion ensued concerning the new Cattery design and more favorable housing conditions for the cats when the building is completed. The shelter is increasing community outreach efforts, spay and neuter and humane education through the

shelter's volunteer program, and Animal Care Officer public contact and instruction.

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

Pat Wilcox distributed the compilation of committee members' "goals and priorities" list for the committee's review. Pat proposed that a subcommittee review the list, compile into one prioritized list and submit to the Advisory Committee for review at the April 25, 2006 meeting. Members suggested the following ideas for consideration on the "goals and priorities" list: a) new cattery building, b) new medical facility and equipment.

Subcommittee members include: Molly, Moe, and Pat. Shelter staff will be available for consultation: Hector, Donna, and Kathy. Meeting time and location was scheduled for Monday, April 17, 2006, from 12:30 p.m. – 1:30 p.m. at the Shelter.

A motion to create the subcommittee was made by Molly Kenneth and seconded by Moe Ortiz. MSP by unanimous vote.

VI. STATUS REPORT ON THE "DEFINING ADOPTABILITY" PROJECT

Progress on this project continues, with Kim Heckes' providing facilitation services. The last criteria reviewed at the "adoptability meetings" were the euthanasia and owner surrender criteria. A discussion proceeded regarding establishing identical fees for the "owner surrender" and "euthanasia request" so that animal owners would not be influenced by monetary considerations when deciding "how to" relinquish their animals.

VII. INFORMATION ITEMS: (A) Division Manager's Report: Hector provided the following status report:

Manager's Report:

- 1) **Facilities/Equipment Update:**
 - a) **Cattery design meetings have begun w/Architect**
 - b) **We are seeking a cargo container for emergency equipment/supplies**
 - c) **We are exploring the purchase of modular buildings for medical space and new volunteer space.**
- 2) **The employee survey from University of NC has been submitted and is being tabulated. We have a few stragglers they are waiting for.**
- 3) **Rabbits: 90 impounded and approximately 25 remain.**
- 4) **Kathy, Donna and I are working with the City Attorney's Office on stronger City Codes to deal with barking dogs and pet-overpopulation.**
- 5) **We are already \$45k over our anticipated licensing revenue for the year-end!**
- 6) **We met with dog trainers to develop a program for volunteer trainers to work with owners of adopted dogs that are having behavioral problems.**
- 7) **We are scheduling panels for one Animal Control Officer. We are screening apps for two ACT vacancies and are interviewing for a Customer Service Representative.**
- 8) **Volunteer Hours Report for February: a total of 129 volunteers contributed 1,139 hours. Of that, 342 hours were spent caring for 37 foster animals. Shannon's Volunteer Report is accompanied by this report, as you can see we continue to be very active in the community.**
- 9) **Utility bill inserts have been mailed out to City residents. We have now received over \$13,000 for the critters.**
- 10) **Dr. Warner has now returned to full time duty.**

(B) Training Update: Kathy Vos provided the following information regarding current training:

- 1) The shelter is purchasing badges and baseball cards (depicting Animal Care Officers and enforcement, spay/neuter information) for our officers to distribute to the young children in the community
- 2) We have 3 new volunteers to serve as 'scribes' for the BEs
- 3) The ACOs are undergoing instructions in investigative report writing
- 4) Several ACOs are attending classes at the Humane Academy
- 5) Staff continues holding quarterly compassion fatigue meetings

VIII. REPORT BACK ON NEW MEETING LOCATION

Previous options for a new meeting location were discussed. Debra Armstrong presented the information she obtained regarding the Sacramento Food Co-op location and a room in the new City Hall building.

Because the City Hall building offers security, easy access, covered and lighted parking in close proximity to the building, the members agreed that this location afforded the best option for a new meeting location. Debra has already reserved the City Hall location for the April 25, 2006 meeting.

Debra will provide room numbers and any other information needed to enter the building prior to the next meeting date. A vote was taken to move the committee's meeting location to the City Hall building. Debra made a motion to approve the new location, seconded by Mary. MSP by unanimous vote (absent Molly).

IX. SPAY/NEUTER CLINIC UPDATES

The shelter has been very successful in maintaining the monthly spay/neuter clinic schedules. Hector informed the committee that Dr. Warner is scheduling the "over-flow" animals for surgery at the shelter when she has openings in her schedule. See the volunteer report for clinic dates and locations.

X. ANNOUNCEMENTS

Debra Armstrong provided a citizen letter to Hector for review. Hector will review the letter as an operational issue and respond accordingly.

It was agreed that a quarterly report of the Spay/Neuter and FOCAS accounts will be included on future agendas.

XI. SET FUTURE AGENDA

Agenda items: 1) Review Quarterly Spay/Neuter and FOCAS Fund Accounts 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; (b) Training Update 5) Announcements; 6) Set Future Agenda; 7) Adjournment.

Motion to approve the future agenda was presented by Pat, seconded by Mary. MSP by unanimous vote.

XII. ADJOURNMENT

Pat presented a motion to adjourn, seconded by Moe . MSP by unanimous vote. Meeting adjourned at 7:30 p.m.