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**ANIMAL CARE SERVICES CITIZENS ADVISORY**

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# MINUTES

January 27, 2009

## ATTENDANCE

### Members

Eugene Lukehart  
Marge Carpenter  
Lety Sanchez  
Abbi Novotny

### Staff

Dan Torres  
Donna Wicky  
Kim Heckes  
Reina Schwartz

### Excused Absence

Patricia Wilcox  
Bev Gonsalves

### Public

Mary Bruck  
Dia Goode  
Joshua Randall

*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 Animal Shelter Cattery, 2127 Front Street – Multipurpose Room, Sacramento, California, at 6:00 p.m. by interim Shelter Manager, Reina Schwartz.

## CONSENT CALENDAR

### 1. REVIEW AND APPROVE MINUTES OF 11/25/08

Motion to approve the minutes of 11/25/08 as amended was made by Eugene, seconded by Abbi. (Items number 2 and 4 from listed on new agenda not discussed at the November 25, 2008 meeting; these items were added after the advisory meeting and should not have been reflected in the minutes as agendized.) MSP by unanimous vote.

### 2. ANNUAL ELECTION OF OFFICERS

Postponed to the next meeting due to absence of several committee members. Motion to move to next meeting made by Lety, seconded by Marge. MSP by unanimous vote.

## STAFF REPORTS

### 3. STAFF REPORT ON DONATION TREE

Updated information regarding the cattery's donation tree. Donation tree construction

continues. Rhino Designs is producing the donation tree. Report received and filed.

#### **4. STAFF REVIEW OF SHELTER'S ADOPTABILITY GUIDELINES**

Notes attached. Report received and filed

#### **5. REPORT BACK ON SHELTER SIGNAGE**

Marge reported that she called Tom Webber from the City's Traffic Engineering division. Tom indicated the signage must meet City codes. Priority for this project needs to be decided. The request must originate from the City. Marge can submit a design to the traffic engineer. Report received and filed.

#### **6. MANAGER'S REPORT – UPDATE ON FACILITIES AND SHELTER EVENTS**

R. Schwartz, Interim Animal Care Division Manager, addressed the following:

- 1) Recruitment for a permanent replacement in Hector's position, the Animal Care Division Manger, will proceed in the Spring of 2009. Reina indicated various venues will be pursued in advertising the position, including recruitment at the CACDA conference. Estimates are the recruitment period will take 2 – 4 months to finalize. Reina will be the main point of contact for information and recruitment and will remain interim Animal Care Division manager during this period.**
- 2) Regarding the Supervising (Chief) Animal Care Officer, Reina is waiting for information and answers from the City Manager's Office before she is able to provide any information regarding this position. Her office phone number was provided to the Committee: 808-7195**
- 3) Budget Information: Vacancies will be used to off-set reductions in funding in order to balance the budget.**
- 4) Reina eventually would like to divide the Shelter and Field operations into separate units, with separate managers.**
- 5) Shelter/Field Operations Update: Danny reported the following:**
  - a. Training: One (1) ACO was sent to "Illegal Animal Fighting and Animal Investigations". Three (3) ACOs were sent to CLETS training for police reporting to run DMV registration checks through the Police Department database. An additional 3 ACOs are scheduled for this training.**
  - b. Ricardo is the newest ACO and remains off duty until approximately 12/10/08.**
  - c. The Shelter has been authorized to fill one (1) ACO position.**
  - d. The case of the pit bull puppy that was kicked so viciously that it had to be euthanized was filed as a felony cruelty case.**
  - e. Dia asked: of the 349 animal cruelty calls the ACOs responded to in calendar year 2008 (as previously mentioned by Danny) what is the percentage compared with all calls the ACOs responded to? Danny responded that there is no system in place to determine the outcome of the cases, only the outcome of the animal.**

The outcomes of the animals in these cases were: 74 animals impounded, 26 – 29 were DOA (dead on arrival), 10 were adopted, 25 were euthanized at the Shelter, 2 were euthanized at a vet clinic, 3 were Returned to Owners, 3 were transferred to other facilities.

- f. Danny indicated he has initiated a new process for submitting cases to the DA that will provide more accountability: the ACOs are now required to submit a cover sheet to the DA for better tracking of the cases and the outcomes.
- 6) Reina spoke about the ASPCA's "Mission Orange" program. The Shelter, together with the SSPCA, the County AC&R and Happy Tails, is again submitting an application for this grant.
- 7) The Shelter will be upgrading the Chameleon database to the newest version, which will allow better tracking of field activities and streamline many processes currently completed through time-consuming manual procedures. The new version should also allow better tracking of cruelty cases & outcomes.
- 8) Dia asked about the City's policy regarding trapping animals, and if the Shelter allows unattended traps to be set? Reina replied, yes, and she will assign staff to provide answers regarding the policy.
- 9) Additional questions posed by Dia:
  - a. Of the 349 animal cruelty calls, how many cases were actually sent to the DA? Danny responded that it is difficult to track under the current system, but provided a rough estimate that of perhaps 50 sent to the DA, maybe 30 cases were prosecuted.
  - b. Of the 26 – 29 DOAs, in what area and in what circumstances were they found, i.e., were they beaten? Found in the road?
  - c. When will Hector's job be filled? Reina stated she expected to complete the hiring sometime in Fall 2009; until the position is filled, Reina will act as the interim division manager.
  - d. What about the Chief's position and the recruitment process? Will the position be posted? Reina replied that, since it is an exempt management position, the hiring process and the position is not subject to Civil Service rules; the City is not required by law to open the position. Danny, as a retired annuitant, is subject to City rules that govern working hours; City rules limit these to 960 hours per year.
  - e. Will the Chief's position be opened for recruitment? Reina can not answer at this time
- 10) The dog agility area will require additional input from the City's procurement division and FOCAS funds have been approved for this project. Additionally, Reina will keep the surgical building in mind when the budget situation improves.

## **5. SHELTER REPORT – F.O.C.A.S. FUND**

Donna Wicky distributed the revenue/expenditure reports for the FOCAS fund. Report received and filed.

## **6. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA**

Dia stated that she was asked by a number of rescue groups and volunteers to thank Donna for her work at the Shelter and for providing accurate statistical reports to the committee, animal coalitions and various animal volunteer groups.

The letter regarding the off-site adoption center will be re-addressed to the new mayor, Kevin Johnson.

## **7. COMMITTEE COMMENTS, QUESTIONS, AND IDEAS**

None

## **8. SET FUTURE AGENDA**

Agenda items: 1) Approval of Minutes; 2) Annual Election of Officers; 3) Staff Update on Donation Tree; 4) Staff Review of Shelter's Adoptability Guidelines; 5) Report Back on Shelter Signage; 6) Manager's Report; 7) Shelter Reports – Shelter Stats; 8) Public Comments - Matters not on the Agenda; 9) Committee Comments, Questions and Ideas; 10) Set Future Agenda; 11) Adjournment.

## **9. ADJOURNMENT**

Abbi made motion to adjourn. Motion seconded by Bev. MSP by unanimous vote. Meeting adjourned at 7:40 pm.