



ANIMAL CARE SERVICES CITIZENS ADVISORY COMMITTEE

MINUTES

August 25, 2009

ATTENDANCE

Members

Marge Carpenter
Yvette Hernandez
Kris Liang
Becky Correia

Excused Absence

Eugene Lukehart
Abbi Novotny

Staff

Penny Cistaro
Rhea Serran

Public

Vicki Oberg
Eileen Gillis
Dia Goode
Suzi Johnston
Shari Lowen

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 6:08 p.m. by Committee Chair, Marge Carpenter.

CONSENT CALENDAR

1. REVIEW AND APPROVE MINUTES OF JULY 28, 2009

Motion to approve the minutes of 7/28/09 was made by Becky Correia and seconded by Kris Liang. The motion was approved.

STAFF REPORTS

2. MANAGER'S REPORT – FACILITY AND OPERATIONAL UPDATE (includes Volunteer Report and 501c3 Status)

Penny Cistaro reported that students from the Sacramento Job Corp are assisting the ACTs and CSRs. She explained that the students will help with more mundane but necessary work such as laundry, dishes, data entry, etc., so that ACTs can focus on Behavior Evaluations and other pressing function. The SSPCA may follow and utilize the Job Corp students in the future.

Penny reported that in September, the three agencies have been offering adoptions of cats one year and older as "Certified Pre-owned," waiving typical adoption fees.

Penny reported that the SSPCA is opening a new spay and neuter facility at the end of the year. The County and City animal shelters will provide funds to help with pitbull surgeries. There is currently a six month waiting list for the no cost spay and neuter program.

Penny reported on two new programs that the shelter is working on – Food Bank and Homeless Pets Licensing at Loaves and Fishes. With the help of volunteer, Shari Lowen, the shelter is in the process of opening a Food Bank to provide assistance to low-income animal owners. With the help of volunteer, Suzi Johnston, and WOOFF, the shelter is providing free animal licenses to homeless pet owners, the second Saturday of every month at Loaves and Fishes during the Mercer Clinic. The purpose of the program is to reunite the animal with their owner.

Penny reported that the shelter is looking into providing cats a free microchip during the holiday season. The cat owner redemption statistics are poor and microchipping is another outlet to get the cats back to their owners.

Penny reported that the first week of November is National Shelter Appreciate Week. A Proclamation will be presented at a City Council meeting. During that month, the shelter may provide animal license amnesty.

Penny reported that an information sheet to the public, a written policy statement – of the Notice of Impound is a priority project.

Penny reported the beginnings of a 501c3 are in the process. A Board of Directors will be formed to oversee the group. Eileen Gillis, a member of the public, explained that the shelter needs a fundraiser arm to raise at least \$200,000-\$300,000 to support shelter programs. Penny added that a surgery clinic would be one of the programs that needs this support. Kris Liang added that Mary Bruck of Friends of the City Shelter Animals would be a good resource to the new 501c3. Dia Goode, a member of the public, will provide a letter from the IRS stating that the utility stuffer and donations to the shelter are tax deductible.

Penny reported that the dog agility project is moving forward. The shelter will spend an additional \$1,000 to complete the project by purchasing horse matting, tents, and other supplies.

Public comments on the Manager's Report included an inquiry if microchips will be provided to homeless pets, if the shelter will provide a Home for the Holidays event.

3. SHELTER REPORT- FOCAS FUNDS

FOCAS FUNDS information was distributed. There was a discussion on the utility donation envelope revenue. It was requested that a copy of the most recent envelope will be provided to the Committee as well as a revenue report.

4. REPORT ON FOUR AGENCY DRAFT PLAN (MISSION ORANGE)

Penny reported on the ASPCA Mission: Orange Logic Model Executive Summary that was last revised in July 2009 with a goal of achievement in 2011. Topics discussed included: leave live rate; adoptions; spay/neuter; intake; return to owner; and internal operations.

Penny reported that the shelter is continuing working internally in improving animal population management and a wellness program. Daily rounds, holding times, capacity, process planning, vaccination protocols, movement of cat population then dogs, and puppy feeding are areas that are continuing to be reviewed. Kittens are now being fed three times a day on a schedule.

Yvette Hernandez was interested in how the staff is implementing task items in the Four Agency Plan. Penny explained that she is working with staff to streamline processes by reviewing the overall plan, providing the information with staff individually, and being flexible with changes.

5. REPORT BACK ON TEMPLATE DEVELOPMENT FOR CITY COUNCIL REPORTING

Kris Liang distributed a template for reporting to the Mayor and City Council.

It was discussed how that the information should be reported – monthly, quarterly, what information needs to be included (shelter statistics, financial, volunteerism, events). Marge Carpenter will contact Councilmembers Fong and Sheedy on feedback on the template. Penny suggested that a new statistic to include in the future would be potential and not potential (public safety, court-order, feral, etc.) animals to show if the shelter had the resources, more animals could be placed. Kris Liang requested to work with Animal Care with impound reporting to provide information specific with each Council district in the report. It was discussed that the role of the Committee is to continue to bring community issues forward to the Mayor and City Council.

6. REPORT BACK ON PUBLIC RELATIONS

Kris Liang reported that the Committee now has a Facebook page. Becky Correia commented that she will look at another animal organization's Facebook page for content, photos, etc. for ideas.

7. REPORT BACK ON DONATION TREE MARKETING

Eugene Lukehart was not present. Item #7 will be added to next month's agenda.

8. PUBLIC COMMENTS – MATTERS NOT ON THE AGENDA

Dia Goode requested a copy of the UCD evaluation report to review adequate staffing, this is her second request. Dia asked how relinquished animals are assessed and what forms and information is provided to the customer. She also asked if the form is checked by shelter staff then in animal given a behavior assessment. Penny explained that the animal's behavior is different at the shelter than a home environment and the animal is offered to rescue before considering euthanasia. Penny stated that a revised policy statement and script for customer service representatives will be developed to provide transparent information to the customer.

9. COMMITTEE COMMENTS, QUESTIONS AND IDEAS

It was discussed how to get the community more involved at the shelter and at Committee meetings. Kris Liang inquired how to add Volunteer Opportunities to the City web site. She stated that she is looking for more ways to get the community involved, a possibility of issuing

press releases. Becky Correia commented that the list serve is a good resource to get information out. Marge Carpenter commented that the Committee needs to start attending Council events.

Penny asked what issues the Committee can address to serve the community well. Suggestions included: reaching out to the very active community, such as those who utilize the dog parks in Natomas, attending neighborhood association meetings, holding a public hearing, questionnaire to Mayor and City Council using free survey software like Survey Monkey, collecting email addresses from new adopters (Penny commented that it can be added to adoption applications); add information to church bulletins, schools.

There was discussion related to the suspension of the Hayden Bill and its effect on shelter operations. Penny stated that stray animals will be available after 72 hours. If animals are going to be euthanized, they will be held for the current holding time of five days, and the shelter will not bill the State in this instance. The suspension of the bill effects how the City is reimbursed, and reverts back to the pre-Hayden bill timeframe.

Becky Correia asked about compassion holds on dogs. Penny responded that it would depend on space, and is assessed on an individual basis.

13. ADJOURNMENT

Motion to adjourn the meeting was made by Kris Liang and seconded by Becky Correia. The motion was approved and the meeting was adjourned at 7:56 p.m.