

MONTEREY COUNTY ANIMAL CONTROL PROGRAM ADVISORY BOARD

Meeting Minutes

Thursday March 14, 2013 – 3:30-5:00 PM

Location:

Monterey County Animal Services Center
160 Hitchcock Road , Salinas CA 93906

I. CALL TO ORDER

Meeting was called to order at 3:35 pm
November 14, 2012 Meeting Minutes approved by board with two member abstentions.

II. ORAL COMMUNICATIONS

No member of the public was present to provide comments.

III. CORRESPONDENCE -

There was no correspondence reviewed at the meeting.

IV. REPORTS (3:45-4:25)

A. Received a report by Ms. Stacy Saetta, Deputy Monterey County Counsel, regarding the duties and responsibilities of Monterey County Animal Control Program Advisory Board (MCASAB). A copy of the presentation was provided to all members along with copies of the current Bylaws.

Key points and discussion of the presentation topics made by County Counsel were:

- Review of purpose of the Advisory Board
- Members are tasked to review and evaluate the Animal Control Program (ACP) regarding needs/services. MCASAB members are limited to evaluation of ACP but "you can't make changes simply because you have evaluated them or because you think something should happen". MCASAB members can make recommendations, and can advise.
- Recommendations should be made in areas where members have expertise.
- Board of Supervisors make policy, the Advisory Board does not.
- Health Department (HD) makes policy in the Animal Services Division of the Environmental Health Bureau.
- MCASAB recommendations are sent to Health Director, Ray Bullick, who reviews recommendations and may report to board of supervisors based upon his review.

- Chair of MCASAB is Ex officio of all MCASAB committees.
- MCASAB officers hold office for one year from election or until filled through election by members.
- MCASAB special meetings only require 24 hours notice
- MCASAB regular meetings require 72 hours notice
- Quorum (a majority of members) required for all MCASAB actions.
- Operate meetings by Roberts Rule of Orders.

B. Received report by Animal Services Operations Manager on veterinarian recruitment

Operations Manager, Kate Davis-Hill not present. Report provided by John Ramirez, Director of Environmental Health Bureau (EHB). Written report (attached) and was reviewed during meeting.

- A written report format will be provided to MCASAB from this point forward
- 3 Animal Control Officers (ACO) comprise current staffing levels, Funding is unavailable for staffing increases for fiscal years 2012/13 and 2013/14.
- GPS devices installed on ACO vehicles for tracking county coverage
- Shelter staff includes 4 Animal Control Tech I's and one ACT II. Funding is unavailable for staffing increases for fiscal years 2012/13 and 2013/14.
- Change in shelter hours of operation beginning 3-11-2013. ACO hour's for response are not affected.
- AS Clinic staffing: 1 Contract Vet, 1 Vet Tech. Full time vet to be hired for 2013/14. Spay Nueter services will be limited to only shelter animals and no service to City of Salinas.
- Budget being finalized and will be emailed to members when final end of year draft completed.
- Spay Nueter services for public only offered on day vet is in Shelter. Priority will be shelter animals.
- AS is proposing to present options to FoCAS for a Voucher program to assist county residents in Spay and Nueter services at county wide at veterinary hospitals. AS staff currently working on proposal for presentation to FoCAS.

C. Received a report on web access to working Animal Control Program Advisory Board documents and drafts.

Mark Lasnik informed members that:

- County web has historical Animal Control Minutes and Agendas. Updates will include current agendas and minutes once approved.
- Mtyhd.org/pets is the link to the county webpage.
- Request by John Ramirez for members to send him any copies of old agendas or minutes for posting onto the web page.

D. Received a report on the status on the rooster ordinance

Report provided by John Ramirez, Director of Environmental Health Bureau (EHB).

- Ordinance development is a county process
- Meetings are set up with Monterey County Resource Management Agency (RMA) staff (Planning) to discuss ordinance development and key points to be included. This is because the original ordinance referral was for a zoning ordinance.
- RMA proposed Title 8 amendments rather than zoning. This may result in a specific section on rooster keeping in Title 8.
- Amendments would require registration of more than 4 roosters with requirements to keeping roosters on properties. Inspections for non compliance would be required to address any violations.
- Exemptions would be granted through Agricultural Commissioner's office who would certify legitimate poultry operations, breeders, 4 H etc.
- Steps include preparation of ordinance, county counsel review, meeting with stakeholders including MCASAB for input and presentation to board of supervisors in public hearing.

V. OLD BUSINESS (4:25-4:45)

A. Discussion and Recommendation: Received a report from Mark Lasnik on the review and updating of Monterey County Code Title 8 – Animal Control

- Title 8 posted on Google Doc website
- Review Title 8 on a regular basis as outlined in MCASAB bylaws
- Discussion on Title 8 review was held and consensus was to review by sections through a committee effort.
- John Ramirez will send out copies of what he has as far as what was formerly worked on in the past.
- A question was raised on current fees and if fees can be increased? John will provide a copy of current fee schedule for board recommendations for 2013/14. John will also provide information on research for other jurisdictions fees for comparison.
- Mark asked that members familiarize themselves with sections of Title 8. Options include members discussing a section each meeting to identify areas to make changes, or form a subcommittee.

- Mark asked to have past work on Title 8 on next meeting's agenda to review prior work.

B. Reviewed update of Bylaws of the Monterey County Animal Control Program Advisory Board

- Proposed bylaw changes are to be provided to John Ramirez for county counsel review. Next step; a board report with proposed changes would be developed for board approval.
- Gary, Tom and Tom on bylaw committee
- Quorum is an issue that must be addressed and changed.
- Committee is developing a list of issues to address, copy to be provided to members with a discussion of alternatives. Final list will be provided to John who will then take to county counsel for review.
- Mark requests that these options be provided at the next meeting and the topic placed on the agenda.

C. Possible development of a mandatory spay and neuter policy.

- Mark asked that this topic be tabled and left on the agenda.

D. 2012 - 13 Animal Services Budget End of Year Update provided by John Ramirez.

- Draft end of year Budget will be sent out to members for review at next meeting.
- Mid-year budget deficit was filled through other HD program savings
- Fiscal budget year is July 1, 2013 through June 30, 2014.

VI. NEW BUSINESS

A. Discussion held on the review and drafting of recommendations of a MCASAB report and potential board dates for Health Director to consider.

- Picking a board date for a report to the board through the Health Director.
- This topic to remain on the standing agenda

VII. GOOD OF THE ORDER, ANNOUNCEMENTS, AND ADJOURNMENT

A. Meeting Schedule

Next Meeting will be proposed using Doodle and proposed dates are May 15, May 29, or the first week of June 2013

B. Meeting Location

160 Hitchcock Road , Salinas CA 93906

C. Meeting Adjourned at 5 pm