



# COUNTY OF MONTEREY HEALTH DEPARTMENT

Elsa Jimenez, Director of Health

Administration  
Behavioral Health

Clinic Services  
Emergency Medical Services  
Environmental Health/Animal Services

Public Health  
Public Administrator/Public Guardian

*Recipient of The California Endowment's 2017 Arnold X. Perkins Award for Outstanding Health Equity Practice*

## MONTEREY COUNTY ANIMAL CONTROL PROGRAM ADVISORY BOARD

### Meeting Minutes

Thursday, March 22, 2018

**CALL TO ORDER by Chair at 3:30 p.m.**

#### **MEMBERS PRESENT:**

Nine members attended, a quorum was present.

Mary Arnold, Appointee of the Director of Health  
David Alexander, Representing- District 5 Supervisor Adams  
Nannette Newbury, Representing- District 2 Supervisor Phillips  
Frank Kocher, DVM, Appointee of the Director of Health  
Basil Smith, Appointee of District 3, Supervisor Salinas  
Tom Bailey, Appointee of the Director of Health  
Debra Long, Representing-District 4 Supervisor Parker  
Leslie McDaniel, Appointee of the Director of Health  
Mike Richards, Representing-District 1 Supervisor Alejo

#### **EX OFFICIO MEMBERS:**

Scott Delucchi, SPCA of Monterey County

#### **PUBLIC ATTENDEES:**

None

#### **COUNTY OF MONTEREY STAFF:**

Elsa Jimenez, Director of Health  
John Ramirez, Director of Environmental Health  
Elias Salamah, County Counsel  
Robin Kimball, Management Analyst, Environmental Health

#### **Approval of minutes from ACPAB meeting of October 19, 2017 and January 18, 2018.**

**ACTION:** The minutes from ACPAB meeting of October 19, 2017 were approved as presented.

**ACTION:** The minutes from the ACPAB meeting of January 18, 2018 were approved with the following change: Item D., "Dr. McDaniel expressed an interest in evidence-based ways to lower kennel stress and practices in municipal shelters around the state towards the goal of shelter

adoptions.”

Discuss whether to request staff to prepare action minutes or narrative minutes: Informal direction was provided regarding this discussion.

## II. ORAL COMMUNICATIONS BY THE PUBLIC

None.

## III. CORRESPONDENCE –Mary Arnold, Chair

None.

## IV. NEW BUSINESS

A. Introduction of New Board Members -*Mary Arnold, Chair*

**Action:** Mike Richards was introduced.

B. Member Appointment Terms-*Mary Arnold, Chair*

*Basil Smith, 7/1/2020*

*Frank Kocher, DVM 6/30/2020*

*Leslie McDaniel, MD, 7/1/2019*

*Tom Bailey, 7/1/2019*

*David Alexander, 7/1/2019*

*Nannette Newbury, 7/1/2019*

*Mary Arnold, 7/1/2018*

*Debra Long, 7/1/2020*

*Mike Richards- 7/1/2020*

C. Election of Board Officers – *Mary Arnold, Chair (Action)*

**ACTION:** Nominations were submitted to appoint Mary Arnold as Chair and David Alexander as Vice-Chair for the term ending July 1, 2018. Nominations were approved by unanimous vote.

D. Presentation of Budget Year to Date Overview- Elsa Jimenez, Director of Health provided an overview of the Fiscal Year 2017-18 budget Year to Date. Budget Hearings are June 6, 2018. A quarterly Budget Year to Date update will be provided to the Board.

E. Receive Status Update of Recruitment Processes – Item E is included in the Animal Services Management Report.

F. Set Meeting Dates and Times for 2018 – *Mary Arnold, Chair (Action)*

**ACTION:** Meeting dates for 2018 are June 28, 2018, September 13, 2018 and December 13, 2018 from 3:30-5:00 p.m.

G. Discussion of Required Annual Report to Board of Supervisors –

**ACTION:** An Ad-Hoc committee consisting of Debra Long, David Alexander and Mike Richards was appointed to Advise the Chair on the Content of the Annual Report to the Board of Supervisors.

## V. REPORTS

**A. Animal Services Monthly Statistics**-John Ramirez provided an overview of the monthly statistics. Statistics are obtained through the Chameleon software program with the goal to have statistics consolidated and mirror the same reporting as the city’s shelter reports as they utilize the same reporting programs. *A copy of the statistics is attached.*

**B. Animal Services Management Report**-John Ramirez provided the Management report. Recruitment for the AS Operations Manager is pending screening with Human Resources; Dr. Debi Watanabe has been hired as the part time Veterinarian and Laura Ramos has been hired as the part time Registered Veterinary Technician (RVT). All Animal Care Technician positions have been filled, two positions remain vacant: 1.0 FTE Animal Control Officer and 1.0 FTE Office Assistant II. The Animal

Services Administrator is pending second interviews. *A copy of the Management Report is attached.*  
**ACTION:** An update on the Animal Services Volunteer program will be presented at the June 28, 2018 meeting.

**VI. OLD BUSINESS – None**

**VII. ANNOUNCEMENTS AND ADJOURNMENT**

The next meeting will be held on June 28, 2018 at 3:30 p.m.; the meeting was adjourned at 5:15 p.m.

DRAFT