

Monterey County Animal Services Division

Environmental Health Bureau

Directors Report

8-9-18

Recruitment Update

Animal Services Operations Manager: position continues to remain unfilled. Position need is being evaluated by Administrative Manager.

Office Assistant: continues to remain unfilled, however recruitment may begin pending County HR providing direction to proceed and providing a list of candidates. In the interim we have an agency temp assisting office staff.

Animal Care Technicians (ACT): five .5 full time equivalent (FTE) staff were re-instated through the budget augmentation in June. One .5 FTE has submitted their formal resignation and Administrative Manager assessing future recruitment needs for this position or alternative use of funding.

Animal Control Officer: two positions are vacant with the recent resignation of Deborah Palmer. HD and Administrative Manager will continue to evaluate best use of this funding through 2018-19 which may include filling the positions.

Outreach

We are continuing to work with SNIP on a project that may allow us to set a low cost spay and neuter clinic beginning in the spring of 2019. In the interim, they have acquired a SNIP bus and will provide limited support and provide funds for vaccinations with support of FoCAS.

We are working with HD staff to apply for grant opportunities for 2019 and we will continue to work with FoCAS in an ongoing effort for spay and neuter, microchipping and vaccination clinics for 2018 and 2019.

Operations

- We are continuing to work with our IT staff and administrative manager to work out the details to reestablish the licensing program through our Chameleon software. This will free up office staff to conduct day to day operations.
- Our fee schedule will be evaluated to increase fees consistent with city of Salinas fees for like services. This would go to the board of supervisors later this year instead of August of 2018 as noted in the June report.

Questions Submitted to EH Director by Advisory Board Members

No questions submitted for response.

Advisory Board Agenda/Minutes Survey

Please review the June 28th minutes regarding past advisory board actions/action items. New advisory board members can access this information from the Animal Services website or by contacting Robin Kimball for information. The website can be accessed at www.mtyhd.org/acpab .

The information presents **meeting minutes and topics** discussed and noting the advisory board members present at those meetings. There is also a list of **meeting topics** and the various meeting dates that these topics were discussed and a list of meeting **action items**.

The information in these three list were derived from the information within the posted meeting minutes on our website. There are meeting minutes missing and we are attempting to locate those to complete these lists and that is the reason the reports are draft.

Facility Security

Management staff continues to address building security and safety for AS staff. In response, we have instituted the following measures and made facility upgrades.

- Doors to the main employee access areas now require a key card for entry.
- Signage has been posted in the building to restrict access into employee work areas by public.
- All visitors (county and public) will continue to sign in and out when entering the facility. This includes members of the public viewing animals. Advisory Board members are members of the public and will be requested to sign in at the front or in our meeting.
- All county staff, volunteers, and visiting students will wear identifiable clothing.
- All county staff will wear ID badges.
- No member of the public (does not include any City animal services staff performing any work-related duties) will have access to or enter any employee work area without prior approval from administrative manager, operations manager or interim management staff. Appointments can be arranged for meetings or tours by the public.
- Facilities management staff continues to review security camera operability and positioning.
- Management staff will continue to have ongoing discussions with lead staff to address additional safety concerns.

MCACPAB Chair and EH Director Meeting

EH Bureau director will continue to set up meetings by phone or in person with the chair to discuss and set agenda topics separate from those topics requested by board members.

For example:

- EH director and Board Chair will discuss board member proposed agenda topics to ensure the staff can properly address concerns and if not, request agenda items to be pushed to next meeting.
- Staff and chair will establish subject time frames for each agenda item to ensure the meeting stays on schedule. It is the responsibility of the chair to monitor the meeting time.

- EH will propose annual presentations to advisory board on the Brown Act and Roberts Rules of Order: <http://www.rulesonline.com/index.html>.

Board Vacancies

- There are no current advisory board vacancies.
- HD will assist all board offices to recruit for candidates for vacancies as they occur to achieve representation from “*veterinary profession, the educational community, agricultural industry, pet owner association and clubs, kennel and pet shop owners, cities and concerned citizens*” as described in the bylaws and to more closely reflect the diversity of Monterey County population.
- The HD Director will use the above criteria to evaluate candidates applying for any of the four HD appointed positions to make a selection. As noted in the bylaws, interested individuals will need to apply for these seats.
- Copies of Board appointee’s approval will be posted on the advisory board webpage for reference as to term.

2018 Goals for Animal Services as Directed by the Health Director in Addition to Partnership With the City of Salinas on Our Joint MOA

- Explore feasibility of recommending to the Board of Supervisors that they adopt a Spay and Neuter Ordinance. Note that this is consistent with the recent Grand Jury report findings and recommendations.
- AS staff and management and Administrative Manager will work in preparation of setting inspection criteria for all pet shops and/or kennels to ensure compliance with AB 485 by the 1-25-19 implementation date.
- Work with clinic staff and shelter staff to spay and neuter adoptable ready animals and display animals in a defined location for public viewing to expedite potential adoptions. This will eliminate the holding times and increase the probability of immediate adoptions.
- Continue to explore clinic opportunities for nonprofit use/participation. Currently, we are working with SNIP.
- Explore the feasibility of reinstating a Community Cats Program. Management staff have acquired funding and the program will be reestablished in the following months.