



COUNTY OF MONTEREY HEALTH DEPARTMENT

Elsa Jimenez, Director of Health

Administration Clinic Services Public Health
Behavioral Health Emergency Medical Services Public Administrator/Public Guardian
Environmental Health/Animal Services

Nationally Accredited for Providing Quality Health Services

MONTEREY COUNTY ANIMAL CONTROL PROGRAM ADVISORY BOARD Meeting Minutes

Thursday, October 25, 2018 3:30-5:00 p.m.

Location

Monterey County Animal Services Center
160 Hitchcock Road,
Salinas CA 93908

I. CALL TO ORDER by Chair at 4:20 p.m.

Eight members attended, a quorum was present.

Susan Saucedo, Appointee of the Director of Health
Frank Kocher, DVM, Appointee of the Director of Health
Tom Bailey, Appointee of the Director of Health
Mike Richards, Representing-District 1 Supervisor Alejo
Darla Barnes Smith, Representing- District 2 Supervisor Phillips
Debra Long, Representing-District 4 Supervisor Parker
Basil Smith, Representing - District 3 Supervisor Salinas

EX OFFICIO MEMBERS:

Leigh Jeter, Salinas Animal Shelter Commission
Rayne Coleman - SAS

PUBLIC ATTENDEES:

COUNTY OF MONTEREY STAFF:

Cindy Burnham, Management Specialist-Animal Services
Elias Salameh, Deputy County Counsel
Jesse Anaya, Office Assistant III

Approval of minutes from ACPAB meeting of September 13, 2018

ACTION: The minutes from ACPAB meeting of September 13, 2018 were approved as presented.

II. ORAL COMMUNICATIONS BY THE PUBLIC

None

III. CORRESPONDENCE –Mike Richards, Chair

No correspondence was presented.

IV. NEW BUSINESS

A. Update from Ad Hoc committee re: Volunteer Program -- *Frank, Leslie, Tom*

- Volunteer program update - None

- Update from Ad Hoc committee re: Citation Process – *Mike, David*

Action: Review, discuss and vote on proposal to the Board of Supervisors to restructure the process to administrative cites.

Mike Richards presented literature that was reviewed by members present at meeting. A motion was made to continue moving forward with proposal **-motion was Approved**. Eli Salameh suggested that the proposal be looked at to see what can be done “operationally” as Cindy Burnham suggested. He will review the draft of the proposal to see how it may affect Title 8, the ACPAB can make any needed changes before presenting it to the Board of Supervisors (BOS).

B. Update from Ad Hoc committee re: MCACPAB bylaws -- *Debra, David, Mike*

- **Action:** Review, discuss and vote on proposal to the BOS that the bylaws be updated to reflect: **a)** To preclude staff member to the Health Department or other entity that answers to or interacts with the Director of Health from serving on the ACPAB due to possible perceived conflict of interest. **(Tabled)** **b)** List “member of a rescue organization” on the list of types of individuals as candidates for membership on the ACPAB **(Tabled)**

Action: Kennel Permits: Review, discuss and vote on proposal to management (not BOS) to update the protocol for kennel permits to include a “check box” to ensure compliance with state law, i.e. business license, sales tax. Members agreed to get Animal Control Officer Lujan’s input on how this can be done because Title 8 may have to be updated. Cindy suggested that the ACPAB get input from the staff affected when permitting a kennel.

C. Discuss frequency and time: Motion was presented to skip November’s monthly meeting – **motion was Approved**. Next Meeting scheduled for December 13, 2018 at 3:30pm - **motion was Approved**

V. REPORTS –

A. Field Report –Valiska Lujan - None

VI. OLD BUSINESS – None

VII. ANNOUNCEMENTS AND ADJOURNMENT

The meeting was adjourned at 4:42 p.m.

Next Meeting:

Thursday, December 13, 2018, 3:30-5:00 p.m.

Meeting Location: 160 Hitchcock Road, Salinas CA 93908