



# 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

*Nationally Accredited for Providing Quality Health Services*

## MONTEREY COUNTY ANIMAL CONTROL PROGRAM ADVISORY BOARD Meeting Minutes

Thursday, December 13, 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 3:30 p.m.**

Five members attended, a quorum was present.

Frank Kocher, DVM, Appointee of the Director of Health  
David Alexander, Representing- District 5 Supervisor Adams  
Mike Richards, Representing-District 1 Supervisor Alejo  
Darla Barnes Smith, Representing- District 2 Supervisor Phillips  
Debra Long, Representing-District 4 Supervisor Parker

### **EX OFFICIO MEMBERS:**

Scott Delucchi, SPCA of Monterey County

### **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 August 9, 2018**

**ACTION:** The minutes from ACPAB meeting of October 24, 2018 were approved as presented.

## II. ORAL COMMUNICATIONS BY THE PUBLIC

Any member of the public may address the Advisory Board for a period not to exceed three minutes on any issue within the Advisory Board's jurisdiction that is not on the Advisory Board's agenda; any member of the public may address the Advisory Board on agenda items as they are considered. The Animal Control Program Advisory Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.

## III. CORRESPONDENCE –Mike Richards, Chair (3:35-3:40)

No correspondence was presented.

## IV. NEW BUSINESS

- A. Receive and discuss an update from Ad Hoc committee re: Volunteer Program -- *Frank, Leslie, Tom* (3:40-4:00) The committee is working on drafting some ideas. Cindy added that Jessica Jeffrey will begin 1/7/2018 as a part-time temporary Volunteer Coordinator for Monterey County Animal Services. A full-time Volunteer Coordinator position, jointly funded and or shared by both shelters is still being worked out with the City as it is part consolidated services.
- B. Update from Ad Hoc committee re: Citation Process – *Mike, David, Cindy* (4:00-4:20)  
Mike mentioned the draft of his previous proposal and a discussion with Eli Salameh included changes in title 8 and specify where funds would be used. Title 8 should be revised and presented to the BOS with recommended changes, instead of submitting various changes. This would be more effective as each recommendation may be extremely lengthy to approve. ACPAB members to meet with Cindy and staff to discuss the proposed changes after the holidays.
- C. Update from Ad Hoc committee re: MCACPAB bylaws -- *Debra, David, Mike* (4:20-4:40)
  - Update on by-laws – David presented a draft of proposed changes to the bylaws. Eli suggested that before doing dual revisions, find out what the differences are, present the differences to board stating which direction to take, the committee can reassemble and follow the boards direction. Recommendations to change language on
  - Section 1.04 from “Animal Control Officers” to “Animal Services Staff”.
  - **Section 2.01** (a) to remain as presented
  - (b) add “animal” before “rescue associations”.
    - a. Conflict of Interest – **Action:** David will bring a revised copy of the bylaws with proposed changes written in, ACPAB Board to review for approval before submitting to the BOS.
    - b. Member List can include 501c3 rescue org – See above
- D. Update on Title 8 – *Debra* (4:40-4:50)
  - a. Kennel Inspections – 8.12.030 (d): The board concluded that the language was already written in on Title 8 allowing officers to deny or approve kennel permits based on the requirements to have a California resale certificate, which is required under state code. Application to be reviewed for possible modifications (combination of language of 8.12.030 and 8.12.200 and modification to the application should suffice with no need to change title 8 wording in this matter).
  - b. Other: change the Ad hoc committee name for kennel permits to: Title 8 and Kennel Application Permit Committee: for revisions to documents related to kennel permits under title 8

**V. REPORTS – (4:50-5:00)**

A. Animal Services Monthly Statistics-Cindy Burnham (*Attachment*) – Statistics show increase in cat intakes, decrease in dog intakes and increase in adoptions.

B. Animal Services Management Report-Cindy Burnham (*Attachment*) – Cindy reported on the continued transition of both shelters, working on communication and consistency throughout shelter programs, Animal Control Officers (ACO) are using state codes that can be enforced by ACO, continued recruitment of needed staff. Temporary ACO Receptionist was hired, getting process for Community cats ready, Discussion about vicious dog, concerns and processes.

C. Field Report – (*Valiska Lujan*) – Discussion on Kennel Permitting and Title 8

**VI. OLD BUSINESS – none**

**VII. ANNOUNCEMENTS AND ADJOURNMENT**

Next Meeting:

*Thursday, January 17, 2019*

*3:30-5:00 p.m.*

Meeting Location:

160 Hitchcock Road, Salinas CA 93908

Adjournment: **5:00** p.m.

Documents related to agenda items that are distributed to the Animal Control Program Advisory Board less than 72 hours prior to the meeting shall be available for public inspection at 160 Hitchcock Road, Salinas, California. Documents distributed to the Animal Control Program Advisory Board at the meeting by County staff will be available to the public at the meeting; documents distributed to the Animal Control Advisory Board by members of the public shall be made available after the meeting.

**ALTERNATE AGENDA FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Monterey County Health Department/Animal Services Administrator:

Cindy Burnham, Administrator-Animal Services  
Monterey County Health Department/Animal Services

160 Hitchcock  
Road Salinas, CA  
93908 (831) 769-  
8796

[Burnhamc1@co.monterey.ca.us](mailto:Burnhamc1@co.monterey.ca.us)