



# 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, February 21, 2019 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  
Debra Long, Representing-District 4 Supervisor Parker  
Tom Baley, Appointee of the Director of Health  
Susan Salcedo, Appointee of the Director of Health

### EX OFFICIO MEMBERS:

### 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 (3:30 – 3:35)

**ACTION:** The minutes from ACPAB meeting of January 17, 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, Tom* (3:40-3:50)  
*Remove this item from next meeting's agenda. Any information for this item to be included in future Manager's reports.*
- B. Receive and discuss an update from Ad Hoc committee re: Citation Process - *Mike, David, Cindy* (3:50-4:00)  
*Corrections/Additions were made, Mike Richards to send corrected copy to Elsa Jimenez, Director of Health. Current copy to be sent by Cindy Burnham to BOS and post in their agenda.*
- C. Review, discuss and vote on submission of a letter and draft ACPAB bylaw revisions (regarding additional stakeholder interests to be represented on the board, and regarding a proposal to ban voting membership by certain categories of County employees) to the Director of Health for presentation to the Board of Supervisors. –*David* (4:00-4:15)  
**Action.**  
*David's proposal is approved subject to corrections on pg. 3: Animal Control Officers(ACO) to Animal Services Staff-**Approved** based on stipulated changes.*
- D. Receive and discuss an update on Kennel Permit issues and related forms - *Debra* (4:15-4:20)  
Ad Hoc Committee to meet on March 6, 2019 to continue research, report findings and refine recommendations. Item to be continued to next ACPAB meeting on March 28, 2019 at 3:30pm.
- E. Discuss ACPAB Attendance and Protocol – *Mike* (4:20-4:25)  
Leslie McDaniel resignation. Mike Richards to get in contact with Director regarding Leslie McDaniel's resignation and find out if position will be filled. Basil would like to

continue his participation on the board, ACPAB agreed for his continued participation. Inform BOS before ACPAB member's term will expire. Explore possibility to give Chair authority to report to Director of Health and the BOS the term expiration dates for ACPAB members.

- F. Discuss whether there are opportunities for the ACPAB to assist the Animal Services department in its efforts to obtain grant funding – Mike (4:25-4:30)  
Animal Services will request assistance from ACPAB as needed.
- G. Discuss general budgetary issues for the fiscal 2019-2020 budget year – Mike - (4:30-4:35)  
**Action item in next meeting.** David presented literature contemplating the number of Animal Services Staffing, recommending keeping current staffing levels which is to be sent to the BOS.
- H. Discuss and consider whether the ACPAB should offer a formal or informal proposal for staffing positions, and consider what the form and/or content of such a proposal should take – Mike (4:35-4:45)  
Covered in item G's discussion

#### V. REPORTS – (4:45-4:55)

- A. Animal Services Monthly Statistics-Cindy Burnham (**Attachment**) – presented in the form of an attachment.
- B. Animal Services Management Report-Cindy Burnham (**Attachment**) – presented in the form of an attachment.
- D. Field Report – (*Valiska Lujan*):

#### VI. OLD BUSINESS – none

#### VII. ANNOUNCEMENTS AND ADJOURNMENT

Next Meeting:

**Thursday, March 28, 2019**

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

Meeting Location:

160 Hitchcock Road, Salinas CA 93908

Adjournment: **4:57** 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  
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