



# 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, April 18, 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.

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  
Tom Bailey, Appointee of the Director of Health

### EX OFFICIO MEMBERS:

Henry Gonzales, Monterey County Agricultural Commissioner

### PUBLIC ATTENDEES:

Mary Koch

### COUNTY OF MONTEREY STAFF:

Cindy Burnham, Animal Services Administrator  
Elias Salameh, Deputy County Counsel

### I. **Approval of minutes from ACPAB meeting of February 21, 2019**

**ACTION:** The minutes from ACPAB meeting of February 21, 2019 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. None.

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

None.

## IV. NEW BUSINESS

- A. Receive and discuss an update from Ad Hoc committee re: Citation Process - *Mike, David, Cindy (3:40-4:55) ACPAB will continue work on Title 8 before moving forward to submit any changes to the Citation Process to the Director of Health/Board of Supervisors.*
- B. **Action:** Receive an update from David Alexander regarding proposed bylaws changes and letter sent to the BOS via the Health Director, discuss and vote on same. *David (4:55-4:10) Motion approved as presented. (Approved)*
- C. **Action:** Review, discuss and vote on sending a letter to BOS via Director of Health regarding budget prioritization and staffing level/positions. *Mike (4:10-4:20) David Alexander read the letter, Motion to approve as presented. Letter to be sent to Director of Health. (Approved)*
- D. Receive an update on Kennel Process and discuss same - *Debra (4:20-4:25) See Item A. Kennel Process is being worked on by Title 8 committee.*
- E. Discuss transport to rescue organizations by shelter staff – *Mike, Debra (4:30-4:40) Item Tabled*
- F. Receive and discuss an update from administrator stakeholder's meeting from 3/15/2019 - *Cindy (4:40-4:45) See Manager's Report*
- G. Receive and discuss an update from administrator: Pilot project – *Cindy (4:45-4:50) See Manager's report*

## V. REPORTS – (4:50-5:00)

- A. Animal Services Management Report-Cindy Burnham (**Attachment**) – (presented)
- B. Animal Services Monthly Statistics-Cindy Burnham (**Attachment**) – (Presented)
- D. Field Report – (*Valiska Lujan*): *Incorporated into Managers report*

**VI. OLD BUSINESS – none**

**VII. ANNOUNCEMENTS AND ADJOURNMENT**

Next Meeting:

***Thursday, June 27, 2019***

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

Meeting Location:

160 Hitchcock Road, Salinas CA 93908

Adjournment: **4:24** 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)