



# 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, January 16, 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 3:32 p.m.

Five or more members attended, a quorum was present.

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

### EX OFFICIO MEMBERS:

### PUBLIC ATTENDEES:

### COUNTY OF MONTEREY STAFF:

Cindy Burnham, Animal Services Administrator  
Katherine Hansen, County Counsel  
Jesse Anaya, Office Assistant III

**Approval of minutes from ACPAB meeting of October 17, 2019. (Action)**

*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. Update from Ad Hoc committee re: Citation Process - *Mike (3:40-3:55)*

*Work in progress*

B. Update regarding proposed bylaws changes. *David/Mike (3:55-4:05)*

*Work in progress*

C. Update on ACPAB board vacancies - *Mike (4:05-4:15)*

*Item tabled*

D. Discussion of framework for joint county-city services, and specifically, how the ACPAB board can be involved and contribute to the Board of Supervisors Ad Hoc committee -

*David/Mike (4:15-4:25)*

*Item Tabled*

E. Discussion on goals and involvement in the coming year for ACPAB– *Mike (4:25 – 4:35)*

*Item tabled*

F. Recap of mobile spay/neuter presentation to the Board of Supervisors - *Cindy (4:35 – 4:45)*

*Cindy covered many aspects of mobile spay neuter services (animal medical issues, cost to county, cost to pet owners, rabies vaccine reporting and transparent statistics). There is a big need for affordable spay neuter services in Monterey County, and some agencies came together, sharing resources, to provide those services to different areas of the county, with future clinics already planned. Agencies involved in the "Big Fix": AFRP, SPCA, City of Salinas, Friends of Community Animal Services, Spay California Now, Community Cat Allies, Peace of Mind Dog Rescue.*

G. “Big Fix” spay/neuter appointment – setting practice, use of information, rabies reporting requirements – *Debra (4:45-4:50)*.

*Debra presented information, procedures and instructions to schedule appointments to participate in the “Big Fix”. (Discussion: Rabies vaccine Information collected at clinics and local Vets, County’s requirements and licensing)*

**V. REPORTS – (4:50-4:55)**

A. Animal Services Management Report-Cindy Burnham (*Attachment*) – (presented)

B. Animal Services Monthly Statistics-Cindy Burnham (*Attachment*) – (presented)

**VI. OLD BUSINESS – none**

**VII. ANNOUNCEMENTS AND ADJOURNMENT**

Next Meeting:

***February 20, 2019***

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

Meeting Location:

160 Hitchcock Road, Salinas CA 93908

**Adjournment:** 5:01 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)