



Oakland Animal Shelter Community Advisory Committee

Meeting Date and Time: *Wednesday, July 9, 2014, 4 - 6 pm*

Meeting Location: *Oakland City Hall, 2nd Floor, Hearing Room 4*

Meeting Attendance:

Present: *Amelia Funghi, Allison Lindquist, Deirdre Strickland-Meads, Ann Dunn, Willow Liroff*

Absent: *Kate O'Connor (excused)*

Meeting Minutes

The first meeting of the Oakland Animal Shelter Community Advisory Committee (Committee) was held on Wednesday, July 9, 2014. The meeting was called to order by Karen Boyd, Assistant to the City Administrator, who has been assigned by the City Administrator to convene and provide staff support to this ad hoc advisory committee.

1. Welcome & Introductions

Prior to the meeting and during her welcoming remarks, Ms. Boyd stated that participation on the Committee would include six to eight experienced professionals and seasoned volunteers with expertise in animal welfare and shelter operations who possess specific understanding of local animal welfare trends and challenges as well as issues facing public or municipal shelters. She explained that the City Administrator's Office was still seeking to fill two areas of subject area expertise on the committee-- veterinary medicine and animal control. Each member of the committee introduced themselves, provided a brief overview of their experience and expertise, and described why they agreed to serve on the committee.

2. Overview of Advisory Committee

Ms. Boyd provided an overview of the Committee. She stated that the purpose was to provide guidance, technical assistance, insight and recommendations about best practices, with specific focus on 3 key operational areas:

1. Animal health, care and welfare
2. Animal rescue to increase rescues and live release rate
3. Euthanasia reductions

She explained that the role of Committee participants was to address policy development/changes, recommend operational improvements, and suggest facility and equipment/technology enhancements. She stated that the Committee is not to address personnel-related matters or provide management direction. There was discussion about the distinction between personnel matters (out of scope) and suggestions of best practices with respect to staffing types and levels (in scope). The City's overall goal is to ensure that OAS operates in accordance with best animal welfare practices.

Ms. Boyd mentioned that the City was asking for an initial commitment of six months (through the end of 2014), with monthly meetings at a minimum. She said that Committee members may elect to meet more frequently to accomplish the scope of work, at the discretion of the chairperson and members of the Committee. There is also an expectation that the Committee would prepare and submit quarterly reports (at least 2) to City Administrator with recommendations.

She explained that with 7-8 anticipated participants on the Committee, a quorum is five members.

Action Item (for Karen Boyd)

Committee members asked whether there were any restrictions or guidelines governing communication between Committee members outside the meetings; Ms. Boyd said that she would research that question and return to the next meeting with information.

3. Role of City Staff

Ms. Boyd also provided an overview of her role as the City staffer assigned to the Committee, which is to: provide information, arrange for key staff to attend/answer questions, review agendas and notice the meetings per Brown Act, and draft and solicit legal review of resolution based on recommendations.

4. Select Chairperson

Ms. Boyd explained that the Committee needs to select a chairperson familiar with Brown Act and Roberts Rules of Order, as well as a vice chair and secretary. The chairperson's role is to prepare the agenda and submit it to Ms. Boyd five days before the meetings, and facilitate preparation of quarterly reports.

With a key member (Kate O'Connor) not present and with two potential additional members to be added, the Committee tabled the selection of a chairperson, vice chairperson and secretary to the next meeting.

5. Set Ongoing Meeting Schedule

Given the scope of work identified and the relatively short timeframe to accomplish it, Committee members agreed to meet more frequently than monthly, as originally envisioned. Ms. Strickland-Meads made a motion, seconded by Ms. Funghi, to meet every other Wednesday from 4:30 to 6:30 pm starting on Wednesday, July 23. Meetings will be held in Hearing Room 4 in City Hall on the 2nd floor. The vote for this ongoing meeting schedule was unanimous.

6. Review Scope of Work

Ms. Boyd reviewed the scope of work for the Committee as established by the City Council and the City Administrator's Office. The Committee will draft the outline of a resolution to create a permanent Advisory Committee which will go to the City Council's Public Safety Committee on Wednesday, November 12, 2014. To meet this schedule, a draft is due to the City Administrator by Monday, October 6. This, in turn, will require the Committee to submit their draft to Ms. Boyd by September 19 so that she can review, revise and submit for legal review.

Action Item (for Karen Boyd)

Committee members asked Ms. Boyd to provide examples of resolutions that established similar advisory bodies that the Committee could use as a template. Ms. Boyd agreed to provide examples at the next meeting.

The Committee will also review and establish policies and best practices related to: euthanasia; animal health, care and welfare; and animal rescue.

Action Item (for Committee members)

Committee members offered to research examples of best practices and model policies for their collective review and consideration; they will make these available at the next meeting.

Ms. Boyd mentioned that the Committee may want to consider establishing subcommittees to focus on specific projects/tasks. The Committee elected to discuss this at the next meeting.

The meeting was adjourned shortly before 6 pm.