



Oakland Animal Shelter Community Advisory Committee

Meeting Date and Time: *Wednesday, July 23, 2014, 4:30 - 6:30 pm*

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

Meeting Attendance:

Present: *Amelia Funghi, Kate O'Connor, Deirdre Strickland-Meads, Ann Dunn, Willow Liroff*

Absent: *Allison Lindquist*

Meeting Minutes

The second meeting of the Oakland Animal Shelter Community Advisory Committee (Committee) was held on Wednesday, July 23, 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

Ms. Boyd opened the meeting and stated 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.

2. Review and Approve Minutes

The Advisory Committee unanimously approved the minutes from the July 9 meeting. Amelia Funghi moved approval and Deirdre Strickland-Meads seconded the motion.

3. Overview of Advisory Committee

Since there were no new members present, Ms. Boyd did not repeat the discussion about the purpose of the Advisory Committee, participant and City staff roles, and scope of work. She did respond to questions raised at the July 9 meeting regarding guidelines governing communication amongst Committee members outside the meetings.

Based on guidance received from the City Clerk's Office, Ms. Boyd advised that conversations (telephone, email or in person) with fewer than five (5) Committee members--in other words, less than a quorum--are permissible.

Subcommittees must have fewer members than a quorum of the full Committee (less than 5). Subcommittees are not required to post their agendas or minutes. They should report their progress to the full Committee at each meeting. If information from the subcommittees is available at the time City staff posts the agenda 72 hours in advance of the next meeting, it will be included in the agenda packet and distributed accordingly. If it is not available, Committee members may provide the information they wish to distribute at the meeting to Ms. Boyd the day before the meeting and she will make copies, or they may bring copies to the meeting themselves.

4. Update on OAS Transition from OPD/Director Recruitment

Ms. Cotton, Assistant to the City Administrator, provided an update on the status of the recruitment for a permanent Animal Services Director. She said that the City is using an executive recruitment firm, Avery Associates, to solicit the best and most qualified pool of candidates possible. The City Administrator's Office anticipates that interviews would occur in early September, and the selection of the candidate is expected by November.

As part of this more extensive recruitment process, the City is conducting several levels of stakeholder research which will include a survey of current OAS employees, a survey of OAS volunteers and interviews with several groups of key stakeholders. Ms. Cotton requested time on the agenda of the next meeting (on August 13) to interview the Community Advisory Committee as a key stakeholder group.

Action Item (for Committee Members)

In addition, Ms. Cotton asked Committee members to provide her with 2 to 3 names of stakeholders they would recommend to be included in the interviews. Stakeholders will be asked to provide feedback about the qualities, expertise and experience a Director should have to be successful and the priorities a new Director should focus on.

5. Select Committee Officers

Ms. Boyd explained that 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. The Committee selected the following members as officers:

- Chairperson: Amelia Funghi (nominated by Kate O'Connor; motion seconded by Ann Dunn; vote was unanimous)
- Vice Chairperson: Kate O'Connor (nominated by Amelia Funghi; motion seconded by Ann Dunn; vote was unanimous)
- Secretary: Willow Liroff (nominated by Kate O'Connor; motion seconded by Amelia Funghi; vote was unanimous)

6. Subcommittees

The Committee decided to create two subcommittees of not more than 4 members: 1) to focus on Policies and Best Practices and 2) to focus drafting the resolution that would create the framework for a permanent advisory committee. The motion was made by Deirdre Strickland-Meads, and seconded by Ann Dunn; the vote was unanimous.

1. The Best Practices Subcommittee will include Kate O'Connor, Ann Dunn, Willow Liroff and Amelia Funghi. This subcommittee decided to hold their first meeting on Tuesday, August 5 at 4:30 pm at Berkeley Animal Care Services, located at 1 Bolivar Drive in Berkeley.

Action Items (for Committee members and staff)

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 subcommittee meeting. Ms. O'Connor offered to share Berkeley's euthanasia policy manual with the group. Ms. Boyd stated that she had recently requested copies of existing OAS policies and was told that there were none currently in place; she said she would ask again to be sure.

2. The Framework/Resolution Subcommittee will include Deirdre Strickland-Meads, Amelia Funghi and Willow Liroff. This subcommittee decided to work over email. They were going to consult with San Francisco which also has a permanent animal shelter advisory commission. Ms. Boyd handed out several examples of resolutions that established similar advisory bodies that the subcommittee could use as a template.

7. Milestones and Deliverables

Ms. Boyd gave an overview of the milestones as established by the City Council and the City Administrator's Office. The Committee's draft outline of a resolution to create a permanent Advisory Committee 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.

The Committee is asked to submit at least two quarterly reports on their progress and recommendations by the end of the year, but the City Administrator's Office is open to receiving more frequent reports and recommendations as they are available. Ms. Boyd said this information would be particularly informative as the Administration works through the transition process of moving OAS from OPD to a standalone department.

8. Next Steps

To facilitate public comment and ensure that the Committee efficiently completes the agenda for each meeting, the Committee decided to begin each meeting with a public comment period, with the total amount of time allotted to be determined by the Committee Chairperson prior to the next meeting. Members of the public who wish to speak may inform the Chairperson by submitting a speaker card. The Chairperson will allot individual time limits per speaker based on the number of speaker cards she receives, within the timeframe established on the meeting agenda.

The Committee elected to meet as a full group once per month, with subcommittee meetings occurring in between. However, since Ms. Boyd will be on vacation on August 20, the next full Committee meeting was scheduled for **Wednesday, August 13 from 4:30 to 6:30 pm**. Meetings will be held in Hearing Room 4 in City Hall on the 2nd floor unless otherwise noticed.

Action Item (for Staff)

Ms. Boyd agreed to provide information about the budget and staffing levels at OAS. She also agreed to bring speaker cards to future meetings.

The meeting was adjourned at about 6:30 pm.