



Oakland Animal Shelter Community Advisory Committee

Meeting Date and Time: *Wednesday, October 22, 2014, 4:30 pm*

Meeting Location: *Oakland City Hall, Hearing Room 4*

Meeting Attendance:

Present: *Amelia Funghi, Kate O'Connor, Ann Dunn, Willow Liroff, Jen Dalmasso, Evan Eustis, Deirdre Strickland*

Absent: *Allison Lindquist*

Staff: *Karen Boyd, City Administrator's Office; Chantal Cotton, City Administrator's Office*

Meeting Minutes

The sixth meeting of the Oakland Animal Shelter Community Advisory Committee (Committee) was held on Wednesday, October 22, 2014. The meeting was called to order by the Committee Chairperson Amelia Funghi at approximately 4:38 pm.

1. Welcome & Introductions

At the start of the meeting, Richard Cowan, Mayor Quan's Chief of Staff, thanked the Committee members for their hard work in support of animal welfare, on behalf of Mayor Quan, who was unable to attend the meeting in person.

2. Open Forum

There was a 15-minute open forum with three public speakers.

3. Review and Approve Minutes

The minutes of the September 10, 2014 meeting, which could not be approved at the October 1 meeting because it was not properly legally noticed, were unanimously approved (approval moved by Kate O'Connor, seconded by Ann Dunn). The minutes of the October 1 meeting were also unanimously approved (approval moved by Kate O'Connor, seconded by Deirdre Strickland).

4. Update on Recruitments

Karen Boyd of the City Administrator's Office provided an update on the status of staff recruitments and hiring underway:

- *OAS Director*: The City is in the final stages of the recruitment and hiring process and anticipates a start date of mid-November.
- *Animal Control Officers*: There are three ACOs in undergoing a background check; the anticipated completion date is mid-November.
- *Shelter Manager*: The City Administration will rely on the new OAS Director's discretion and professional expertise to review the Shelter Manager duties and formally begin the recruitment process. The job could be posted in early December, with a start in spring 2015.
- *Veterinarians*: There are three part-time veterinarians in place sharing the hours of one full-time employee. A fourth is in the process of a background check, the timing of which is dependent upon the candidate's availability due to travel.
- *Veterinary Technicians*: One Vet Tech is in the process of a background check.
- *Rescue Coordinator*: Position to be determined based on the new Director's evaluation and staffing plan.
- *Other positions from the \$400,000 allocated by the City Council in June 2014*: Final decisions about the expenditure of these one-time funds will be determined based upon input from the new Director but could include:
 - Funds to upgrade the OAS Director's salary consistent with other department heads (required as a result of creating OAS as a standalone department)
 - Increased spending on veterinarian services
 - New Shelter Manager
 - Volunteer/Rescue Coordinator

Any unspent funds from this one-time allocation are anticipated to carry over to the next fiscal year, and would be built into the OAS baseline budget for FY 2015-17.

5. Update on OAS Transition from OPD

Karen Boyd reported that a detailed status report about the transition would be presented to the City Council's Public Safety Committee on October 28, 2014. The City Administrator's Office has initiated

the process to legally transfer OAS out of OPD and create a standalone City department. This process requires amendment of the Oakland Municipal Code, which will be presented to the City Council's Finance & Management Committee on Wednesday, November 12 (Special Meeting due to Veteran's Day on Tuesday, November 11). Staff will also present a change to the salary ordinance to the City Council's Finance & Management Committee on November 12; this is required as a result of creating OAS as a standalone City department. The higher salary range recognizes that the OAS Director position will be a department head within the City organization.

The draft ordinance establishing a permanent Oakland Animal Services Community Advisory Commission will be presented to the City Council's Public Safety Committee on November 12.

Ms. Boyd said that the Administration will rely on and defer to the new OAS Director to recommend the most appropriate staffing configuration at OAS and determine which additional positions or re-organizations would be necessary to optimize shelter operations.

Committee members expressed concern about a number of recent complaints that adoptable animals that rescue groups had expressed a willingness to rescue were euthanized before they could be sent to rescue. The Committee asked OAS to implement an immediate requirement, in the spirit of Hayden's Law, that OAS will release all adoptable/treatable animals to rescue if rescue organizations or individuals are available to take them.

Committee members also recommended that the new OAS Director evaluate and consider using Chameleon (PetHarbor) instead of PetPoint. They advised that it is more widely used and provides better opportunity for information-sharing between shelters. It also has a dispatch system.

6. Subcommittee Reports

The Committee reviewed and approved six policy recommendations:

- Euthanasia Policy—moved by Deirdre Strickland; seconded by Kate O'Connor; unanimously approved
- Behavior Assessment—moved by Evan Eustis; seconded by Willow Liroff; unanimously approved
- Intake & Public Processing—moved by Kate O'Connor; seconded by Jen Dalmasso; unanimously approved
- Medial Oversight & Quality of Life—moved by Kate O'Connor; seconded by Evan Eustis; unanimously approved
- Cleaning and Basic Care—moved by Kate O'Connor; seconded by Evan Eustis; unanimously approved
- Animal Control—moved by Kate O'Connor; seconded by Deirdre Strickland; unanimously approved

The Committee's final policy recommendations will be presented to the new OAS Director for review and implementation.

For the three remaining policy areas—In-house Animal Management, Health & Behavior; Volunteer Program; and Outreach Program—the Committee decided to bring these policies back to the subcommittee level for further work and present draft recommendations at the next Committee meeting. To accomplish this, two new subcommittees were created:

- 1) Volunteer Program and Community Outreach (members: Deirdre Strickland, Kate O'Connor, Amelia Funghi, and Willow Liroff); and
- 2) Interventions/Foster Care (members: Kate O'Connor, Amelia Funghi, Jen Dalmasso)

7. Next Steps

The next meeting of the Community Advisory Committee is on Wednesday, November 19 from 4:30 to 6:30 pm in Oakland City Hall, Hearing Room 4. The Committee also scheduled its last official meeting for Wednesday, December 17 at 4:30 pm. Ms. Strickland indicated that she had a conflict on that day and that the November meeting would be her last.

The meeting was adjourned at approximately 6:30 pm.