



## **Oakland Animal Shelter Community Advisory Committee**

**Meeting Date and Time:** *Wednesday, August 13, 2014, 4:30 - 6:30 pm*

**Meeting Location:** *Oakland City Hall, 2<sup>nd</sup> Floor, Hearing Room 3*

**Meeting Attendance:**

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

**Staff:** *Karen Boyd and Chantal Cotton (City Administrator's staff)*

### **Meeting Minutes**

The third meeting of the Oakland Animal Shelter Community Advisory Committee (Committee) was held on Wednesday, August 13, 2014. The meeting was called to order by the Committee Chairperson Amelia Funghi. There was a 15-minute open forum with several public speakers.

#### **1. Welcome & Introductions**

The committee welcomed the addition of Dr. Jen Dalmasso, who will provide expertise in shelter medicine to the group. Dr. Almasso currently works at the Contra Costa County Animal Shelter and formerly worked at Oakland Animal Services. Ms. Boyd announced that the open slot on the committee for animal control expertise will be filled by Evan Eustace, who also works at Contra Costa County Animal Shelter. Mr. Eustace was on vacation and will join the Committee at the September meeting.

#### **2. Open Forum**

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

#### **3. Review and Approve Minutes**

The Advisory Committee unanimously approved the minutes from the July 23 meeting. Kate O'Connor moved approval and Ann Dunn seconded the motion.

#### **4. Update on OAS Transition from OPD/Director Recruitment**

Chantal Cotton, Assistant to the City Administrator, provided an update on the status of recruiting and hiring key OAS staff.

##### ***OAS Director***

The application for the Director position closed on August 8 and the City anticipates receiving candidates' names from the executive recruiter, Avery Associates, the week of August 18. The City is conducting two surveys--one for all current OAS employees and the second for OAS volunteers--seeking input on the qualities and characteristics a Director should have to be successful and recommended priorities for OAS. In addition to the anonymous surveys, City staff are conducting interviews with key OAS stakeholders. Ms. Cotton reported that the candidates would be interviewed by two interview panels made up of City staff representing various backgrounds as well as community members and animal welfare experts. The final decision regarding which candidate to hire will be made by City Administrator Henry Gardner.

##### ***Veterinarians***

The City is hiring three new part-time vets (for a total of four part-time vets = 1 full-time equivalent). Two of the three part-time vets are expected to start in the next two weeks. The third is in the process of being background checked. City staff are working to expedite background checks and processing of the required paperwork.

The question arose as to whether the City could outsource to other vets or organizations to assist with spay/neuter. It was noted that the Fix Our Ferals clinic has made this offer in the past.

##### ***Action Item (for Karen Boyd and City staff)***

Karen Boyd will research this possibility and report back to the Committee.

#### **5. Stakeholder Interviews**

During the meeting, Ms. Cotton interviewed the Community Advisory Committee as a key stakeholder group. Her questions focused on the Committee's recommendations regarding the new Director's priorities, the traits necessary to be successful in the job, and how the Committee can help the new Director be successful. The feedback received from the stakeholder interviews and the anonymous online surveys of shelter staff and volunteers will inform the evaluation of candidates during the interview and selection process.

## 6. Policy & Best Practices Subcommittee

The Best Practices Subcommittee (Kate O'Connor, Ann Dunn, Willow Liroff and Amelia Funghi) presented a request to immediately reinstate (by September 15) three OAS programs that have been discontinued in the last year:

1. Volunteer enrichment programs for dogs
2. Limited in-house foster program (if no rescue group is available)
3. Intervention feedings for underweight kittens, those not gaining adequate weight and shelter cats who are not eating.

Several committee members spoke about how important these programs have been and expressed concern about why they were eliminated. Previously the dog enrichment program was staffed by well-trained dog volunteers who would help socialize shy, frightened dogs or poorly trained dogs to optimize their adoptability. They are concerned that dogs whose behavior could be improved through additional contact, enrichment and training are being grouped with more aggressive dogs, thus increasing their fear and minimizing their adoptability.

After a lengthy discussion, other committee members expressed reservations about formally recommending reinstatement of these programs, which would have an operational impact, without better understanding the reasons the programs were discontinued. There was also concern expressed about the Committee making very specific operational requests before addressing the larger goal of making policy and best practices recommendations.

### ***Action Item (for Karen Boyd and City staff)***

Karen Boyd offered to informally take the draft recommendations back to City staff to gain a better understanding about why these programs were discontinued and whether there are impediments to reinstating the programs.

The Policy & Best Practices Subcommittee also presented a list of a dozen categories of policy and protocol considerations to address, including:

1. Cleaning and Basic Care
2. Intake and Customer Service
3. Behavior Assessment (initial and ongoing)
4. Interventions: Health and Behavior
5. Euthanasia
6. Live Release
7. Medical Oversight and Quality of Life

8. Volunteer Program (highest and best use of volunteers)
9. Community Outreach
10. Animal Control
11. Program Development
12. Data Collection and Use

Due to the scope of policy issues to consider, the Committee established the four additional subcommittees to focus on priority areas of concern. These include:

1. Euthanasia & Behavior Assessments
  - a. Kate O'Connor
  - b. Willow Liroff
  - c. Deirdre Strickland-Meads
  - d. Amelia Funghi
2. Intake/Customer Service/Live Release
  - a. Ann Dunn
  - b. Willow Liroff
  - c. Amelia Funghi
3. Interventions/Medical Oversight/Cleaning & Basic Care
  - a. Jen Dalmasso
  - b. Allison Lindquist
4. Community Outreach
  - a. Jen Dalmasso

## **7. Framework/Resolution for Permanent Advisory Body Subcommittee**

The Framework/Resolution Subcommittee (Deirdre Strickland-Meads, Amelia Funghi and Willow Liroff) presented a draft resolution to formally establish the Oakland Animal Services Community Advisory Commission for the Committee's consideration. Committee members advised several revisions. A final draft will be presented at the next meeting for adoption by the Committee.

## **8. Next Steps**

OAS staff invited members of the Community Advisory Committee for a tour of the shelter. The Committee decided to hold its **next meeting on Wednesday, September 10 at 4:30 at OAS, located at 1101 29<sup>th</sup> Avenue, Oakland.**

The meeting was adjourned at about 6:45 pm.