



Animal Shelter Advisory Committee
Agenda

November 17, 2011 6:00 p.m. to 8:00 pm
City Hall 2nd Floor Conference Room

1. A regular meeting of the Animal Shelter Advisory Committee (A.S.A.C.) was held in the Second Floor Conference Room, City Hall and was called to order at 6:02 p.m. by Ellen Smyth, Director of Environmental Services.

Members were asked to make sure they signed the sign in sheet and a quorum was met.

Board Member	Present	Absent
Janice Nutt		X
Yoli Barbe	X	
Ira (Joe) Barbe	X	
Eddie Sandaval		X
Ruth Reyes		X
Robert Melson	X	
Carla Cardoza		X
Patricia Gonzalez	X	
Ann Morgan-Lilly	X	
Dr. Bernie Page	X	

2. Introduction of all committee members and staff was done. Mrs. Smyth gave a short overview of how the change from Health Department to Environmental Services happened for Animal Services.
3. Election
Robert Melson nominated Yoli Barbe, but she declined due to being Vice-Chairperson on the Animal Welfare Advisory Committee. Mrs. Smyth nominated Dr. Bernie Page for Chairperson and Dr. Page accepted.

Motion made by Yoli Barbe and seconded by Representative Ann Morgan-Lilly to have Dr. Bernie Page as Chairperson. Passed unanimously.

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Mrs. Barbe nominated Ira (Joe) Barbe for Vice-Chairperson and Mr. Barbe accepted.

Motion made by Yoli Barbe and seconded by Robert Melson to have Ira Barbe as Vice-Chairperson. Passed unanimously.

4. Approval of July 16, 2010 minutes

The minutes of the last two meetings were found to have not been signed.

Motion made by Yoli Barba and seconded by Robert Melson to approve the July 16, 2010, minutes as written. Passed unanimously.

5. Approval of November 18, 2010 minutes

Motion made by Robert Melson and seconded by Representative Ann Morgan-Lilly to approve the November 18, 2010, minutes as written. Passed unanimously.

6. Discussion and action on SOP (Standard Operating Procedure) for ASAC agendas

Mrs. Smyth gave ground rules for standard operating procedures for the meetings. They include a time limit on items of discussion, items of importance on the agenda and the meeting itself. The committee is in agreement and thanked Mrs. Smyth for the effort in streamlining and focusing these meetings for a meaningful event. Larry Brunt of Animal Services reports on the last items of from the last meeting and the outcome.

Motion was made by Yoli Barbe and seconded by Joe Barbe to accept the new standards and time limits of the agendas. Passed unanimously.

7. Discussion and action on combining AWAC and ASAC

The combination of the two committees is discussed at length. All members at some point expressed concern that the structure and

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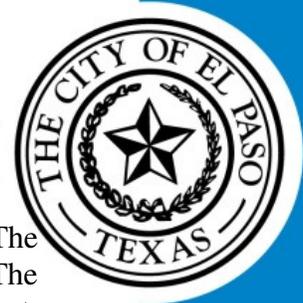
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direction are the paramount vision and should not be deviate from. The place of the meetings is going to be moved to Animal Services. The number of meetings will be discussed when the two committees meet. Representative Morgan-Lilly suggested that the changes in items of ordinance go through L.R.C. Dr. Page expressed the desire of the Veterinary Association to cooperate more with committees if they have the same direction and purpose.

Motion made by Robert Melson and seconded by Representative Morgan-Lilly to plan a combined A.S.A.C. with A.W.A.C. meeting to discuss the merging of the two committees. Passed unanimous.

Action item: Mrs. Smyth will work with attorneys to draw up the papers to combine the two committees.

8. Discussion on items and schedule for future meetings

Future meetings are agreed for the second Wednesday of every month. This will be discussed with the members of A.W.A.C. along with the A.S.A.C. members in a meeting set for December 14th at Animal Services Meeting Room at 6:00 p.m.

Motion made by Robert Melson and seconded by Representative Morgan-Lilly to meet with the A.W.A.C. members to discuss future scheduling and number of meetings. Passed unanimous.

Action item: By next meeting Mrs. Smyth will bring the attorneys' suggestions on combining the two committees.

Action item: Staff will send out a list of Animal Services Projects to all the A.S.A.C. and A.W.A.C. members.

9. Not having any additional needs of discussion the meeting was adjourned at 7:04 p.m.

Motion made by Bob Melson and seconded by Representative Morgan-Lilly to adjourn. Passed unanimous.

Prepared by: Larry Brunt, Animal Services

Approved by: _____

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S E R V I C E S O L U T I O N S S U C C E S S

AWAC Chair



DRAFT

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Environmental Services Department

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