

**Animal Shelter Advisory Committee
February 13, 2013
Minutes**

1. A meeting of the Animal Shelter Advisory Committee was held at the Conference Room at the Animal Services Shelter and was called to order at 6:04 p.m. by Dr. Roger Freund, nominated to conduct this meeting.

Board Member A.S.A.C.	Present	Absent
Dr. Roger Freund	X	
Patricia Gonzalez	X	
Betty Hoover		X
Linda Krasowski	X	
Rep. Ann Morgan-Lilly		X
Robert Melson	X	
Janice Nutt	X	
Julie Rutledge	X	
Eddie Sandoval	X	
Regina Wagner	X	

Environmental Services staff present: Kurt Fenstermacher, Dr. Nina Cloud, Sandra Pellegrini, Bernie Page.

Public present: Barbara Candelaria, Connie Jimenez.

2. Discussion on the approval of ASAC January 9, 2013 minutes

Committee members were asked if there were any questions or revisions. Julie Rutledge requested her name to be removed from voting on item number two since she was not present at that time. Ms. Rutledge also requested a correction on item number 5, to read that she had questioned the qualifications of ASAC to conduct such inspections. Patricia Gonzalez requested the date of the sub-committee meeting to be changed to the 20th.

Motion made by Patricia Gonzalez and seconded by Eddie Sandoval to accept the January 9, 2013 minutes with corrections.

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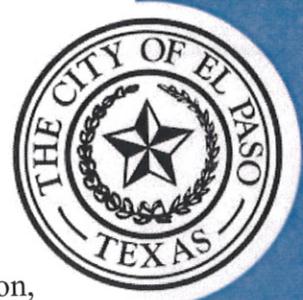
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Ayes: Roger Freund, Patricia Gonzalez, Linda Krasowski, Robert Melson, Janice Nutt, Julie Rutledge, Eddie Sandoval, Regina Wagner.

Nays: None

3. Discussion and action on election of Animal Shelter Advisory Committee Chairperson

Committee members discussed the need to have a person elected as Chairperson due to Charles Hooten's resignation from ASAC on February 4, 2013.

Motion made by Regina Wagner and seconded by Patricia Gonzalez to nominate Roger Freund as Chairperson of ASAC. Nomination accepted by Dr. Roger Freund.

Ayes: Patricia Gonzalez, Linda Krasowski, Robert Melson, Janice Nutt, Julie Rutledge, Eddie Sandoval, Regina Wagner.

Nays: None

4. Discussion and action on Sub-committees' reports:

- a. Free Roaming Cats Chairperson Regina Wagner advised that the number of individuals contacting Sun City Cats requesting to become volunteers has increased. Animal Services and Sun City Cats continue to communicate and share ideas seeking more ways to offer solutions to the free-roaming cats' issue. Ms. Wagner advised that there has been a significant increase on the number of local businesses that are becoming involved on this effort as well as in the use of social media to communicate information. Sun City Cats has concentrated on relocating animals, which has proved to be a complex process; Ms. Wagner is purchasing and having relocation traps built. Participating veterinarians continue to help

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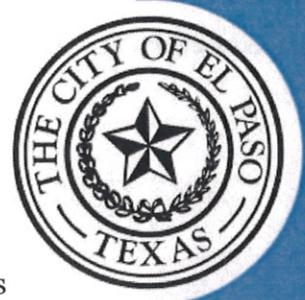
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Sun City Cats and to educate the public on TNR programs. Ms. Wagner advised they are compiling list of all local rescue groups and have asked members of the public to help them distribute their contact information. Humane Society of United States contacted Sun City cats and asked for approval to add Sun City Cats to their website, their request was approved. Sun City Cats website is currently being updated with more tips and information. Cost analysis study for Microchipping TNR cats is still ongoing. Roger Freund requested a report from Sun City Cats to be turned in at the next ASAC meeting to have an accurate idea of the number of cats managed through their program. Julie Rutledge asked about the location where educational materials are being distributed, to which Ms. Wagner responded that they are being distributed at different pet stores, veterinarian clinics, etc., across the City. Ms. Wagner advised that Sun City Cats efforts are not limited to one area, but that they prefer to target a specific area at the time to address the free roaming cats issue properly and then move to the next one. She also mentioned that an adequate financial background is important but continues to be an issue for Sun City Cats. Janice Nutt advised that rescue groups should help some more.

Motion: No action taken.

- b. Public Education and Outreach, resignation of member Loretta Hyde. Chairperson Patricia Gonzalez advised that Ms. Hyde resigned from the sub-committee and advised that anyone who wished to join should let her know immediately. Barbara Candelaria requested to join and was accepted as a member. Connie Jimenez advised that Ms. Hyde was disappointed about the lack of support from ASAC on the last vaccination event she organized. Roger Freund expressed that is important to point out what is required when organizing such events to ensure that those without proper knowledge are aware of requirements. Regina Wagner advised that issue was her questioning the wording on the

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flyer distributed to the public by Ms. Hyde, which advised that ASAC endorsed the event. Roger Freund advised that ASAC cannot and should not endorse this type of event due to the status of members appointed by City officials. Robert Melson agreed that the committee should not be sponsoring such events. Connie Jimenez requested more support for rescue groups whenever they organize public events. Robert Melson advised that the role of ASAC is not to endorse or advise outside groups. Kurt Fenstermacher advised that ASAC may provide guidance and advice to Animal shelters according to ordinance. Julie Rutledge requested the definition of Shelter and who are those shelters; Regina Wagner advised that a Shelter is a facility that keeps or legally impounds stray, homeless, abandoned, or unwanted animals.

Motion: No action taken.

- c. Pet Foster Program. Kurt Fenstermacher advised that Larry Brunt will not be in charge of this committee since it would be a conflict of interest due to his role as Animal Services Volunteer and Pet Foster Coordinator, and advised that a status report can be provided to ASAC members. It was requested for Janice Nutt to provide a report on the work done previously. Julie Rutledge asked if the role of subcommittees is to provide additional information to ASAC so that they can provide report it to City Council. Roger Freund advised information provided by ASAC can be used as a reporting tool to make recommendations to City council.

Motion: No action taken.

- d. Inter-governmental Relations Chairperson Robert Melson advised that he is still waiting on authorization from City Council to contact other entities. Roger Freund suggested that he should send a letter to City Council members and request that authorization. Melson advised that he has made this request repeatedly and no

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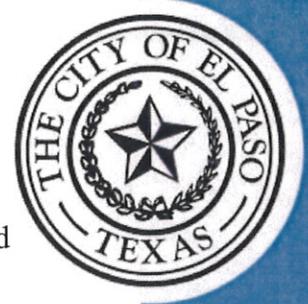
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answer has been received. Open communication is important and he needs someone at City Council to approve him to approach other entities authorities. Melson proposed an invitation to be extended to other entities to be represented on this committee. Julie Rutledge advised only City Council is able to appoint members. Freund and Rutledge advised to extend an open invitation to representatives to attend ASAC meetings. Roger Freund proposed to submit quarterly reports to City Council; Robert Melson suggested chairman to submit such report directly to City Council. Kurt Fenstermacher requested Dr. Cloud to approach ASAC and coordinate to provide reports to City Council and advised of ASAC requirement to provide an annual report. Freund advised reports will be send to City Council quarterly.

Motion: No action taken.

- e. Responsible Pet Ownership discussed to combine the Responsible Pet Ownership and Public Education and Outreach sub-committees. Regina Wagner requested an updated sub-committee member's list; Kurt Fenstermacher requested the current membership list to be sent out to ASAC members. Roger Freund requested to have an updated member list by next meeting.

Motion made by Janice Nutt and Seconded by Robert Melson to combine the Pet Ownership and Public Education and Outreach sub-committees into one.

Ayes: Roger Freund, Patricia Gonzalez, Linda Krasowski, Robert Melson, Janice Nutt, Julie Rutledge, Eddie Sandoval, Regina Wagner.

Nays: None

- f. Housing, Sanitation and Handling of Animals Chairperson Linda Krasowski reported that in January 2013, she conducted a first

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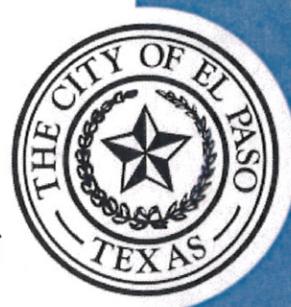
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assessment of the Animal Services Shelter with the assistance of Dr. Nina Cloud, who provided her with a copy of policies and procedures as well as other relevant information. Ms. Krasowski advised that she found the Shelter to be in compliance; to be following adequate cleaning protocols and that all animals are removed from runs and cages at the time they are cleaned and that they are disinfected properly. Ms. Krasowski stated that the time of her visit the room temperature was 72°F; that she did not see signs of distress on the animals; and that an improvement plan was reviewed by her and Dr. Nina Cloud. Ms. Krasowski reported that the design of the kennels building is not appropriate and that changes are desired. Ms. Krasowski advised that she has not finalized her assessment and wants to observe procedures, training, protocols, etc., and advised that the efforts made by Dr. Nina Cloud will bring improvement.

Motion: No action taken.

5. Discussion and action on establishment of Emergency Pet Sheltering Sub-Committee. Dr. Roger Freund requested feedback for implementation and asked if it would be feasible to create some spaces for this purpose at the Shelter. Dr. Freund volunteered to be part of this sub-committee; Robert Melson advised that available resources should be spent wisely. Roger Freund advised that even if resources are limited, a plan should be set. Janice Nutt suggested working this along with the Pet Foster program to aid those who need it the most. Dr. Nina Cloud advised that a pilot plan was started by the Health Department and offered to share info with ASAC; Roger Freund requested the info to be provided at the next ASAC meeting.

Motion: No action taken

6. Discussion and action on status of adoption reports to be submitted by rescue groups. Regina Wagner requested an update since the item was voted at a previous meeting. Julie Rutledge advised that there is no

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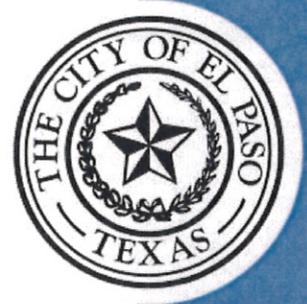
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obligation for Rescue Groups to submit reports; Regina Wagner advised that it would be beneficial to have the information on hand. Roger Freund advised ASAC would contact rescue groups and request information to be submitted voluntarily. ASAC members agreed that adoption reports should be submitted quarterly. Julie Rutledge suggested a standard report form to be created and provided to groups to use for reporting.

Motion: No action taken

7. Discussion on Animal Services statistics

Janice Nutt requested euthanasia numbers to be broken down by species and to add 79907 TNR stats to this report. Dr. Nina Cloud advised that up to February 7, 2013, 478 cats had been spayed or neutered under the grant, which would allow up to 1000 animals to be spayed or neutered; then Animal Services will have to re-apply for the same grant to target a different zip code. Julie Rutledge asked number of adoptions to be added to the City Report, Kurt Fenstermacher advised that those numbers will be added along with a "Disclaimer" advising that numbers are not provided by Animal Services. Eddie Sandoval advised that the numbers on the reports are misleading and do not reflect the real impact on the community.

Motion: No action taken

8. Call to Public

Barbara Candelaria requested a grant to help low income citizens to be put in place for spay/neuter efforts. Kurt Fenstermacher advised that spay and neuter van and voucher programs are funded by the city; he also advised about the establishment of a spay/neuter clinic, voucher program, and other plans to be established in the near future to help members of the community.

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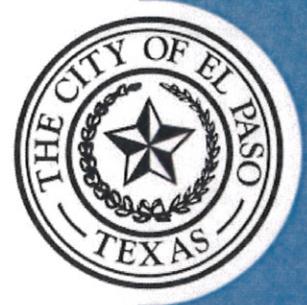


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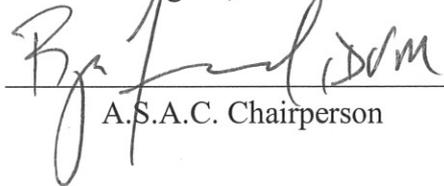
Connie Jimenez asked who would be nominated as Chairperson for combined committee and requested an update on the public service announcement. Kurt Fenstermacher advised that the Department's Public Information Officer has been working on set up and editing; he also advised that they were waiting on Patricia Gonzalez to provide feedback. Ms. Gonzalez advised that Loretta Hyde had the information and she was unaware of status of the announcements but that she would pick up and work on the item.

Regina Wagner asked the present of Feb. 28th spay/neuter worldwide Spay and Neuter day on February 28, 2013 and asked everyone to help spread information. Dr. Cloud advised the present of the Valentine's Adoption Special to take place at the Shelter on February 14, 2013.

9. Not having any more items of discussion the meeting is adjourned at 7:51 p.m.

Prepared by: Sandra Pellegrini, Animal Services

Approved by:


A.S.A.C. Chairperson

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