



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, March 10, 2015
10:00 AM

LOS ANGELES CITY HALL, ROOM 1060
200 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90012

DAVID ZAFT
President

ALANA YAÑEZ
Vice-President

JENNIFER BRENT
LARRY GROSS
ROGER WOLFSON

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9597.

Si requiere servicios de traducción, favor de notificar a la oficina con 24 horas de anticipo.

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 142015 EV

Respondent: Erica Sullivan

Complaining Witness: Susan Brown

East Valley Animal Care and Control: Captain Wendell Bowers

2. Barking Dog Case: BR 142024 SL

Respondent: Deborah Lenita Walker and Rochelle Nieshae Jones

Complaining Witness: Jon Nathan Barton

South Los Angeles Animal Care and Control: Lt. William Tranzow

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT PERIOD - (Comments from the public on items of public

interest within the Board's subject matter jurisdiction that are not on the Agenda; two minutes per speaker).

Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.

2. COMMISSION BUSINESS

A. Approval of the Minutes for the Meeting of February 24, 2015 (Action Item; public comment limited to one minute per speaker).

3. ORAL REPORT OF THE GENERAL MANAGER (Public comment limited to one minute per speaker).

4. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS (Public comment limited to one minute per speaker).

5. DISCUSSION

A. Draft Los Angeles Animal Services Expression of Esteem (LAASEE) and Certificates of Appreciation (CAPs) Standard Operating Procedure (Public comment limited to one minute per speaker).

6. BOARD REPORTS

A. Recommendations on Amending Carroll Petrie Foundation Dog Rescue Project Funds – 6 Month Update (Action Item. Public comment limited to two minutes per speaker).

7. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 A.M., March 24, 2015, at City Hall, Room 1060, 200 N. Spring Street, Los Angeles 90012.

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 200 North Spring Street, 19th Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the

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Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda. (For certain agenda items, speakers will have two (2) minutes.)

PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items. Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

Public Comment. The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

Speaker Cards. Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary **before** the item is called.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute.

Brown Act. These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

STANDARDS OF CONDUCT. Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor."

VOTING AND DISPOSITION OF ITEMS – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.

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GENERAL MANAGER

JOHN D. CHAVEZ
ASSISTANT GENERAL MANAGER

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

**CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES
BOARD OF ANIMAL SERVICES COMMISSIONERS
NOTIFICATION OF ADMINISTRATIVE APPEAL HEARINGS**

**To Be Held:
Tuesday, March 10, 2015
10:00 A.M.**

**City Hall
Room 1060
Los Angeles, CA 90012**

This serves as formal notice pursuant to Section § 53.18(q) 4 of the Los Angeles Municipal Code (LAMC) to the following parties and witnesses in the appeal(s) listed below:

- 1. Dangerous Animal Case: DA 142015 EV**
Respondent: Erica Sullivan
East Valley Animal Care and Control: Captain Wendell Bowers
Complaining Witness: Susan Brown
- 2. Barking Dog Case: BR 142024 SL**
Respondent: Deborah Lenita Walker and Rochelle Nieshae Jones
South Los Angeles Animal Care and Control: Lt. William Tranzow
Complaining Witness: Jon Nathan Barton

This hearing will not be rescheduled, except for good cause.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign Language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

For additional information, please refer to the Board's "Rules and Procedures for Appeals", or contact the Department of Animal Services at (213) 482-9558, or visit the Department's website: <http://www.laanimalservices.com/>.

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BRENDA F. BARNETTE
General Manager

JOHN CHAVEZ
Assistant General Manager

Report to the Board of Animal Services Commissioners
Brenda Barnette, General Manager

COMMISSION MEETING DATE: March 10, 2015

REPORT BY: Brenda Barnette

REPORT DATE: March 5, 2015

TITLE: General Manager

**SUBJECT: DRAFT LOS ANGELES ANIMAL SERVICES EXPRESSION OF ESTEEM (LAASEE)
AND CERTIFICATES OF APPRECIATION (CAPs) STANDARD OPERATING
PROCEDURE**

SUMMARY

The Department of Animal Services (Department) has developed a Standard Operating Procedure establishing the vetting process for the selection of *Los Angeles Animal Service Expression of Esteem* (LAASEE) awardees and recipients of *Certificates of Appreciation* (CAPs). The vetting and selection process will be conducted administratively by City staff.

BACKGROUND

On December 9, 2015, the Board approved Commissioner Wolfson's recommendation for the LAASEE commendation to recognize individuals or groups who are dedicated to the protection of all animals (companion, farm or wild) in Los Angeles, and the *Certificates of Appreciation* (CAPs) to be awarded to all shelter volunteers who have worked 100 hours or more.

The Board also approved the naming of a Commendations Commissioner to work with the Department on vetting nominations, and deleted language that committed the participation of the City Council in the vetting process.

LAASEE commendations may be awarded to LAAS employees or group projects, volunteers, outside organizations and individuals or elected officials. Nominations are to be taken from Members of the Board on a quarterly basis. CAP recipients are to be determined by shelter staff based on significant service that can include the number of fosters cared for, hours of service and years of service among other criteria.

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Report to the Board of Animal Services Commissioners

Subject: Draft SOP for LAASEE and CAPs

March 10, 2015

Page 2

The General Manager will present the selected awardees to the Board on a quarterly basis for commendation, preferably at a meeting held in the community (except when the awardees include staff).

Approved:



Brenda Barnette, General Manager

Attachments:

Motion Approved December 9, 2014

Draft Language for the LAASEE Standard Operating Procedure (SOP)

MOTION

Being that it's in the best interest of the companion, domesticated, and wild animals of the City of Los Angeles that those who have dedicated their time and energy to their protection receive public recognition by this Commission,

And that said individual, or group, can be, for example, an employee of the Department of Animal Services; a volunteer at a shelter, a rescue organization; an animal rights activist; a group project undertaken by the Department; an elected official; an individual involved in animal health care, or anyone who has taken an active role in the services under the purview of this Commission.

I THEREFORE MOVE that at the beginning of each quarter of the year, each member of this Commission shall present to the Department of Animal Services one name of any individual or group of individuals that has exemplified the kind of service and dedication for the wellbeing of animals within the Los Angeles community to which we all aspire, for a total of not more than five (5) names per quarter.

I FURTHER MOVE that the name of this commendation be the *Los Angeles Animal Services Expression of Esteem* (LAASEE).

I FURTHER MOVE that the Department properly vet these individuals or organizations promptly, allowing the Commissioner(s) to select a different individual or organization if need be.

I FURTHER MOVE that upon proper vetting by the Department, at the end of each quarter, the Commissioner shall recommend said individual or organization to the entire Board of Animal Services Commissioners. The Commission shall then vote on whether to commend the nominee.

I FURTHER MOVE that upon a majority vote, the Commission shall publicly present this individual or organization with a LAASEE bearing the seal of the City of Los Angeles and Department of Animal Services logo, at the next available meeting in the field.

I FURTHER MOVE that at these same field meetings, that all LAAS Shelter volunteers who have worked 100 hours, and after that, any set number of years, receive *Certificates of Appreciation* (CAPs) from the Commission.

During the December 9, 2014 meeting, Commissioner Zaft offered the following amendments to the Motion:

1. That, on the recommendation of Assistant City Attorney Dov Lesel, the references to the City Council's involvement in the vetting process be stricken;
2. That one Commissioner be appointed to be the Commendations Commissioner each year to work with staff to handle the vetting process and other procedural issues;
3. That for the first year the Commendations Commissioner be Commissioner Wolfson; and

4. That the Department develop a set of procedures to implement this Motion, including the vetting process.

MOVED BY

David Zaft
Commission President

SECONDED BY

Alana Yañez
Commission Vice-President

DRAFT LANGUAGE FOR LAASEE SOP

I. PURPOSE

To recognize individuals or groups who are dedicated to the protection of all animals (companion, farm or wild) in Los Angeles, the Board of Animal Services Commissioners approved the *Los Angeles Animal Service Expression of Esteem (LAASEE)* on December 9, 2015.

The commendations shall be awarded on a quarterly basis and may be bestowed to LAAS employees or group projects, volunteers, outside organizations and individuals or elected officials.

In addition, Board-approved *Certificates of Appreciation* (CAPs) will be awarded to all shelter volunteers who have worked 100 hours by March 15, 2015. After that, the Volunteer Liaisons and related staff will review volunteer hours and areas of significant service to create meaningful annual awards. This could include but not be limited to number of fosters cared for, hours of service, years of service and others.

A "Commendations Commissioner" shall be appointed and work with LAAS to plan the presentation of commendations, to encourage nominations and to help invite press about upcoming commendation ceremonies.

II. PROCESS / RESPONSIBILITIES

- 1) At the beginning of each calendar-year quarter, each member of the Board shall be invited to submit to the Board Secretary one name of any individual or group that has exemplified extraordinary service and dedication to the wellbeing of animals in Los Angeles. These names shall be kept in confidence by the Board Secretary.
- 2) Not more than five (5) names will be considered each calendar-year quarter. One quarter will be dedicated to volunteer recognition, one to staff recognition and the other two quarters will be dedicated to community members.
 - a) This process will be in addition to staff commendations recommended and bestowed by supervisors to recognize excellence.
 - b) In the event that two or more Commissioners submit the same name for consideration, the Board Secretary will promptly inform those Commissioners of this and work with them to ensure that five different nominees are considered for that quarter.
- 3) Each submission will include a 100-word (maximum) statement describing why the person should be considered for nomination.
- 4) Staff and Volunteer names will be vetted by the General Manager, Commendations Commissioner, and a representative from the City Personnel Department. Nominees should have exemplary Personnel records showing progress and should be for work and dedication above the

normal work performed, i.e. for exemplary service. Community members and groups will be vetted by the General Manager and the Commendations Commissioner.

- 5) The Board of Animal Services Commissioners empowers the "Commendations Commissioner" and LAAS to make decisions for who shall get Commendations from those nominated. This allows the nominations to be done in a professional manner without publicly declaring that a nominee was rejected should that occur.
- 6) The Commendations Commissioner shall notify the Board President that honorees have been selected so the item can be put on the agenda for the quarterly awards presentation.
- 7) At the beginning of an upcoming meeting, preferably one that is held in the community (except when the awardees include staff), LAASEE award(s) and CAPs certificates will be prepared by the Department and presented by the Board.
 - a) Prior to this meeting, the Board Secretary will notify the selected LAASEE and CAPs honorees that the Commission wishes to recognize them and give them the meeting date, time and location.

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General Manager

JOHN CHAVEZ
Assistant General Manager

Report to the Board of Animal Services Commissioners

Brenda Barnette, General Manager

COMMISSION MEETING DATE: March 10, 2015

PREPARED BY: Jan Selder

REPORT DATE: March 3, 2015

TITLE: Director of Field Operations

SUBJECT: RECOMMENDATIONS ON AMENDING CARROLL PETRIE FOUNDATION DOG RESCUE PROJECT FUNDS – 6 month update

BOARD ACTIONS RECOMMENDED:

1. APPROVE the Department of Animal Services request to use the remaining \$83,209.26 in Carroll Petrie Foundation Dog Rescue Project funds by approving the following amendment to the "Petrie Incentive."
 - a. Beginning April 1, 2015, use the Petrie funds to pay for the \$50 New Hope adoption fee for all dogs.
 - b. Announce to all New Hope Partners that the Petrie Incentive funds; \$100 for every Pit Bull/mix and \$50 for every Chihuahua/mix will expire on March 31, 2015 and all remaining adoption paperwork to request the funds must be turned in by that date.
 - c. Announce to all New Hope Partners that the Petrie Grant will now be used to pay New Hope pull fees of \$50 for all dogs adopted by New Hope Partners.
 - d. Expedite the processing of the payments due to the New Hope Partners who reported "Petrie Incentive" adoptions during the last 6 months.
2. REPORT BACK in six months with a status report.

SUMMARY:

On August 12, 2014 The Board of Animal Services Commissioners heard a proposal to use the money from The Carroll Petrie Foundation Dog Rescue Project to provide incentive to adopt Pit Bulls/mixes and Chihuahua/mixes to our New Hope Partners by giving them \$100 or \$50 when they adopted one of these two breeds and then showed proof the dog(s) had been placed. (See background)

The incentive began in September of 2014, the following is a breakdown of submissions by group, number adopted and monies owed;

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Report to the Board of Animal Services Commissioners

Recommendations to amend Carroll Petrie Foundation Dog Rescue Project Funds

March 10, 2015

Wags and Walks Rescue Group submitted 16 total Pit Bull/mix adoptions totaling \$1600.00; their submissions were from October through February.

Angel City Pit Bulls submitted 16 total Pit Bull/mix adoptions totaling \$1600.00; their submissions were from September through January.

Total outstanding payment due to date is \$3200.00, bringing the total amount still available in the Petrie Grant from \$86,409.26 to \$83,209.26

Although having 32 Pit Bulls/mixes adopted is wonderful, at this time the Department would like to amend how the Carroll Petrie Foundation Dog Rescue Project Funds are used to make the funds more readily available to all New Hope Partners.

PROGRAM SPECIFICS:

Beginning April 1, 2015 and continuing until the funds are expended, The Department will use the remaining Petrie funds to pay the \$50 New Hope adoption fee for all dogs adopted by New Hope Partners.

New Hope Partners will not need to do anything extra to receive the funds, they will adopt as always and the \$50 adoption fees will be tracked by the Department.

The use of the Petrie funds for this purpose has been reviewed by Jill Buckley from the ASPCA and she concurred this was an approved use of the Petrie funds.

BACKGROUND:

On July 8, the Department provided the Board of Animal Services Commissioners with an update on the Carroll Petrie Foundation Dog Rescue Project. In this update, the Department noted that it collected \$92,800 from this Project and spent \$6,390.74. These purchases included "Adopt Me" vests, foster ID tags, fliers and literature. As a follow up to this discussion, the Department was directed to report back on how to spend the balance of this funding.

A report with recommendations was presented at the July 22, 2014 Commission meeting. However, no action could be taken because there was no quorum.

On July 10, 2012, the Department submitted a proposal to the American Society for the Prevention of Cruelty to Animals (ASPCA), Carroll Petrie Foundation. The objective of the grant was to help increase the live-save rate of shelter dogs accepted into the Project.

ASPCA provided \$50 to the Department for each dog that was rescued in excess of the number of dogs rescued during the same month of the prior year. To receive the \$50 a dog had to be rescued as follows:

1. Transferred to a rescue group.
2. Transferred to another shelter.
3. Transferred to foster care and adopted through the foster parent.
4. Transferred to a permanent off-site location and adopted.

This grant ran from September 2012 until May 2013. During this time, Animal Services saved 1,866 dogs and collected \$92,800.

Petrie Incentive approved at the August 12, 2014 Commission meeting:

Report to the Board of Animal Services Commissioners

Recommendations to amend Carroll Petrie Foundation Dog Rescue Project Funds

March 10, 2015

This proposed incentive program would be for **New Hope partners only, who are current in their reporting, and in good standing.**

The incentive would work as follows:

- If approved, the program will start on September 1, 2014.
- The incentive will continue until the funds are expended.
- Each New Hope partner would be eligible to receive \$500 in incentive funds each month.
- New Hope partners may pull as many eligible dogs as they can care for but will only be eligible for up to \$500 per month.
- To receive the incentive, a New Hope partner must provide proof that the dog(s) pulled have been placed into an adoptive home. Dogs transferred to another rescue or agency do not count as an adoption, nor do dogs in foster care.
- The Department will provide a form to New Hope partners to report each eligible adoption. The form will include the date of adoption, animal ID number, age, breed, New Hope partner information, and name, address, e-mail and telephone number of the new owner.
- The New Hope partner will have 90 days from the date the dog is pulled to place the dog to qualify for the funds and an additional 30 days to complete their paperwork to obtain the funds. Funds will be disencumbered if the dog has not been placed in a home within 90 days, and the funds will be released and available for another dog.

The Department consulted with Jill Buckley, Senior Director of Community Initiatives, from the ASPCA about the incentive program; she concurred the incentive was an approved use of these grant funds.

FISCAL IMPACT

There is no impact on the General Fund.

Approved:



Brenda Barnette, General Manager

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____