

MEETING SUMMARY



BOARD OF ANIMAL SERVICES COMMISSIONERS CITY OF LOS ANGELES

Tuesday, June 28, 2011
10:00 AM



**Los Angeles City Hall
200 North Spring Street
Room 1060
Los Angeles, California 90012**

Melanie Ramsayer, President
Ruthanne Secunda, Vice-President
Tariq Khero
Terri Macellaro
Kathleen Riordan

mp3 Minutes are available at www.laanimalservices.com

Commissioners Ramsayer, Secunda, Macellaro and Riordan. Commissioners Khero was absent.

Meeting started at 10:22 AM.

ADMINISTRATIVE APPEAL HEARING

A. Barking Dog Revocation Case Number: BR 11315 NC

Appellant: Antonio Mares
Complaining Witness: Richard Lopez
Field Operations Supervisor, North Central Shelter, Lt. William Tranzow
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Commissioner Macellaro made a motion to overturn the recommendation of the General Manager and re-impose the original Terms and Conditions, with modifications to include: the Department will make periodic visits to observe the dog, additional training with reports to the Shelter at 30, 90 and 180 day intervals, bark collars, maintain dogs in the residence. Commissioner Secunda seconded the motion and the motion was approved on a vote of 4-0.

B. Barking Dog Revocation Case Number: BR 10397 EV

Appellant: Melanie Leist and Henry Ford
Complaining Witness: Ms. Judy Cantebury
Field Operations Supervisor, East Valley Shelter, Lt. Troy Boswell
Hearing Coordinator, Department of Animal Services, Ross Pool, Management Analyst

Neither the Appellant or the Complaining Witness was present. The Commission continued the matter until the next meeting by a voice vote with no objections.

REGULAR COMMISSION MEETING

1. PUBLIC COMMENT PERIOD

None.

2. DISCUSSION ITEMS

None

3. COMMISSION BUSINESS

A. Approval of Commission Minutes for May 10 and June 14, 2011

Approval of the Commission Minutes for May 10, 2011 was put forward to the next meeting pending inclusion of recommended changes by Commissioners.

Commissioner Riordan made a motion to approval the Commission Minutes for June 14, 2011. The motion was seconded by Commissioner Secunda and approved by a unanimous vote of 4-0.

B. Oral Report by the Commissioners on Meetings and Events Attended

Commissioner Ramsayer: Visited the South Los Angeles Shelter

Commissioner Secunda: Visited the South Los Angeles Shelter and attended the Much Love Animal Adoption.

Commissioner Macellaro: Visited the West Los Angeles Shelter and a meeting of the Friends of Los Angeles Animal Shelters.

4. GENERAL MANAGER RECOMMENDS FOR BOARD ACTION

A. Donation of Advantage II and K-9 Advantix II by Bayer Healthcare

Public Comment:

None

Commissioner Ramsayer made a motion to approve the General Manager's recommendation as stated. Commissioner Secunda seconded the motion and the motion passed 4-0.

4. ORAL REPORT OF THE GENERAL MANAGER

The General Manager reported on the following items:

Events Attended Since Last Meeting

- 6-18-2011 Speaker at UCLA Animal Law Department Seminar
Topic: Building Capacity, Marketing and Fundraising for Rescue Groups
- 6-18-2011 Stray Cat Alliance Event
- 6-23-2011 Western Veterinary School Networking meeting
- 6-25-2011 Friends of LA Animal Shelters Board Meeting
- 6-26-2011 Nuts for Mutts – New Leash on Life Event

UPDATES REQUESTED BY COMMISSION June 28, 2011

- Where we are with the ordinance to make it illegal to buy animals in Santee Alley, Venice Beach, etc. And an update on the signage that should go up as soon as this is done
 - The City Attorney's Office submitted a draft ordinance to The Public Safety Committee on 6-13-11.
- New South LA Shelter - were the changes we requested accommodated?

The Proposition F, Administrative Oversight Committee approved proceeding with these modifications:

- Installation of conduit, for closed-circuit cameras, for the dog isolation and dog quarantine areas;
- Soundproof walls of the small animal holding room ;
- Re-purpose the cat nursery to a community cat room;
- Re-purpose the exotic and reptile room to become the cat nursery;
- Re-purpose the south cat get acquainted room to become the exotic and reptile room.

Ventilation system: For that-the information is that each animal-keeping area is supplied with 100% fresh air, no recirculation of air, with 16 air exchanges per hour. (You can contrast that with most hospital rooms are 50% fresh air and 12 air exchanges per hour.)

And one last thing is that they wanted a walkway from the employee parking area to the kennels, so wild animals do not have to be walked thru the kennels - There is one there.

- Bail increase situation
 - Ross Pool submitted a draft transmittal letter to Dov last week. Dov advised he would be consulting with the Criminal Division for comment.
- On-line licensing
 - (NOTE: We currently have on-line licensing for renewing licenses. In FY10-11, we sold a little more than 2,000 renewal licenses through our on-line system.) Our Systems Staff have been working on on-line licensing for new licenses. However, the Omnibus Licensing Ordinance must pass Council to enable the Department to do new licenses on-line. We are hopeful the ordinance amendments will be passed by Council sometime this summer with on-line licensing for new licenses ready 30 days after Council passage.
 - One section in the Omnibus Lic Ord (Sec. 53.15(d)) allows us to determine in what form/format we will accept a rabies vac cert. Right now, we have to have a rabies cert in paper form signed by a vet. Once it passes, we will be able to accept it in any fashion you deem appropriate - and that enables us to do new licensing on-line. (We changed the State Law so now we need to adopt this into our code.)
 - Another section 53.15(a), provides the same language as we are proposing for the licensing part (it states "in a manner that the prescribed by the Department") for allowing flexibility on what form we can accept s/n certs.
- Are the officers in the field now equipped with mobile credit card readers (I remember Found Animals saying they would donate)
 - No. More than a year ago, Found Animals Foundation offered to provide mobile credit card readers for our Canvassing Team of 8 individuals. Our Canvassing Team was laid off a year ago. If/when we are able to hire Officers to do license canvassing or form a team for license canvassing, we will approach Found Animals for credit card readers at that time.
 - Prior to implementation, we will also have to discuss this process and gain approval from the Treasurer's Office, insure our financial vendor (Wells Fargo) can accept the readers on their system, and develop an auditing process and procedure that meets City guidelines.
- Budget and staffing concerns
 - **BUDGET:** Our FY11-12 budget is approximately \$750,000 short in our salaries account. This deficit is due to assuming furloughs of 36/26 days per employee would be in effect on July 1, 2011. Effective July 1, only RVT and certain Admin Staff (Systems, Accounting and HR, for example) are on mandatory 26 day furloughs. There is also a small salary increase (1.75%) that was not included in the draft budget. We are working with CAO to resolve the shortfall.

- **STAFFING:** We are critically short in RVT, ACT and ACO classifications. Please also keep in mind that through the Budget Process this year, all vacant positions were swept leaving us with minimal staffing levels.
 - **RVTs**– Due to attrition, we are short 5 full time RVTs. Additionally, we have 2 RVTs that are on long term leave; one is not expected back the balance of this calendar year. That leaves us with a total of 19 full time RVTs on duty to staff 7 shelters with a current shortage of 7 full time positions.

Through the managed hiring process, we have been approved to fill 4 full time RVT positions with 4 part time RVT positions. We hired 2 part time RVTs. One part time RVT is on board and working. The second part time RVT began work but was put off duty. We are working with HR on her case. We are in the hiring process for the remaining 2 (possibly 3) part time RVTs. We are also lobbying to convert 1 ACT to a full time RVT.
 - **ACTs** – Due to attrition, we are short 3 ACT positions. We have applied to Managed Hiring for permission to hire 3 ACTs and are awaiting their decision. NOTE: We have an additional 11 ACTs off duty on Worker's Comp injuries, FMLA or Admin Leave, plus another 7 on light duty due to injuries.
 - **ACOs** – We are short 1 ACO I position and 2 ACO II positions. We have applied to Managed Hiring for permission to hire and are awaiting their decision. NOTE: We have an additional 3 ACOs off duty on Worker's Comp injuries.

Commissioner Macellaro left the meeting at 11:56 AM

5. FUTURE AGENDA ITEMS

Commissioner Riordan: Follow-up on Actors and Others Request. Amendment to LAMC 53.30. Follow-up report on Administrative Citations.

Commissioner Ramsayer: Follow-up on Commission request to simplify participating vet contracts.

7. MEETING ADJOURNED

Next Commission meeting is scheduled for 10:00 A.M., July 12, 2011, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, California 90012.

Commissioner Ramsayer made a motion to adjourn the meeting. Commissioner Riordan seconded the motion and the motion passed 3-0

The meeting ended at 12:55 P.M.

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