



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES

**REGULAR MEETING AGENDA**  
**Tuesday, March 13, 2018**  
**9:00 A.M.**

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

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LARRY GROSS  
President

OLIVIA E. GARCÍA  
Vice-President

LAYNE DICKER  
ALISA FINSTEN  
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) 482-9558.

Si requiere servicios de traducción, favor de hacer pedido con 24 horas de anticipo al (213) 482-9558.

**I. 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. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

### **3. COMMISSION BUSINESS**

- A. Approval of the Minutes for Meeting of February 27, 2018. (Action Item; Public comment limited to one minute per speaker).

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

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

### **6. BOARD REPORTS**

- A. Board Report regarding Pilot Program for Volunteers from Ages 12-16. (Action Item; Public comment limited to two minutes per speaker).
- B. Discussion item – Adoption Packets. (Public comment limited to one minute per speaker).
- C. Phone Update – Urgent Call Option. (Public comment limited to one minute per speaker).
- D. Hiring Update. (Public comment limited to one minute per speaker).

### **7. ADJOURNMENT**

Next Regular Meeting is scheduled for 9:00 A.M., March 27, 2018, at City Hall 200 North Spring Street, Room 1060, Los Angeles, California 90012. (Enter on Main Street).

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 9:00 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, 221 North Figueroa Street, 6<sup>th</sup> Floor, Suite 600, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> 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 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.



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES



MINUTES

TUESDAY, February 27, 2018 at 7:00 PM

WEST VALLEY ANIMAL SHELTER  
20655 PLUMMER STREET  
CHATSWORTH, CALIFORNIA 91311

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Audio MP-3 Recording is available at [www.laanimalservices.com](http://www.laanimalservices.com)

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Larry Gross, President  
Olivia E. García, Vice President  
Layne Dicker  
Alisa Finsten  
Roger Wolfson

Meeting called to order at 7:05 p.m. Commissioners present were Gross, García, Dicker, Finsten and Wolfson. Also present from Los Angeles Animal Services (LAAS) Board Secretary Johana Moran, Assistant General Manager (AGM) Tammy Watson, General Manager (GM) Brenda Barnette and Assistant City Attorney (ACA) Dov Lesel.

**Commissioner Gross** opened the meeting, introduced staff, provided an overview of the meeting agenda, announced the upcoming departure of Ms. Moran and introduced LAAS's new Assistant General Manager Tammy Watson.

**GM Barnette** spoke about AGM Watson's professional background including prior experience working with LAAS.

**I. REGULAR COMMISSION MEETING**

**1. PUBLIC COMMENT**

**Heidi Okuhara:** Identified herself as an LAAS volunteer; commented on issues stemming from the rabbit room remodel at the West Valley Animal Shelter including that the lights are left on all day and night; suggested improvements to the placement of small-animal cages. **Paul Darrigo:** Identified himself as a member of CHULA; commended Officer Gonzalez at the West Los Angeles Shelter for the professional and compassionate manner in which he assisted an individual contesting a citation. **Phyllis Daugherty:** Stated that three LAAS employees are engaging in outside activities involving a non-profit; called for discipline; handed out related documents. **Gail Raff:** Identified herself as an LAAS volunteer; spoke on the passing of cat rescuer Joyce Newman and of Ms. Newman's impact on the community; she was a wonderful person who helped everyone. **Jim Van Gundy:** Identified himself as the Outreach Chair for the Chatsworth Neighborhood Council; welcomed the Board and praised the West Valley Animal Shelter. **Dean Wageman:** Identified himself as Chair of the Equestrian Committee for the Chatsworth Neighborhood Council; spoke on issues concerning horses in emergency situations; there may not be laws to prohibit the locking of horses in stalls; working on a proposal to modify laws and asks that LAAS request the City Attorney's office review and advise. **Andrew Brown:** Identified himself as an LAAS volunteer; spoke on the number of dogs the East Valley Animal Shelter accepts from other shelters; has led to longer stays at the shelter for East Valley dogs; suggested LAAS appoint a central supervisor to oversee transfers and ensure reciprocity and equity among shelters.

**2. NEIGHBORHOOD COUNCIL COMMENTS** - (Discussion with Neighborhood Council representatives on Neighborhood Council Resolutions or Community Impact Statements filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for the Board of Animal Services Commissioners)

None.

**3. COMMISSION BUSINESS**

A. Approval of the Minutes for Meeting of February 13, 2018.

**Commissioner Dicker** made a motion to approve the minutes of February 13, 2018. **Commissioner Garcia** seconded and the motion was approved by a unanimous vote of 5-0.

Public Comment:

None.

**4. ORAL REPORT OF THE GENERAL MANAGER**

**GM Barnette** discussed the following:

- On the passing of Joyce Newman, it is a very big loss to the community and to the cats.
- Construction at the North Central Animal Shelter; facility is fully operational; group of dogs needs to be moved out for approximately three weeks; the Department is need of fosters. **Commissioner Gross** relayed that he was notified that the rabbits do not have hay and GM Barnette replied that she will look into it. **Commissioner Dicker** asked for clarification on capacity and **GM Barnette** confirmed that capacity is adequate and this only is a temporary issue.
- Fire adjacent to North Central was put out; no injuries.
- On March 1, LAAS, LAFD and LAPD will attend the Creek Fire Community Town Hall meeting in Sylmar hosted by Councilmember Rodriguez to inform on emergency planning and preparation; agencies are discussing implementation of mandatory emergency evacuations of large animals during catastrophic situations such as fires or mudslides; staff will be offering horse microchipping services; information will be posted online soon.
- LAAS is recruiting experienced individuals for the Volunteer Equine Emergency Response Team (VEERT) and asking current Animal Control Officers to apply for the Specialized Mobile Animal Rescue Team (SMART).
- The Assistant General Manager of Life-Saving is still pending the outcome of the background check.
- GM Barnette is just back from a no-kill coalition meeting in Miami.
- Changing shelter hours contains a labor component; suggested future agenda items with the purpose of informing on City processes such as a presentation from Personnel Department and a presentation on the Procurement Process.
- The last of the ACO recruits earned with high marks and graduated from the training program.

Public Comment:



**Phyllis Daugherty:** Requested more information on the ACO trucks and offered to share video links to the previous topic she brought up.

## 5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

**Commissioner Dicker:** Working with GM Barnette on pilot program to get every dog out of their kennel every day at one shelter with the goal of extending the program to all shelters; attended a three day conference in Austin on the topic of life-saving protocols; requested to revisit the topic of auctions; requested an update on cats and kittens; spoke on the importance of recruiting and communicating with volunteers.

**Commissioner Finsten:** Requested an update on the status of the phone system and collaboration with 311.

**Commissioner Garcia:** Advocated for quarterly campaigns to inform on pet laws; need to revamp the LAAS website.

**Commissioner Wolfson:** Called for a report on response times to set benchmarks; requested update on dog guardians; pilot program to change shelter hours; requested confirmation that the dog food study will be on the agenda for the Board meeting on March 13 and **GM Barnette** was unable to confirm. **Commissioner Wolfson** spoke on the need to discuss the gift policy; reduce hold periods on animals to bare minimums; bring back motion to adjourn.

**Commissioner Gross:** Commented that the numerous empty cat cages at the West Valley Shelter are an encouraging sign; mentioned that representatives from the Heaven on Earth Society for Animals, Inc. and Latino Alliance for Animal Care Foundation could not attend this meeting but may give a presentation on their vision and plans for operation of the West Valley Spay/Neuter Clinic at the meeting in the East Valley Animal Shelter on April 24; spoke on ideas for adoption packets and video.

Public Comment:

**Gail Raff:** Mentioned that kittens are already coming into the shelter; expects influx due to lack of funding for spay/neuter trappers; fosters need more training so they do not harm kittens.

**Myrka Martinez:** Identified herself as a Council Aide for Council District 12 and thanked the Board for meeting in the community.

## 6. Board Report

### A. Annenberg Foundation Donation Acceptance.

**GM Barnette** spoke about some of Wallis Annenberg's philanthropic activities and relayed that a \$50,000.00 donation from the Annenberg Foundation identified as an unrestricted charitable contribution to Los Angeles Animal Services was received in February. Pending approval by the Board, the Mayor, and the City Council, all funds received will be deposited into the Animal Welfare

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Trust Fund (AWTF) and used to support Department programs in accordance with the provisions of the Fund.

**Commissioner Garcia** made a motion to accept the \$50,000 donation from the Annenberg Foundation, approve the deposit the funds into the AWTF, approve the disbursement of the funds in accordance to the AWTF and to forward the acceptance of this donation to the Mayor and City Council for approval. **Commissioner Wolfson** seconded and the motion was unanimously approved by a vote of 5-0.

Public Comment:  
None.

B. California Assembly Bills Concerning Animal Issues.

**GM Barnette** advised the Board that this is an unusual opportunity for LAAS to have some input on proposed legislation. **Commissioner Dicker** asked for clarification on what actions the Board could take. **GM Barnette** explained the Board could send their recommendations to City Council and then City lobbyists could work on our behalf. **Commissioner Gross** added that the Board could make a recommendation for City Council to make a recommendation to state legislators. GM Barnette provided a brief overview of the list of bills concerning animal issues including an animal abuse database, safe transportation of dogs and cats, veterinarian continuing education, kitten compassion, crime victim compensation for relocating pet costs and limitation on pet importation. The Board briefly discussed the merits of the bills. **GM Barnette** stated that she will report back with recommendations on the bills that the Board expressed interest in.

**Commissioner Gross** in his capacity as Board President confirmed that this is not an action item and the public speakers are limited to one minute each.

Public Comment:

**Phyllis Daugherty:** Commented on issues that plague registries; asserted that animals rescued from Korea are the source of the current strain of dog influenza.

**Andrew Brown:** Cautioned against promoting a bill based on the title alone and encouraged thorough research.

## 7. ADJOURNMENT

**Animal Care Technician (ACT) Veronica Perry** spoke about her long history working with Joyce Newman and recounted Ms. Newman's contributions to the community and LAAS; she will be missed; hopes to post a memorial online.

**Commissioner Gross** announced the meeting is adjourned in memory of Joyce Newman.

Meeting ended at 8:14 p.m.

Please join us at our website: [www.LAAnimalServices.com](http://www.LAAnimalServices.com)



**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LARRY GROSS  
PRESIDENT

OLIVIA E. GARCIA  
VICE PRESIDENT

**COMMISSIONERS**

LAYNE DICKER

ALISA Z. FINSTEN

ROGER WOLFSON

**City of Los Angeles**

CALIFORNIA



**ERIC GARCETTI  
MAYOR**

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**BRENDA F. BARNETTE**  
GENERAL MANAGER

**TAMMY WATSON**  
ASSIST. GENERAL MANAGER,

VACANT  
ASSIST GENERAL MANAGER, LIFE-  
SAVING

**DR. JEREMY PRUPAS**  
CHIEF VETERINARIAN

**Report to the Board of Animal Services Commissioners**

**MEETING DATE:** March 13, 2018

**PREPARED BY:** Brenda Barnette

**REPORT DATE:** March 9, 2018

**TITLE:** General Manager

**SUBJECT: REQUEST TO OFFER PILOT VOLUNTEER PROGRAM AT EAST VALLEY FOR  
STUDENTS FROM 12-16 YEARS WITH ADULT VOLUNTEER SPONSOR**

**BOARD ACTION RECOMMENDED:**

**APPROVE** staff recommendation to offer a Pilot Volunteer Program at East Valley for students from 12-16 years of age with an accompanying sponsor to volunteer at the Centers for no less than 2 hours and no more than 4 hours during a specific time period designated for minor volunteers.

**BACKGROUND:**

The Department of Animal Services receives multiple requests from students who want to volunteer in our animal shelters, who have school reports to write for class assignments and who just want to learn more about the work we do and the animals.

The Department would like to work with the City Attorney's Office to create the appropriate Permission Documents to be submitted by the parent and, if not the parent, authorizing an adult known to the family to attend a LAAS Volunteer Orientation with the minor and to be the youth's sponsor, allowing the student to accompany them during their volunteer work at the shelter during a specific 4 hour time period on Saturday. The student and their accompanying sponsors may volunteer at the Centers for no less than 2 hours and no more than 4 hours during the specific time period designated for minor volunteers.

**SUMMARY:**

With the shortness of staff in all areas of the Department, volunteer services are a critical component of our ability to give the shelter animals the extra attention that we all want them to have. We believe that this pilot program fills a community need for the students to complete their school assignments, will provide invaluable education about animals and animal shelters for students who are anxious to learn more and will provide humane education.

"Creating a Humane LA"

**AN EQUAL OPPORTUNITY EMPLOYER**

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

REQUEST TO OFFER PILOT VOLUNTEER PROGRAM AT EAST VALLEY FOR STUDENTS FROM 12-16 YEARS WITH ADULT VOLUNTEER SPONSOR

FISCAL IMPACT:

There is no fiscal impact.

Approved:

Brenda F. Barnette  
Brenda Barnette, General Manager

BOARD ACTION:

<input type="checkbox"/>	Passed	<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Passed with noted modifications	<input type="checkbox"/>	Continued
<input type="checkbox"/>	Tabled	<input type="checkbox"/>	New Date