



BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

REGULAR MEETING AGENDA
Tuesday, July 12, 2022
9:30 A.M.

Dial (669) 900-6833 to Join the Meeting and use Webinar ID No. 946 0236 9204 and then Press #. Press # again when prompted for participant ID.

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

JILL COHEN
ALISA FINSTEN
JOSE SANDOVAL

In conformity with State Assembly Bill 361 and due to concerns over COVID-19, the Board of Animal Services Commission meeting will be conducted entirely telephonically and using Zoom software.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To make your request please call (213) 482-9558. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

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

Members of the public who wish to offer public comment to the Board of Animal Services Commission should call (669) 900-6833 and use Webinar ID No. 946 0236 9204 and then press #. Press # again when prompted for participant ID. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

I. 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)

Note: The Brown Act prohibits the Board and staff from discussing a 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. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3) (Action Item; Public comment limited to one minute per speaker)

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing, the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

- B. Approval of Minutes for the Meeting of June 28, 2022 (Action Item; Public comment limited to one minute per speaker)

4. ORAL REPORT OF THE GENERAL MANAGER

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

6. BOARD REPORTS

- A. Approval to Release Two Requests for Proposals to Provide Programs and Services at the Jefferson Park Animal Shelter and the Northeast Valley Animal Shelter (Action Item; Public comment limited to one minute per speaker)

- B. Update on License Canvassing Team (Information Item; Public comment limited to one minute per speaker)
- C. Update on Fourth of July Activities (Information Item; Public comment limited to one minute per speaker)

7. ADJOURNMENT

Next Regular Meeting is scheduled for 9:30 a.m., July 26, 2022

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 9:30 A.M. For the duration of the COVID-19 emergency, the Board will meet telephonically and using Zoom software in conformity with the Governor's Executive Order N-29-20 (March 17, 2020). 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, 6th Floor, Suite 600, 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 <https://www.laanimalservices.com/about-us-2/commission/#three>

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. Each speaker will be granted a maximum of two minutes and the presiding officer reserves the ability to extend or limit the time depending on the circumstances of the meeting.

Notice to Paid Representatives. If you are compensated to monitor, attend, or speak at this meeting, City law may

require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

Time Limit for Speakers. Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during the general public comment period, which is limited to two (2) minutes per speaker (For certain agenda items, speakers will have two (2) minutes each).

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, June 28, 2022 at 6:00 PM

VIRTUAL ZOOM MEETING

Audio MP-3 Recording is available at www.laanimalservices.com

Larry Gross, President
Olivia E. García, Vice President
Jill Cohen
Alisa Finsten
Jose Sandoval

Meeting called to order at 6:02 p.m. Commissioners present were Gross, García, Cohen, and Finsten. Also present from Los Angeles Animal Services (LAAS) was Interim General Manager Annette Ramirez, Assistant General Manager (AGM) Curtis Watts, Board Secretary Francine Acuña, and Deputy City Attorney Steve Houchin.

Commissioner Gross opened the meeting, introduced staff, provided an overview of the meeting agenda, and provided instructions to the public on how to make public comments for this virtual meeting.

I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 213038 WLA

Appellant: Courtney Morton-Perry
West Los Angeles Animal Services Center: Lt. Botta
Complaining Witness: Zahra Maleki-Ghomi

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination.

Commissioner Gross made a motion to reconsider Dangerous Animal Case DA 213038 WLA.

Commissioner Cohen seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Wayne Spindler** - spoke about allowing public comment on this item.
- **James Vaughn** - stated the appellant's dogs are loving animals.
- **Shawn Azzizzadeh** - asked for clarification on why this appeal is being heard again.
- **Mele Black** - spoke about her experience with the appellant's dogs and stated they are friendly.
- **Courtney Morton-Perry** - stated that she was wrongly accused and the merits of her appeal case were biased.
- **Gail Raff** - asked why the appellant was allowed to have a breeder's permit.
- **Thomas** - stated that the appellant's dogs are friendly.

Commissioner Gross made a motion to reaffirm and uphold the decision of the General Manager.

Commissioner Finsten seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

2. Barking Dog Animal Case: BD 213133 SLA

Appellant: Martin and Juana Castaneda

South Los Angeles Animal Services Center: Lt. Spariosu

Complaining Witness: Kayla Gray and Ted Levy

The Board discussed the merits of the appeal, the evidence provided to the Hearing Examiner, and the grounds supporting the General Manager's determination.

Commissioner Gross made a motion to reconsider Barking Dog Animal Case BD 213133 SLA.

Commissioner Finsten seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Ted Levy** - spoke about the constant barking he endured from the appellant's dogs.

Commissioner Gross made a motion to reaffirm and uphold the decision of the General Manager.

Commissioner Cohen seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Public Comment was made by:

- **Cathy Serksnas** - spoke about the stats for appointments available for the shelters versus appointments actually booked.
- **Wayne Spindler** - spoke about a legal claim that was filed at the last meeting.
- **Dave Moskowitz** - spoke about the benefits of being a volunteer and being able to assist with the pet food pantry for the community.
- **Michelle Cornelius** - spoke about owner surrenders, Covid protocols, lifesaving notifications, and foster applications.
- **Brian Gilles** - stated that the back door at West Valley is still broken, spoke about the appointment system, a dog named Rocky, and the homeless situation at West Valley.

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)

Public Comment:
None

3. COMMISSION BUSINESS

- A. Findings to Continue Teleconference Meetings Pursuant to Assembly Bill 361 / Government Code Section 54953(e)(3) (Action Item; Public comment limited to one minute per speaker)

Determination in accordance with AB 361 [Government Code Section 54953(e)(3)] that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and state or local officials have imposed or recommended measures to promote social distancing,

the Board has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the Board members to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

Commissioner Gross moved to approve in determining accordance with Government Code Section 54953(e)(3) that this Board has reconsidered the circumstances of the COVID-19 state of emergency and that the state of emergency continues to directly impact the ability of the Board to meet safely in person and state or local officials continue to impose or recommend measures to promote social distancing.

Commissioner Cohen seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Wayne Spindler** - public comment made was off topic to this item.

B. Approval of the Minutes for Meeting of June 14, 2022.

Commissioner García moved to approve the minutes for the meeting of June 14, 2022.

Commissioner Finsten seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Wayne Spindler** - stated that the names of the complainants from the appeals were not listed.

4. ORAL REPORT OF THE GENERAL MANAGER

Interim GM Annette Ramirez discussed the following:

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- Update on Covid: 28 staff members have been placed off work due to Covid. South LA had 10 cases and East Valley had eight. A request was sent to volunteers for additional support at these facilities. Staff, volunteers, and visitors are required to wear a mask and social distance. Visitors are required to provide proof of vaccination or a negative Covid test. The Department is following the City of Los Angeles Covid-19 workplace safety standards.
- The West Valley volunteer liaison is in training and will officially begin on July 9. The lifesaving liaison for West Valley has been trained and is at the shelter full-time.
- Kennel cards have been placed on both sides of the kennels at West Valley.
- A request has been submitted to General Services to modify the door to the back play yard at West Valley.
- A statue outside of the West Valley shelter was vandalized and a vandalism report was submitted to the Los Angeles Police Department. The Department of Cultural Affairs was also notified so that an insurance claim can be filed to repair the artwork.
- The Department is running low on the canine flu vaccines and it is unknown when we will be receiving more.
- The Department is currently vaccinating for the rabbit hemorrhagic disease and has found that the single dose vaccine works best for the shelter environment. An additional order will be placed in conjunction with San Diego as we have done in the past.
- The Department received funding for two positions to manage the Citywide Cat Program. These positions are currently being advertised and will be filled as soon as possible.
- Adoption discount events will continue through July 8 at all six animal service centers where the Department is offering fee-waived adoptions for the first 250 dogs adopted.
- Staff attended mobile pet adoption events at two different Pet Food Express locations. Two rabbits were adopted and education was provided on how to volunteer and care for animals.
- East Valley shelter hosted a Yappy Hour event for the public to come in and meet dogs that are available for fostering. A couple of dogs did leave with fosters.
- Pet Food Pantry was held on June 12, June 19, and June 26. On June 12, there were 325 pets served at Chesterfield Square, 445 pets served at East Valley and 243 pets served at North Central for a total of 1,013 pets served. On June 19, there were 214 pets served at Chesterfield Square, 477 pets served at East Valley and 293 pets served at North Central for a total of 984 pets served. On June 26, there were 243 pets served at Chesterfield Square, 466 pets served at East Valley and 303 pets served at North Central for a total of 1,012 pets served.
- An update on the license canvasser team will be provided at the next meeting.

Public Comment was made by:

- **Wayne Spindler** - spoke on how the Department is running the shelters.
- **Gail Raff** - asked if another veterinarian was leaving the Department and stated the public's concerns are not being addressed.
- **Courtney Morton-Perry** - spoke about the shortage of vaccines and the licensing requirements.
- **Cathy Serksnas** - spoke about the appointment system and asked for a status on the cameras at all six of the shelters.
- **Michelle Kelly** - spoke about the rabbit hemorrhagic disease and recommended microchips for guinea pigs.
- **Michelle Cornelius** - asked if the Department was doing a Fourth of July foster program and asked for the procedures to assist the volunteers.

5. COMMISSIONERS' ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Gross:

- None.

Commissioner Cohen:

- Requested that an update for the Veterinarian search be placed on future agendas.

Commissioner Finsten:

- None.

Commissioner García:

- None.

Commissioner Sandoval:

- Absent.

Public Comment:

None

6. BOARD REPORTS

- A. Acceptance of a \$50,000 Grant from The Annenberg Foundation into the Animal Welfare Trust Fund and Animal Sterilization Fund (Action Item)

Interim GM Annette Ramirez requested approval to accept a \$50,000 Grant from The Annenberg Foundation into the Animal Welfare Trust Fund and Animal Sterilization Fund.

Commissioner Cohen moved to approve the acceptance of a \$50,000 Grant from The Annenberg Foundation into the Animal Welfare Trust Fund and Animal Sterilization Fund.

Commissioner Finsten seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Wayne Spindler** - spoke about the grant from The Annenberg Foundation.

- B. Approval of Letter of Agreement with Heaven on Earth Animal Clinic for Participation in the Citywide Cat Program to Provide Spay/Neuter Services for Free Roaming Cats (Action Item)

Interim GM Annette Ramirez requested approval for the Letter of Agreement with Heaven on Earth Animal Clinic for Participation in the Citywide Cat Program to Provide Spay/Neuter Services for Free-Roaming Cats.

Commissioner García moved to approve the Letter of Agreement with Heaven on Earth Animal Clinic for Participation in the Citywide Cat Program to Provide Spay/Neuter Services for Free-Roaming Cats.

Commissioner Cohen seconded and the motion was approved by a vote of 4-0.

Ayes: Gross, García, Cohen, and Finsten.

Noes: None.

Absent: Sandoval.

Public Comment was made by:

- **Wayne Spindler** - stated that animals should be allowed to have babies.

- C. Update on Fourth of July Preparations (Information Item)

District Supervisor Jennifer Curiel provided an update on the Department's Fourth of July Preparations.

Commissioner Gross asked for a follow-up report on the Department's response

to the Fourth of July activities at the next meeting.

Public Comment was made by:

- **Wayne Spindler** - stated that a phone number should be provided to report fireworks.
- **Gail Raff** - stated that people should be allowed to pull foster animals without appointments.
- **Cathy Serksnas** - stated that the press release should have been distributed sooner and asked if people need an appointment for microchipping.
- **Michelle Cornelius** - stated that volunteers need to know which animals are available for fostering.

ADJOURNMENT

Meeting adjourned at 7:18 p.m.

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

LARRY GROSS
PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

JILL COHEN

ALISA FINSTEN

JOSE SANDOVAL

City of Los Angeles

CALIFORNIA



ERIC GARCETTI
MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**

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ANNETTE G. RAMIREZ
INTERIM GENERAL MANAGER

CURTIS R. WATTS
ASSISTANT GENERAL MANAGER
Administration

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: July 12, 2022

PREPARED BY: Sharon Lee

REPORT DATE: July 6, 2022

TITLE: Senior Management Analyst II

SUBJECT: APPROVAL TO RELEASE TWO REQUESTS FOR PROPOSALS TO PROVIDE PROGRAMS AND SERVICES AT THE JEFFERSON PARK ANIMAL SHELTER AND THE NORTHEAST VALLEY ANIMAL SHELTER

BOARD ACTION RECOMMENDED:

APPROVE the Los Angeles Animal Services (Department) requests to release two Requests for Proposals (RFP) to select one or more experienced animal welfare organization(s) to provide programs and services at the Northeast Valley Animal Shelter and the Jefferson Park Animal Shelter.

BACKGROUND:

Both the Northeast Valley Animal Shelter and Jefferson Park Animal Shelter are currently operated by experienced contractors to provide a range of services that supports and supplements the work done at the six City-staffed Animal Services Centers. Both contracts are set to expire soon and in the interest of continuing these much needed services, the City is seeking to execute new contracts with one or more experienced animal organization(s) to provide services in these locations. The contract for services at the Northeast Valley Animal Shelter, located at 15321 Brand Boulevard, Mission Hills, CA started in December 2011 and is set to expire December 31, 2022. The contract for services at the Jefferson Park Animal Shelter, located at 3612 11th Avenue, Los Angeles, CA started in April 2018 and is set to expire April 26, 2023. The services to be provided will include, but not be limited to: adoption services, low cost spay/neuter surgeries, low cost veterinary services, licensing, educational outreach, and shelter maintenance. Through these RFPs, the Department is looking for one or more operators to continue providing such services.

The Proposers are not to operate these facilities as fully functioning public animal shelters. There will be no intake of animals from the public, no public calls for animal pick up, nor any law enforcement activity. The purpose is to provide the specific services as listed and described in each RFP.

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Report to the Board of Animal Services Commissioners

SUBJECT: APPROVAL TO RELEASE REQUEST FOR PROPOSALS TO PROVIDE PROGRAMS AND SERVICES AT THE JEFFERSON PARK ANIMAL SHELTER AND THE NORTHEAST VALLEY ANIMAL SHELTER

SUMMARY:

The RFPs will allow the Department to contract with one or more experienced animal welfare organizations to provide programs and services at the shelters at no cost to the City.

Upon completion of the RFP processes, the Department will make recommendations to the Board of Animal Services Commissioners on the contract award recipients.

The initial terms of the agreements shall be for three years with three one-year renewal options, exercisable at the City's sole discretion.

FISCAL IMPACT:

There is no fiscal impact to the General Fund for the release of the RFPs.

Approved:



Annette G. Ramirez, Interim General Manager

BOARD ACTION:

_____ Passed	Disapproved _____
_____ Passed with noted modifications	Continued _____
_____ Tabled	New Date _____