



ANIMAL CARE SERVICES ADVISORY BOARD

Meeting Minutes

May 27, 2020 6:30 p.m.
Livestream

ACS Board Members: Rita Braeutigam-Chair (District 4), Susan Beldon-Vice-Chair (District 9), Karen Speer-Secretary (District 5), Cynthia Cox ¹ (District 1), Martha Banda (District 2), George Garcia ¹ (District 3), Kathy Davis (District 6), Valerie Moore (District 7), Katie Jarl (District 8), Sallie Scott (District 10), Michael Shannon¹ (Mayoral)

Ex-Officio Members: Heber Lefgren, David McCary, Dr. Marilyn Gotbeter ¹

I. Call to order

Rita Braeutigam, Board Chair, convened the meeting at 6:30 p.m. Chase Fosse, Assistant to the Director, conducted roll call. Braeutigam announced the call-in number and access code that the public could use to view the virtual meeting. Fosse provided an overview of the meeting format and instructions for participating in the virtual meeting. David McCary, Assistant City Manager, provided opening remarks.

II. Consent Agenda

Fosse listed the items on the consent agenda to all be approved with one motion. The items included:

- a. Approval of Board Meeting Minutes for November 20, 2019 and January 18, 2020
- b. Approval of ACS Advisory Board FY 2020 First Quarter Report
- c. Approval of ACS Advisory Board FY 2020 Second Quarter Report
- d. Review of ACS Advisory Board Facility Inspection Reports
- e. Review of ACS Report on Year-to-Date Contracts' Performance

Braeutigam called for a motion to approve the consent agenda, contingent to removing the extra page 6 in the Second Quarter Report.

Motion: Davis motioned to approve the consent agenda contingent to removing extra page 6 from the Second Quarter Report.
Speer seconded the motion.

Vote: Ayes: Shannon, Banda, Braeutigam, Speer, Davis, Jarl, Beldon.
Nays: None.
Absent: Cox, Garcia, Moore, and Scott.

Action: **MOTION PASSED with 7 AYES, AND 0 NAYS. 4 ABSENT.**

III. Briefing on ACS's Response to COVID-19

Heber Lefgren, ACS Director, presented to the Board a presentation about how the Animal Care Services Department has responded to the COVID-19 crisis. He discussed the measures ACS took to ensure basic services continue in case of a reduction in force, as well as the operational changes implemented in response to the crisis.

¹ Indicates not present at Board Meeting

IV. Briefing on Pet Sales Survey Results and Next Steps

Fosse presented to the Board a presentation about the results of the Pet Sales Survey performed in February-March 2020 to determine public support for potential ordinance changes regarding the sale of animals.

V. Discussion of Ad Hoc Committees for Advisory Board Members

Braeutigam and Lefgren presented a list of Ad Hoc Committees proposed by the Executive Committee based on discussion at the Board Retreat in January. The proposed committees included: Facility Inspection Checklist Committee; Reporting Committee; Member Orientation Committee; Position Statement Committee; Mission Statement Engagement Committee; Continuing Education Committee. Braeutigam explained the logistics of the committees, including how many members will be on a committee, who will appoint Board and ACS staff members to each committee, and how the committees will function. Braeutigam called for a motion to approve the creation of the six Ad Hoc Committees.

Motion: Moore motioned to approve the creation of the six Ad Hoc Committees.
Davis seconded the motion.

Vote: Ayes: Banda, Braeutigam, Speer, Davis, Moore, Jarl, Beldon, Scott.
Nays: None.
Absent: Shannon, Cox, and Garcia.

Action: **MOTION PASSED with 8 AYES, AND 0 NAYS. 3 ABSENT.**

VI. Determination of Next Meeting Date

The next ACS Advisory Board meeting is scheduled for March 18, 2020 at 6:30 p.m.

VII. Adjournment

There being no further business, Chair Braeutigam called for a motion to adjourn the meeting.

Motion: Speer motioned to adjourn the meeting.
Jarl seconded the motion.

Vote: Ayes: Banda, Braeutigam, Speer, Davis, Moore, Jarl, Beldon, Scott.
Nays: None.
Absent: Shannon, Cox, and Garcia.

Action: **MOTION PASSED with 8 AYES, AND 0 NAYS. 3 ABSENT.**
The meeting adjourned at 8:22 p.m.