County of Santa Clara
Animal Advisory Commission

DATE: January 9, 2020, Regular Meeting
TIME: 6:30 PM
PLACE: Conference Room 157
County Government Center – 70 W. Hedding Street, 1st Floor
San Jose, CA 95110

AGENDA

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodations in this meeting should notify the Clerk of the Animal Advisory Commission no less than 24 hours prior to the meeting at 408-299-5001, or TDD (408) 993-8272.

Please note: To contact the Commission and/or to inspect any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to all or a majority of the Board of Supervisors (or any other commission, or board or committee) less than 72 hours prior to that meeting, visit our website at http://www.sccgov.org or contact the Clerk at 408-299-5001 or 70 West Hedding Street, 10th Floor, East Wing, San Jose, CA 95110, during normal business hours.

Persons wishing to address the Commission on a regularly scheduled item on the agenda are requested to complete a request to speak form and give it to the Deputy Clerk. (Government Code Section 54953.3.) Individual speakers will be called by the Chairperson and are requested to limit their comments to two minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue.

COMMUTE ALTERNATIVES: The Board of Supervisors encourages the use of commute alternatives including public transit, bicycles, carpooling, and hybrid vehicles.

For public transit trip planning information, contact the VTA Customer Service Department at (408) 321-2300 Monday through Friday between the hours of 6:00 a.m. to 7:00 p.m., and on Saturday from 7:30 a.m. to 4:00 p.m. Schedule information is also available on the web at www.vta.org.

Bicycle parking racks are available in the James McEntee, Sr., Plaza in front of the County Government Center building. If this Board or Commission does not meet in the County Government Center, please contact VTA for related routes.

Opening

1. Call to Order/Roll Call.

2. Public Comment.

This item is reserved for persons desiring to address the Commission on any matter within the subject matter jurisdiction of the Commission that is not on this agenda. Members of the public who wish to address the Commission on any item not listed on the agenda should complete a request to speak form and give it to the Deputy Clerk. The Chairperson will call individuals to speak in turn.

Speakers are limited to the following: three minutes if the Chairperson or designee determines that five or fewer persons wish to address the Commission; two minutes if the Chairperson or designee determines that between six and fourteen persons wish to address the Commission; and one minute if the Chairperson or designee determines that fifteen or more persons wish to address the Commission.
The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action or response is requested, the Commission may place the matter on a future agenda.

**Regular Agenda - Items for Discussion**

3. Approve minutes of the November 14, 2019 Regular Meeting.

4. Discuss Animal Advisory Commission Work Plan for Fiscal Year July 1, 2020 through June 30, 2021 (FY 2021) and Accomplishments for FY 2020, to be submitted to the Clerk of the Board by April 1, 2020, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Justice Committee. (ID# 99919)

5. Receive report relating to the status of a recommendation forwarded to the Board of Supervisors, through the Housing, Land Use, Environment, and Transportation Committee, regarding recognition for the planning and approval of the new shelter for additional parties and organizations.

6. Receive reports:
   a. Receive report relating to Spay/Neuter Program.
   b. Receive report relating to Shelter Statistics.
   c. Receive report relating to Disaster Preparedness for Animals.
   d. Receive report relating to Dog Bite Prevention.
   e. Receive report from Consumer Environmental Protection Agency. (CEPA)
   f. Receive report from Friends of San Martin Animal Shelter.

**Announcements**

7. Announcements and correspondence:
   a. Chairperson's announcements.
   b. Commissioners' announcements.
   c. Chairperson Training is scheduled for Thursday, January 30, 2020 at 4:00 p.m. in Isaac Newton Senter Auditorium, County Government Center, 70 West Hedding Street, San Jose.
   d. There is currently one vacancy on the Commission. For Internet access to the vacancies list and applications visit: https://www.sccgov.org/sites/cob/bnc/
   e. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.
Adjourn

8. Adjourn to the next regular meeting on Thursday, March 12, 2020 at 6:30 p.m. in Room 157, County Government Center, 70 West Hedding Street, San Jose.
DATE: November 14, 2019, Regular Meeting
TIME: 6:30 PM
PLACE: Conference Room 157
County Government Center – 70 W. Hedding Street, 1st Floor
San Jose, CA 95110

MINUTES

Opening

1. Call to Order/Roll Call.

Chairperson Dettmer called the meeting to order at 6:35 p.m. A quorum was present.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
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</thead>
<tbody>
<tr>
<td>Jerry Burge</td>
<td>Commissioner</td>
<td>Present</td>
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<td>Katherine Dettmer</td>
<td>Chairperson</td>
<td>Present</td>
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<tr>
<td>Cristie Kamiya</td>
<td>Vice Chairperson</td>
<td>Absent</td>
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<tr>
<td>Julia Lewis</td>
<td>Commissioner</td>
<td>Late</td>
<td>6:38 PM</td>
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<tr>
<td>Sandra Lee Petersen</td>
<td>Commissioner</td>
<td>Present</td>
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<tr>
<td>Chris Vigil</td>
<td>Chairperson</td>
<td>Present</td>
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2. Public Comment.

No public comments were received.

Regular Agenda - Items for Discussion

3. Approve minutes of the September 12, 2019 Regular Meeting.

3 RESULT: APPROVED [4 TO 0]

MOVER: Jerry Burge, Commissioner
SECONDER: Sandra Lee Petersen, Commissioner
AYES: Burge, Dettmer, Petersen, Vigil
ABSENT: Kamiya, Lewis

4. Approve Animal Advisory Commission meeting schedule for Calendar Year 2020.
   (ID# 99329)

   Commissioner Lewis took her seat at 6:38 p.m.
4 RESULT: APPROVED [5 TO 0]
MOVER: Sandra Lee Petersen, Commissioner
SECONDER: Jerry Burge, Commissioner
AYES: Burge, Dettmer, Lewis, Petersen, Vigil
ABSENT: Kamiya

5. Receive report relating to the status of a recommendation forwarded to the Board of Supervisors, through the Housing, Land Use, Environment, and Transportation Committee, regarding recognition for the planning and approval of the new shelter for additional parties and organizations. (Clerk of the Board)

The Deputy Clerk stated that the item is scheduled for the December 19, 2019 Housing, Land Use, Environment, and Transportation (HLUET) Committee meeting. In response to inquiries from Commissioners Vigil and Peterson, Jo Zientek, Director, Consumer Environmental Protection Agency (CEPA), stated that the agenda item was deferred to the December 19, 2019 HLUET meeting at the request of Administration.

5 RESULT: RECEIVED

6. Receive reports:

a. Receive report relating to Spay/Neuter Program.

Albert Escobar, Program Manager, CEPA, reported that 724 cats have been spayed or neutered; and that 157 dogs have been spayed or neutered, 129 normal breed and 28 large breed for Fiscal Year 2020. Finally, he reported that $39,595, or 26 percent of the Spay/Neuter Program budget (including participating clinics) has been spent for Fiscal Year 2020.

6.a RESULT: RECEIVED

b. Receive report relating to Shelter Statistics.

Mr. Escobar reported a 94.2 percent live release rate for calendar year 2019. He further reported that 1,014 cats and 319 dogs have been spayed or neutered at the shelter, and that 347 cats in the Return to Field program have been spayed or neutered, totaling 1,680 animals. Finally, he advised that a full-time veterinarian position is available.

6.b RESULT: RECEIVED
c. Receive report relating to Disaster Preparedness for Animals.

Mr. Escobar stated that large animal evacuation training is ongoing, and reported that the Office of Emergency Management is hosting a Disaster Sheltering for Companion Animals course, instructed by the Humane Society on January 15-16, 2020 at the Office of Emergency Management in San Jose.

6.c RESULT: RECEIVED

d. Receive report relating to Dog Bite Prevention.

Mr. Escobar stated that presentations continue for the current school year.

6.d RESULT: RECEIVED

e. Receive report from Consumer Environmental Protection Agency (CEPA). (ID# 99328)

Ms. Zientek reported that efforts are ongoing relating to publicity for the new shelter, and noted collaboration efforts with the Morgan Hill Chamber of Commerce and San Jose State University public relations students. Discussion ensued relating to additional publicity strategies for the new shelter.

6.e RESULT: RECEIVED

f. Receive report from Friends of San Martin Animal Shelter. (ID# 99471)

Linda Cunningham, Secretary, Friends of San Martin Animal Shelter, provided an overview of the written report and stated that donations were provided for a Magnetic Resonance Imaging scan for a cat named Porky, and the dedication of $50,000 dollars for the purchase of cat furnishings for the new shelter.

6.f RESULT: RECEIVED

Announcements

7. Announcements and correspondence:

a. Chairperson's announcements.

Chairperson Dettmer reminded the Commission of the November 22, 2019 celebration of the topping-off of the steel frame for the new shelter.

b. Commissioners' announcements.

No announcements were made.

c. There currently one vacancy on the Commission. For Internet access to the vacancies list and applications visit: https://www.sccgov.org/sites/cob/bnc/
d. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.

**Adjourn**

8. **Adjourn to the next regular meeting on Thursday, January 9, 2020 at 6:30 p.m. in Room 157, County of Government Center, 70 West Hedding Street, San Jose.**

Chairperson Dettmer adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Stephanie Simunic
Deputy Clerk
DATE:       January 9, 2020
TO:        Animal Advisory Commission
FROM:      Stephanie Simunic, Board Clerk I
SUBJECT:  Animal Advisory Work Plan 2021

RECOMMENDED ACTION
Discuss Animal Advisory Commission Work Plan for Fiscal Year July 1, 2020 through June 30, 2021 (FY 2021) and Accomplishments for FY 2020, to be submitted to the Clerk of the Board by April 1, 2020, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Justice Committee.

ATTACHMENTS:

- Work Plan Instructions   (PDF)
- Work Plan Template   (PDF)
- Animal Advisory Commission Fiscal Year 2019-2020 Work Plan   (PDF)
A committee comprised of Board Policy Aides and the Office of the Clerk of the Board have developed a standard template for use by Boards and Commissions in completing their annual work plans. A significant change is that work plans will be based on a fiscal year rather than a calendar year. The new work plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Clerk’s Office will then transmit the work plans to the appropriate Board Committee for review in May of each year and to the Board of Supervisors for approval in June.

Please use the following instructions when completing the work plans:

**Cover Sheet (Page 1)**

This area should include the name of the Board or Commission, the timeframe covered by the work plan (i.e. Fiscal Year 2007 July 1, 2006 – June 30, 2007) members’ names, chair’s name, and vacancies as of April 1. Do not put commissioner addresses or phone numbers on the work plan. The Board offices have access to that information if necessary. This page will need to be updated each year.

**Mission Statement: (Page 2)**

This area of the work plan should clearly state the mission of the Board or Commission. This information may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

**Historical Background: (Page 2)**

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years’ past, significant outcomes of work by the Board or Commission. NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the work plan where this is done. This page may not need to be updated each year.
Fiscal Year Work Plan: (Page 3)

This area should provide the goals/objectives (no more than 5) of the work plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments: (Page 4)

This area should address the prior year work plan accomplishments including the goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.
COUNTY OF SANTA CLARA

(Board or Commission)

FISCAL YEAR 2014-2015 WORK PLAN

AND

2013-2014 ACCOMPLISHMENTS

Members
MISSION STATEMENT:

HISTORICAL BACKGROUND:
## FISCAL YEAR 2015 WORK PLAN

<table>
<thead>
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<th>GOAL/OBJECTIVE</th>
<th>PROPOSED ACTIVITIES</th>
<th>PRIORITY RANKING</th>
<th>TIMELINE FOR COMPLETION</th>
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### PRIOR YEAR ACCOMPLISHMENTS

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<th>GOAL/OBJECTIVE</th>
<th>ACTIVITIES SUPPORTING GOAL</th>
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COUNTY OF SANTA CLARA

ANIMAL ADVISORY COMMISSION

FISCAL YEAR 2019 - 2020 WORK PLAN

AND

2018-2019 ACCOMPLISHMENTS

Members:

Sharon Clute
Chris Vigil
Sandra Peterson
Jerry Burge
Katherine Dettmer
Julia Lewis
Cristie Kamiya
MISSION STATEMENT:

To promote community awareness of responsible care, humane treatment and respect for ALL animals, through Trap-Neuter-Return and affordable spay/neuter pet population control programs, humane education and other endeavors, of which it will apprise and advise the Board of Supervisors.

HISTORICAL BACKGROUND:

The Animal Advisory Commission was established by Ordinance NS.300.393 on March 26, 1985. The Commission was established for the purpose of advising the Board of Supervisors on matters which relate to animal care, welfare and control. The powers and duties of the commission shall include: (a) to aid in coordinating and promoting pet population control measures; (b) to work with the county Office of Education on curriculum for humane education and responsible pet ownership/guardianship in the schools; (c) to investigate and find alternative ways of achieving an animal shelter at minimum cost to taxpayers; to make suggestions to the staff of the environmental management agency to strengthen the county animal control program; (e) to serve as an information and referral source on animals by working with the public and private animal welfare groups; (f) to educate the public about the seriousness of the animal control problem; (g) to advise the Board of Supervisors on any matters concerning animal control which may be referred to the Commission by the Board; and (h) to render to the Board of Supervisors at least once each calendar year a report or reports of its activities.
## FISCAL YEAR 2019-2020 WORK PLAN

<table>
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<tr>
<th>GOAL/OBJECTIVE</th>
<th>PROPOSED ACTIVITIES</th>
<th>PRIORITY RANKING</th>
<th>TIMELINE FOR COMPLETION</th>
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| 1. Monitor progress/status of proposed county shelter and adjust expectations as required. | • Review regular updates at bi-monthly meetings.  
• Contribute to additional requirements/needs to include funding/marketing methods if needed.  
• Make additional recommendations to the BOS where relevant. | 1 |  |
| 2. Identify and develop methods to benefit county Animal Care and Control (ACC) Projects. | • Increase public awareness/involvement via social media.  
• Identify POCs and partner with cities in the county.  
• Take the lead in programs that benefit county wide programs.  
• Engage and work with rescue/non-profits when mutually beneficial. | 2 |  |
| 3. Create areas of opportunity to engage the public. | • Identify underserved areas of the community.  
• Utilize social media to seek public comment and involvement.  
• Assure all county residents are afforded the same considerations. | 3 |  |
| 4. Develop additional social media outreach | • Review social media channels currently in place  
• Identify areas of opportunity to increase outreach/feedback communications and promote animal activities.  
• Suggest methods to exploit underutilized communication channels. | 4 |  |
5. Ordinance/By law-Revision

- Commission shall review by-laws and determine whether an update is thought to be needed and make a referral to County Counsel.

### 2018-2019 ACCOMPLISHMENTS AND ONGOING PROJECTS

<table>
<thead>
<tr>
<th>GOAL/OBJECTIVE</th>
<th>ACTIVITIES SUPPORTING GOAL</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>1. New County Shelter project</td>
<td>Continued to monitor shelter community information meetings as well as take public comment at Commission meetings to provide feedback and input to the Board of Supervisor.</td>
<td>Ongoing</td>
</tr>
</tbody>
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