Commissioners: Paul Jolly, President
Ken Metz
Kathleen Riordan, Vice-President
Alex Rubalcava

Members of the public are invited to address the Board of Animal Services Commissioners on any item on the agenda prior to action by the Board on that specific item. Members of the public may also address the Board on any matter within the subject matter jurisdiction of the Board. The Board will entertain such comments during the Public Comment Period. Public comment will be limited to (1) minute per individual for each item addressed and (3) three minutes on any item during the public comment portion of the meeting, unless the limitation is waived by the President of the Board.

Members of the public who wish to address the Board must complete a Speaker card and submit it to the Board Secretary prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the Board Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

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.

Si require servicios de traducción, favor de notificar la oficina con 24 horas por anticipado.

REGULAR COMMISSION MEETING, 10:00 A.M.

Commission President, Paul Jolly called the meeting to order at 10:07 AM. Members present were P. Jolly, K. Metz, K. Riordan, and A. Rubalcava.

1. REPORT OF THE GENERAL MANAGER
   A. Executive Directive MO – 1: General Manager, Jerry Greenwalt, announced that the Mayor has distributed this directive to establish parameters for Commissioner involvement in the contract bidding and evaluation processes.
B. **$100 Deposit Exemption to Rescuers**: Greenwalt reported that the Department is waiting for information in writing from the City Attorney regarding this matter and he anticipates more information will be available at the next Commission meeting.

C. **Change @ City Shelters**: Greenwalt reported that there is enough funding to adequately accommodate the business needs of customers at shelters.

D. **Licensing Canvassers**: Greenwalt reported that the Canvassers would be out in the field this week. For the last two weeks the canvassers have been distributing information on spay/neuter and vaccination. The canvassers will begin generating revenue this week.

E. **Proposition F: Construction Bond Update**: Linda Gordon, Senior Management Analyst II, gave an update and briefing on the scope, phases, and status of the Animal Services Facilities Bond Program.

F. **Public Comment**:

   1. **Pamelyn Ferdin, Private Citizen, re: Item 1E**: Asked how can members of the humane community receive a copy of the shelter designs and blueprints? Wants to make sure the entrance and receiving areas do not take-up space initially allocated for spay/neuter surgeries.

   2. **Zsuzsa Blakely, re: Item 1E**: Expressed her concern about the shelter animals. Asked if every animal will be on view? Will isolation rooms be large enough to house the animals? Recommended that kennel sanitation, feeding systems, shelter floors and guillotines be improved.

   3. **Jo Ann Wagner, re: Item 1C**: Suggested that there continues to be a problem with maintaining available cash on hand on Sunday. Stated that this problem exists not only in South Los Angeles, but also at the East Valley and West Valley shelters. Wagner asked for a status update on the Department’s Credit Card Processing ability.

2. **COMMISSION BUSINESS**

   A. **Approval of Minutes for the meeting of January 12, 2004**: Commissioner Metz moved withhold approval the minutes for the meeting of January 12, 2004 until the next Commission Meeting scheduled for February 9, 2004. Commissioner Rubalcava seconded the motion.

       The minutes for the meeting held January 12, 2004 were held over until the February 9, 2004 by a 4:0 vote.

   B. **Meetings/Events Attended**: Jolly reported that he attended a meeting with Best Friends in Utah on Homeless Pets in Utah. Learned about their retail pet centers and their attempts to bring such a business to Los Angeles offering retail pets to rescue groups in the area. Jolly also presented and attended an Adoption-Option Programs in the Oakland and Pasadena areas.
C. **Consideration of Future Agenda Items:** Commissioner Riordan asked how the public might be able to acquire blueprints on the new Animal Shelter Bond Facilities?

Commissioner Jolly asked that the Commission Calendar be present at the next Commission meeting to help the public and Board know what issues are scheduled for future meetings.

Commissioner Metz asked that the Department address enforcement of incidents of attacks on service animals and their owners.

D. **Public Comment:**
1. **Zsuzsa Blakely** – Asked if the $100 License Deposit Fee would be placed on the agenda for the next meeting?

3. **REGULAR AGENDA ITEMS**

   A. **Update: Customer Service Complaint Form** – Assistant General Manager, Regina Adams, indicated that the Department misspoke in our last meeting indicating that the forms were on the Department website. The form and its instructions have since been placed on the Department website in both English and Spanish. Commissioner Riordan confirmed that staff has been assigned to track and compare the nature of these complaints.

   B. **Pet Finder Insurance** – Greenwalt reported that the City couldn’t endorse any one agency over another. The Department supports the idea of promoting awareness of the need for affordable pet insurance. The Department will create a handout that will be distributed to the public suggesting that citizens consider enrolling in one of the available private insurance firms.

   Commissioner Riordan agreed with Greenwalt’s recommendation and expressed concern with a couple of the proposed insurance agencies. Greenwalt agreed to get specifics from the City Attorney to see why it is unfavorable to support the recommended limited free term insurance provider.

   Commissioner Jolly expressed concern that the Department is not trying to take advantage of the opportunity. Commissioner Rubalcava requested that this item be placed on the agenda for the next meeting. Rubalcava also requested the presence of the City Attorney to address the issue.

**GENERAL MANAGER RECOMMENDS FOR BOARD ACTION**

C. **Pocket Pets Fee Increase** – Commissioner Jolly excused himself from voting due to potential conflicts of interests. Greenwalt reported that other jurisdictions were polled and feels the time has arrived to increase the value of pockets pets to $5.

Commissioner Rubalcava moved to increase the pocket pet fee to $5. Commissioner Metz seconded the motion. The motion passed by a vote of 3:0.

D. **Public Comment:**
1. **Mary Catalano, re: - Item 3A:** Asked if the Department has modified the space on the complaint form because there is not much room to write on it. Requested that the

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complaint forms be unconcealed and made readily accessible at each shelter.

re:- Item 3B: Emphasized to the Commission that the Pet Finder Insurance is free for two months. Feels the Department should not be promoting any products if it can’t promote something that is free.

2. Mike Petersdorf, Pethealth, Inc. re: - Item 3B: Described the Shelter Care Program to the Board. Explained that the insurance is offered to pet owners at no charge to help cover the costs of an animal’s illness for the first 60 days post-adoption. The insurance covers the eleven most common illnesses known to shelter pets.

3. Jo Ann Wagner, re: - Item 3B: Feels it is almost every animal’s right to have access to medical attention. Made the point that putting Iams in each adoption packages is an endorsement.

4. Zsuzsa Blakely, re: - Item 3B: The Department needs to make people aware that they can get free pet insurance for eight weeks.

5. Phyllis Daugherty, Animals Issues Movement, re: - Item 3C: Thanked the Department for taking on the issue. Suggested that a basic care sheet be provided for spaying/neutering, feeding, and general care of all pocket pets.

4. PUBLIC COMMENT PERIOD

A. Michelle Doram, re: Commission Vote to Reclassify Doggie Daycare 1/12/04: Opposed to the Board’s decision to reclassify Doggie Daycares. Informed the Board that the new Doggie Daycare policy makes existing Doggie Daycares restricted from operating in C2 zones.

B. Kenneth Rivera, re: Commission Vote to Reclassify Doggie Daycare 1/12/04: Opposed the Department’s decision to reclassify Doggie Daycares. Stated that these regulations impose additional burdens would put his daughter out of business and make Doggie Daycares restricted from operating in C2 zones.

C. Heidi Shink, Client of Chateau Marmutt, re: Commission Vote to Reclassify Doggie Daycare 1/12/04: Requested the Department reconsider its decision to reclassify Doggie Daycares.

D. Michelle Rivera, Chateau Marmutt, re: Commission Vote to Reclassify Doggie Daycare 1/12/04: Opposes the Board’s decision to reclassify the Doggie Daycares and Dog Kennels. Recommended the short-term solution to grandfather-in existing Doggie Daycare. Asked that the Department work with her organization.

E. Michael Doram, Creskoff & Dorm, LLP, re: Commission Vote to Reclassify Doggie Daycare 1/12/04: Opposed to the Commission vote to reclassify Doggie Daycares as Kennels.

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F. Phyllis Daugherty, re: General Comment: Announced that LA County is offering an Animal Law Enforcement Academy. Part of the trend is to consolidate Animal Control with Law Enforcement. Information on Dog Fighting continues to be distribution to law enforcement agencies throughout the country.

G. Jo Ann Wagner, re: General Comment: Complained that members of the public are not being given attention they deserve. Animal Services staff needs to be more responsive to customers entering the shelter. Department making errors in the information about the animals on the Department website.

H. Dianne Lawrence, Proper Care and Attention, re:-General Comment: Supports the Department and urged the public to be persistent and cordial. Feels Commander Diliberto is very kind and considerate.

I. Kirsten Nelson, re:- General Comment: Asked for the status of the Department’s No Kill Plan? Asked if the current budget takes the No Kill Plan into consideration.

J. Mary Catalano, re:- General Comment: Complained that the staff is giving the public wrong information. There are no lights in the sick puppy room. Can adoption packets include information and suggestions on dog training.

K. Vijay, re:- General Comment: Requested that the Department refrain from calling rats, mice, and hamsters “pocket pets” because it devalues and minimizes the animal’s plight.

L. Pamelyn Ferdin, re: - General Comment: Asked how does she obtain copies of the new sheltering facility rooms?

M. Sheryl Greene, re: - General Comment: Stated that if the Department does not implement its mandatory spay/neuter policy, the same issues will continue. Requested that the issue be placed as an agenda item. Suggested that the service complaint form be modified to appear as one complaint/commendation form. Informed the Board that the Emergency Catastrophe Seminar has been moved April 14, 2004.

N. Zsuzsa Blakely, re: - General Comment: Requested that the $100 Dog Licensing fee be placed on the agenda for the next Commission Meeting. Requested that all animals, even evidence animals, remain on the website as long as they remain in the shelter.

5. ADJOURNMENT
Commissioner Jolly adjourned the meeting at 12:14 PM.