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.

FACILITY TOUR OF WEST VALLEY ANIMAL SHELTER

Commission Tour of West Valley Animal Shelter (starts at 6:15 p.m.). Public is welcome. The Commission meeting will begin promptly at 7:00 p.m.

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. Presentation of Certificate of Appreciation for Mimi Alet, West Valley Volunteer (Action Item; Public Comment limited to one minute per speaker).

   B. Approval of the Minutes for Meeting of February 14, 2017 (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. Staff Update on Shelter Intervention Program. (Public comment limited to one minute per speaker).

   B. Presentation on Prevention Through Education and the Benchmark Animal Rehabilitative Curriculum (B.A.R.C.) Program.; A New Solution for Common Issues. Guest Speaker: Deborah Knaan, Executive Director, Susie Spector Foundation. (Public Comment limited to one minute per speaker).

7. DISCUSSION ITEMS

8. ADJOURNMENT

   Next Regular Meeting is scheduled for 10:00 A.M., March 14, 2017, 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 (2nd) and fourth (4th) Tuesday of each month at 10:00 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, 6th Floor, Suite 600, Los Angeles, CA 90012. Board Agendas

Please join us at our website: www.LAAnimalservices.com
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 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.
Meeting called to order at 10:10 a.m. Commissioners present were Zaft, Gross, Wolfson, Garcia and Finsten arrived late. Present from Los Angeles Animal Services (LAAS) Board Secretary Regina Gallegos, Assistant General Manager (AGM) Dana Brown and General Manager (GM) Brenda Barnette; and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Zaft provided an overview of the meeting agenda.

I. ADMINISTRATIVE APPEALS

1. Barking Dog Revocation Noise Case: BR 161256 EV
   Respondent: Glenn Morren and Megan Cunningham
   East Valley Animal Care and Control: Captain Karen Knipscheer-Cox
   Complaining Witness: Bruce Gale

   The Attorney Michael Rotsten, appeared on behalf of the Respondents. Mr. Rotsten stated that there is lack of evidence to show that any of the Respondents' dogs were barking excessively. There is lack of preponderance of evidence to show that Respondent Megan Cunningham did not comply with any TRC as she was not a party to the original decision order. The Complaining Witness Bruce Gale did not attend the hearing a written statement was provided to the Department. Commissioner Gross stated that the Department has improved on reports; however this report is vague. The evidence that was raised in the hearing is not reflected of the report. Commissioner Zaft there is no bases to revoke Ms. Cunningham’s license.

   Commissioner Zaft motioned to reverse the General’s Manager’s decision and reinstated Ms. Cunningham’s license without terms and condition; continue hearing of Mr. Morren; request the hearing Officer to provide a more detailed report that includes specific findings of Mr. Morren alleged violations of the terms and conditions. Commissioner Finsten seconded the motion and was approved by a vote of 5-0
2. Dangerous Animal Case: DA 161338 WLA
   Respondent: Elizabeth Maister and Anthony Maister
   West Los Angeles Animal Care and Control: Captain Wendell Bowers
   Complaining Witness: David Haynie

   Commissioner Gross stated that the Department received a letter from the Complainant Mr. Haynie’s attorney stating that The Maisters’ appeal was filed after December 22, 2016 after which no appeal would be granted. ACA Lesel stated he reviewed the information. The General Manager’s notice was dated December 7, 2016. The appellants stated that they received the Notice of Order December 8, 2016 (one day after it was mailed) and they signed and dated the appeal on December 20, 2016 the appeal was mailed but it was not postmarked. The USPS postmark doesn’t exist. The department received it on the 28th LAMC Sec 53.18.5 (q)3 requires the appeal to be postmarked no later than 15 days after the decision is served on the owner. Assuming the appellants mailed it on the 21st or 22nd it would still be within the 15 day period. That was the holiday season and it could have arrived at the Department on December 26th or a day or even two later. In terms of the preponderance of the evidence, the fact seems to speak that it was sent in on time. Commissioner Gross stated the appeal will be heard. The Respondent Ms. Maister stated that she and her husband have been dog owners for over 25 continuous years. The hearing Officer exaggerated and skewed the evidence presented to make a strong case for declaring the dog “dangerous”. There has never been an issue with our dog. We never were told that the dog bit the gardeners. I feel that we are responsible owners. The Complaining Witness Mr. Haynie stated that the Maister’s dog went into his property and scaled over the fence; provided pictures at the hearing. The Maister’s dog escaped the property. The dog bit my daughter and she has permanent scars. There are many letters from neighbors that their dogs escape the property. The evidence is overwhelming; The Maister’s are not responsible dog owners. Ms. Maister stated that they are responsible owners.

   Commissioner Zaft asked the Maisters’ if they talked to the gardeners. Ms. Maister responded that the dog nicked the gardener. Commissioner Gross noted that there is sufficient evidence that the dog has been terrorizing the neighborhood. Ms. Maister responded that the dog has never been on the neighbor’s property and they are responsible owners. They have owned other dogs that have never bitten. Commissioner Garcia where is the dog? If the dog comes back from New Mexico what will happen to it? ACA Lesel stated the focus is if there are enough facts to determine if the dog is dangerous. The dog being out of state is secondary. Commissioner Wolfson recognized it is an intense situation commended both sides for being honest of their own experience; hope there can be healing and reconciliation on both sides. There is not enough evidence that the officer made a mistake. Are we able to accommodate the Respondents request to keep other dogs?

   Commissioner Zaft mentioned a revoked license has a 3 year period however they can apply to the General Manager to have it changed at anytime. GM
Barnette responded that it applies to any dog in possession.

Commissioner Zaft motioned to uphold the General Manager’s decision. Commissioner Garcia seconded the motion and was approved by a vote of 5-0.

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT (heard before appeals)

   Dan Guss: Thanked the Commissioners for hearing the public comment before appeals. Mentioned that the Commission has not discussed the allegations of AGM Dedeaux that were brought up in the Commission meeting of January 10, 2017. Dr. Goldman has accused AGM Dedeaux of keeping his own animals in the shelter. There are allegations of AGM Dedeaux of hiding animals from other rescuers; why hasn’t this been put on the agenda? mentioned that Councilmember Englander has not paid the City for late fees on dog licenses. How does the City expect the public to pay fees when a councilmember doesn’t?

   Phyllis Daugherty: Provided an update on Mr. Herrera who is on life support. These attacks are on the entire community. The temperament of animals comes through their blood line. Many animals being adopted out of the shelters are not being identified as pit bulls; this is a disservice to everyone; talked about a dog attacked that killed elderly women in Long Island. This is a serious matter.

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. Approval of the minutes for the meeting of February 14, 2017. Commissioner Gross made a motion to approve the minutes. Commissioner Finsten seconded the motion and it was approved by a vote of 5-0.

   Public Comment: None

4. ORAL REPORT OF THE GENERAL MANAGER

Please join us at our website: www.LAAnimalServices.com
GM Barnette discussed the following:

- The Department received several calls from filming and production companies to do work at our shelters. Four topics: 1. Animal Plant-Rescue Dogs to Super Dogs. 2. Pet Smart Commercial 3. Movie-Pillow Talk. 4. Last Chance for Animals.
- Tito’s Vodka is providing a make-over for the North Central lobby and created a professional space for the Intervention Program. This makeover project is expected to be completed by Monday, February 13, 2017. This project included new countertops and a fresh coat of paint creating a new welcoming look, below are photos of the work so far.
- A new series, “Rescue Dog to Super Dog” will be selecting dogs from our shelters to be trained to assist persons with disabilities, the dogs will filmed at the shelters when selected and again once trained and adopted by a family. Animal Planet is producing this project.
- The Strategic Planning sub-committees composed of staff at all levels of the Department, volunteers and neighborhood council members met on January 31. They were divided into 4 groups and each group worked on a different part of the strategic plan to develop strategies and timelines.
- Received a call from Recreation and Parks about a flooding in Wilmington area. Department put together food and supplies to help neighbors.
- General Services Building Maintenance Division is working with on leaks at shelters.
- Problems with phones continue. The Department is working with ITA & Frontier.
- General Services Building Maintenance Division has started conducting a preventive maintenance inspection on the guillotine doors at all six animal shelters.
- AGM Dedeaux met with ITA to discuss various options for the use of two way radios on the City’s frequency in our kennels amongst the Animal Care Technicians. This is one of many safety options the Department is looking into that will aid in providing a safer working environment for its Animal Care Technicians.
- General Services Building Maintenance Division has started conducting a preventive maintenance inspection on the guillotine doors at all six animal shelters.
- ACT Romero is currently recovering in the hospital and is expected to go home within the next few days. Staff throughout the Department have come together to expressed their wishes for her speedy recovery by way of phone calls and visits to her room in the hospital. We take safety for the public, our employees, and volunteers very seriously and hope that, with these measures, we can avoid an incident like this ever occurring again.
- AGM Dedeaux is conducting a safety equipment inventory.

Please join us at our website:  www.LAAnimalservices.com
• The Department is working with General Services Building Maintenance on additional lighting at the North Central Shelter.
• February 18, 2017 Assemblyman Gomez will host a mobile pet adoption at Echo Park Lake, dogs and cats from The North Central Animal Shelter will be available for adoption along with other various festivities.
• February 19, 2017 “Goldie Pup” will be hosting the Moorpark Mobile Pet Adoption at Moorpark Park from 11am to 4pm. East Valley Animal Shelter will have available dogs and cats for adoption.
• February 28, 2017 World Spay Day will be celebrated at Superior Foods on Avalon Blvd. with KTLA’s Gayle Anderson and Lucy Pet Foundation. Dogs and cats from the community will be spayed and neutered and pets from our North and South Los Angeles Animal Shelters will be available for adoption from 9 am to 1 pm.
• The Department is concerned about an increase in serious dog bites in the community and the GM has had conversations with our Assistant City Attorney and with the Executive Director of SHAC (State Humane Association of California). The recent dog bites to the public have not been by dogs released from our shelters but this does highlight our need to add the long overdue Animal Control Officers that have been approved to provide more safety on the streets.
• Over the weekend a minor child was bit at our Chesterfield Square South Los Angeles facility while wandering around the facility unattended by their parent. LAFD was called and transported the minor child to the hospital for treatment. Staff recommends having cameras installed in the open public kennel areas to review what occurred in any incidents, as well as to aid in any investigation that may result in a possible lawsuit.
• The West Los Angeles Animal Care and Control Center received from a 91 year old woman a call for a bird stuck in a glue board in her backyard. Animal Control Officer S. Wall responded to the call and after calming down the resident, located the glue board and used cooking oil to remove the bird from the glue. The residents were extremely impressed they took the time to write a long letter regarding his caring and professional manner. The bird was impounded and taken to the medical staff, unfortunately the bird died.
• On January 30th, the Department’s Specialized Mobile Animal Rescue Team (SMART) responded to the 13000 blk of Saticoy in the Valley for a stray cat trapped between two brick walls of a Business. The cat was wedged/stuck so well that SMART’s Registered Veterinary Technician (RVT) was called out to sedate the cat. Mineral oil was used to provide lubrication between the cat and the walls and with a good tug, the cat was finally rescued.

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Public Comment:

**Phyllis Daugherty:** Mentioned that 2 years ago DFO Salazar stated that Workman’s Compensation cases are up 350%; there are many employees hurt; 10 to 12 officers will not solve the problem; asked the Department to implement an on line registry to record dog attacks.

5. COMMISSIONERS’ ORAL REPORTS AND FUTURE AGENDA ITEMS

**Commissioner Zaft:** Mentioned attended meetings on neighborhood and feral cats in the City. Asked the Department for a report on ACT Romeo’s incident.

**Commissioner Gross:** Asked about the mobile timer for the next meeting; asked about an update on the signage at shelters.

**Commissioner Finsten:** Asked the Department how ACT Romero is recovering from her incident. **GM Barnette** Ms. Romero is home recovering.

**Commissioner Wolfson:** Passed

**Commissioner Garcia:** Asked the Department for a report back on the Shelter Intervention Reimbursement Program.

Public Comment:
None

6. Board Reports

A. Board Report re Implementation of “Capacity for Care” (C4C) recommendations for South LA Chesterfield Square as described herein that resulted from the consultation with UC Davis Shelter Medicine Program.

Dr. Hurley with UC Davis Shelter Medicine Program provided a report on “Capacity for Care” (C4C). The South LA Chesterfield Square shelter has been struggling with an inordinate influx of cats and kittens infected with life threatening virus infections know as Feline panleukopenia virus, also known as cat plague. Implementation of Capacity for Care as a pilot program at this shelter location with objectives of tracking changes, successes and challenges experienced. At the South LA shelter the amount of quality and space is modest for the amount of cats. There is 40% of live intake at the shelter. This is creating real challenges. Housing for cats is poor and not meeting guidelines; recommendation to purchase four large condos to provide additional larger double compartment housing for cats in the Kitten Room. Purchase one more 4’ X4’ cat display for the service lobby area. Each cat will have less time to stay due to space;

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decrease the length of cats stay. Consider to repurposing the current rabbit room for cat adoptions and identifying other humane housing options for rabbits. In a 3 month pilot program, drop age for Spay/Neuter and adoption for kittens to six weeks/1.5 pounds. Reduce stay hold to state mandated 72 hours for cats and dogs without identification. **Commissioner Gross** asked about the shelters length of stay difference, adoption difference and euthanasia between the shelters in the report. Dr. Hurley responded it has to do with what the shelters baseline was when they started out; some didn’t have much room for improvement as others; some the length was determined by focusing on cats that had challenges. **Commissioner Gross** commended the Department and staff; this is a great approach. GM Barnette mentioned that the Department is allowing the public to put hold on dogs and cats while they are on their stray hold period; this is a changed for the Department. Dr. Hurley stated it was a pleasure to work with the shelter and staff. **Commissioner Garcia** thanked Dr. Hurley for her work. Commissioner Wolfson stated that this is money well spent; this is good intentions. This shows the maturity of the Department and shelters; thanked Dr. Hurley wholeheartedly.

**Commissioner Wolfson** motioned to endorse the Department recommendation for South LA Chesterfield Square. **Commissioner Gross** seconded the motion and it was approved by a vote of 5-0.

Public Comment:
None


**GM Barnette** stated that the Department was asked by the Humane Society across to sign on to the letter asking that the website be to reinstalled; City Council is taking action on this. **Commissioner Zaft** mentioned Government and Washington eliminating information and reducing the amount of transparency with regard to Animal Welfare issues. **Commissioner Gross** removing this information protects animal abusers and puppy mill operators. We have a duty to do everything we can to ensure they reinstate this information on the website. **Commissioner Wolfson** agreed with Commissioner Gross.

Public Comment:

**Phyllis Daugherty:** There is pending litigation; doesn’t restrict law enforcement. This should apply to everybody; this is about Humane Organizations.
C. Staff Report Requesting Approval to Use Animal Welfare Trust Fund Monies to Repair Damage at East Valley Spay/Neuter Clinic. (Action Item; Public comment limited to two minutes per speaker).

**AGM Dedeaux** provided a report on repairs to East Valley Spay/Neuter Clinic. East Valley Spay/Neuter had a long term contractor that recently vacated the premises. The facility needs to be repaired, door handles, light fixtures etc. The Department of General Services is able to complete all the necessary work. **Commissioner Zaft** asked what General Services obligations. **Sr. MAII Forland** explained General Services maintain the facility. The contract is being reviewed. **Commissioner Wolfson** asked about the high cost of repair locks and rekey. **Sr. MAII Forland** commented that bids are high priced but the work is guaranteed.

**Commissioner Gross** motioned to approve the use of Animal Welfare Trust Fund for repairs to East Valley Spay/Neuter Clinic. **Commissioner Wolfson** seconded and it was approved by a vote 5-0.

Public Comment:
None

7. ADJOURNMENT

**Commissioner Gross** made a motion to adjourn the meeting. **Commissioner Wolfson** seconded the motion and was approved by a vote of 5 - 0.

Meeting ended at 12:20 p.m.
Report to the Board of Animal Services Commissioners

MEETING DATE: February 28, 2017
PREPARED BY: Dana Brown
REPORT DATE: February 23, 2017
TITLE: Assistant General Manager
SUBJECT: STAFF UPDATE ON SHELTER INTERVENTION REIMBURSEMENT PROGRAM

BOARD ACTIONS RECOMMENDED:

- RECEIVE AND FILE this report.

SUMMARY:

On January 23, 2016, the Board of Animal Services Commissioners authorized the approval of a pilot program to offer redemption fee reimbursements to shelter intervention programs that assist Los Angeles citizens with redeeming their companion animals from our shelters. Further, the Board authorized the use of $40,000 from the Animal Welfare Trust Fund (AWTF) to support this pilot program. Since then the Department has entered into agreements with three shelter intervention programs. Those programs are Downtown Dog Rescue, Home Dogs LA, and the Rescue Train located at South Los Angeles, North Central, and East Valley shelters respectively.

To ensure proper documentation and expedient processing through the Controller’s Office, the Department created the attached documents to guide the parties during the process. The Letter of Agreement (Attachment A) includes policies and procedures for processing reimbursements. Also attached are the Reimbursement Form and Program Affidavit (Forms A and B) both used to capture all of the necessary information related to each redemption request for reimbursement. These forms were created by the Department’s Chief Accountant and are compliant with the guidelines for reimbursement set forth by the City Controller.

UPDATE:

Reimbursements to the participants have come about slowly. Creating clear policies and procedures coupled with drawing up the appropriate supporting documentation took longer than
originally anticipated. Today, all three program administrators for the intervention programs have signed letters of agreement and have begun submitting reimbursement requests. According to our records, the following amounts have been submitted and are in the process of approval for reimbursement:

<table>
<thead>
<tr>
<th>SHELTER INTERVENTION PROGRAM</th>
<th>PENDING AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Dog Rescue</td>
<td>$707.00**</td>
</tr>
<tr>
<td>The Rescue Train</td>
<td>$9245.00</td>
</tr>
<tr>
<td>Home Dog LA</td>
<td>$4618.85</td>
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</tbody>
</table>

**It should be noted that Downtown Dog Rescue had an initial package that was submitted with some errors. We are working through that package to try and salvage some of the claims for reimbursement as will be accepted by the Controller’s Office.

**FISCAL IMPACT:**

Originally, the Board approved the use of $40,000 for this pilot program. The Department is accepting reimbursement requests dated back to the original approval of the program. For the current fiscal year it is expected that the entire $40,000 allotment will be used which includes back payments for claims dated January 23, 2016 through June 30, 2016.

Approved:

_/Brenda Barnette, General Manager_/  

Attachments

BOARD ACTION:

- _______ Passed
- _______ Disapproved
- _______ Passed with noted modifications
- _______ Continued
- _______ Tabled
- _______ New Date
Our Mission: To Promote and Protect the Health, Safety and Welfare of Animals and People.

PURPOSE OF THE PROGRAM

The purpose of this Letter of Agreement (Agreement) is to carry out the aim of the Shelter Intervention Program (SIP) to reduce the number of owned animals that enter the shelter and also assist low income pet owners to redeem their animals. The Department of Animal Services (Department) will work with non-profit animal intervention and rescue groups (Intervention Group) that enter into this Agreement for reimbursement of redemption fees paid to the Department on behalf of low income pet owners in the City of Los Angeles, making it possible for the pet owners to redeem their animals from City shelters.

The Intervention Group will offer solutions to pet owners who often believe that surrendering their animal is their only option. In addition, the Intervention Group often pays some or all of the redemption fees on behalf of a low income pet owner who cannot afford to pay all of the redemption fees. The SIP will assist low income pet owners to redeem their pet by reimbursing Intervention Group for redemption fees paid to the Department on the behalf of low income pet owners.

PILOT PROGRAM APPROVALS AND PARTICIPATING SHELTERS

The SIP is a program approved by the Board of Animal Services Commissioners on January 23, 2016, and will be piloted at the following three shelters:

1) South Los Angeles Animal Shelter (Chesterfield Square)
   1800 West 60th Street
   Los Angeles CA 90047

2) North Central Animal Shelter
   3201 Lacy Street
   Los Angeles CA 90031

3) East Valley Animal Shelter
   14409 Vanowen Street
   Van Nuys, CA 91405

Up to $40,000.00 from the Animal Welfare Trust Fund (AWTF, Fund 859) was authorized to fund the SIP. The funds will come only from miscellaneous donations into the AWTF and not from general funds and will be used to reimburse the redemption fees paid by Intervention Groups to the Department to redeem a pet on behalf of low income pet owners who are residents of the City of Los Angeles.
TERM

The program shall automatically terminate upon disbursement of the available funds. In addition, either party may terminate the Agreement by giving the other party fifteen (15) days prior written notice.

THE INTERVENTION PROGRAM

The Department will provide a reception area where a trained Intervention Group Counselor (Counselor) will welcome and greet people coming to the shelter and ask if the person wants to keep their pet. The Counselor will listen without judgment, trace the root causes of the presented problem and offer holistic solutions if the person wants to keep their pet or if they have a specific circumstance beyond the person’s control forcing them to give up their pet. Each pet owner who expresses interest in keeping his/her pet will fill out an intake form and speak with a Counselor. The Counselor will determine the steps that will be needed to assist the person, empowering and investing them in the process and work with the pet owner to provide funds when needed thereby helping solve the problem.

PROGRAM SPECIFICS - QUALIFICATIONS AND REIMBURSEMENTS

1. Definitions:

   • “Intervention” refers to an Intervention Group that intervenes or acts on behalf of a Pet Owner by paying the redemption fees required to release the animal from of the shelter.
   • “Reimbursement Form” is the claim form (Form A) issued by Department to an Intervention Group to enable it to be reimbursed for the redemption fees paid on behalf of the Pet Owner.
   • “Intervention Group” shall mean the participating non-profit animal intervention rescue group that has signed this Agreement and abides by its terms.
   • “Pet Owner” is a low income pet owner residing in the City of Los Angeles whose animal has been impounded at a City shelter and does not have the ability to pay the full redemption fees.

2. Reimbursement Program general guidelines:

   • The Intervention Group will be eligible for reimbursement after signing the Agreement.
   • The reimbursement incentive will continue until the funds are expended or the SIP terminated.
   • Each Intervention Group will be eligible to receive up to $1,500 in reimbursements each month.
   • Each Intervention Group may assist as many low income community members as they can but will only be eligible for up to $1,500 per month.
   • The Intervention Group must provide proof to Animal Services of the following:

     1. It is a Qualified 501 (c)(3) non-profit organization.
     2. It is registered with the City of Los Angeles and has a valid and current City of Los Angeles Business Tax Registration Certificate (BTRC).
     3. Has submitted a signed copy of this Agreement that has been approved by the Department.
3. Reimbursement guidelines:

- A one-time reimbursement may be up to 100% of the redemption fees paid.
- Reimbursement is limited to the legal number of allowable pets in the City.
- Funds may only be requested for animals located in the City of Los Angeles.
- The Intervention Group will have thirty (30) days from the date the animal was redeemed from the shelter to complete and submit the required paperwork to obtain the reimbursement, subject to the requirements herein and to available funds.

4. Requests for Reimbursement require the following:

- A completed reimbursement form (Form A), signed and dated by an authorized representative of the Intervention Group.
- Proof of amounts paid e.g. receipts issued by Department, attached to Form A.
- A signed affidavit (Form B) from each Pet Owner for each claim, showing whether or not the Pet Owner was able to pay any portion of the redemption fees.
  - Proof that every animal for which reimbursement is requested is:
    a. Licensed in the City of Los Angeles.
    b. Spayed or neutered.
    c. Micro chipped.

5. Redemption Procedures by Department staff:

a. Pet Owner proof of ownership is subject to verification by the Department. (See Redemption Procedures - OPS 14.)

b. Once proof of ownership has been established and the Department verifies that the animal’s impound tag matches the impound # on the cage, the animal and impound card will go to the Medical Section for weighing and physical exam of the animal.

c. If the animal does not have a microchip, one will be implanted upon the payment by owner or Intervention Group prior to the animal’s release from the shelter. The Department will log the microchip number and place a blue microchip tag on the animal’s impound collar.

d. In the event the animal has a medical condition, a D-300 explaining the medical condition will be provided to the Pet Owner.

e. Following the exit exam, the Pet Owner will be given the impound card along with microchip registration/stickers and the D-300 (if applicable) for payment of the redemption fees.

f. The Intervention Group will pay the redemption fees to the clerical staff and obtain a receipt as proof of completing the redemption activity.

PAYMENT PROCESSING

Reimbursement requests that are received by the 10th of the month and are verified by the Department will be reimbursed on a monthly basis. Requests that are incomplete or not verified will be returned to the Intervention Group by the Department to be resubmitted in a timely manner.
The completed forms should be submitted by the Intervention Group to the Senior Administrative Clerk at the shelter at which payment was made. The completed forms will be forwarded to the Administrative Accounting Section for payment processing.

FORMS TO BE SUBMITTED FOR REIMBURSEMENT

1. A copy of this Agreement signed by the Intervention Group.
2. Reimbursement Form (Form A).
3. A. Affidavit (Form B) provided by Pet Owner.
   B. Proof of Low Income status (any one of listed below) provided by Pet Owner:
      • Award letter of the amount of SSI Benefits, General Relief or Cal Works/AFDC; or
      • Southern California Gas CARE Program; or
      • DWP Lifeline Bill; or
      • W-2 Income Form; or
      • California Resident Income Tax Return – Form 540; or
      • Social Security Benefits Statement.

STEPS TO FOLLOW

1. Pet Owner and their animal stop by the Intervention Group counter to discuss their related problem with the Intervention Group Counselor, who will interview and ask if the Pet Owner wants to retain their pet or if there is a specific circumstance forcing them to give up their pet. If possible, the Counselor will determine the steps that will be needed to assist the person and work with the Pet Owner to solve the problem which will allow them to retain their pet.
2. If the Pet Owner is at the shelter to redeem their pet and has insufficient or no funds to pay the redemption fee, the Pet Owner will complete and sign the Affidavit, allowing the Intervention Group to intercede on their behalf.
3. The Pet Owner must provide the Counselor with the animal ID, proof of low income status (see list) and whether the animal has been spayed or neutered, proof of rabies vaccination and microchip.
4. The Intervention Counselor will present the Pet Owner affidavit and other documents to the shelter counter and pay the redemption fee.
5. Once the redemption fee is paid and the animal is spayed or neutered, vaccinated and microchipped, the shelter will return the animal to the Pet Owner.
6. The Intervention Group will fill out the Reimbursement Form.
7. The completed Reimbursement Form with attachments will be submitted by the IC to the Senior Administrative Clerk to be submitted for reimbursement. (See list of forms to be submitted.)

DEPARTMENTAL PAYMENT PROCESSING

Prior GAX Payment:

1. The Accounting Staff shall set up the vendor account and ask the Intervention Group to submit:

   Shelter
   Intervention
   Reimbursement
   Program
a. Proof of a qualified 501 (c)(3) non-profit organization registration.

b. City of Los Angeles Business Tax Registration Certificate (BTRC).

c. A signed copy of this Agreement for participation in the Shelter Intervention Program.

Encumbrance and GAX/DEX Payment (in accordance to City Controller’s payment guidelines):

1. The Senior Administrative Clerk shall submit to the Administrative Office – Accounting Clerk the documents compiled by the Counselor.

2. Accounting staff will check the required documentation and prepare the GAEAE encumbrance and eventually the GAX/DEX payment if the documents are complete. If the GAEAE is below $1,000, it will be routed to the General Manager or authorized personnel for approval; if over $1,000, it is further routed to the City Attorney’s office for approval.

3. Accounting staff will submit for L1 & L2 approvals and L5 Controller Approval.

4. Once approved, the Paymaster will prepare the check and mail on the next business day.

I HAVE READ THE AGREEMENT AND PROGRAM PROCEDURES AND AGREE TO ABIDE BY THEIR TERMS

Name of Animal Intervention Group: ____________________________________________

Authorized signature and Title: _______________________________________________ Date: __________

City Business License Number: ________________________________________________

Internal Revenue Service Taxpayer Identification Number: __________________________

Agreement Number: _________________________________________________________

For Department use/ approval of Intervention Group

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Shelter Intervention Reimbursement Program
Los Angeles Animal Services  
Shelter Intervention Program (SIP)  
Reimbursement Form

**Date of Animal Redemption:**

<table>
<thead>
<tr>
<th>Animal ID Number:</th>
<th>Age:</th>
<th>Breed:</th>
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<table>
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<tr>
<th>Animal Owner's Name:</th>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone Number:</th>
<th>Email Address:</th>
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<tr>
<th>Name of Person who redeemed the animal:</th>
<th>P Number:</th>
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<tr>
<th>I declare under penalty of perjury that the foregoing is true and correct</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>Signature:</td>
<td></td>
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**Intervention Partner and Group Name**

**Name of Intervention Counselor**

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<thead>
<tr>
<th>Address:</th>
<th>*Phone Number:</th>
<th>Email Address (optional):</th>
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Please submit this form and a copy of the redemption contract/agreement to Shoshana Cook Harvey no later than **30 days** from the date dog is redeemed.

**Office Use Only:**

<table>
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<tr>
<th>Redemption verified by (print name):</th>
<th>Date:</th>
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<table>
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<tr>
<th>Check if unable to verify redemption:</th>
<th>Date:</th>
</tr>
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<table>
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<tr>
<th>Amount to be paid:</th>
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FORM A
SHELTER INTERVENTION PROGRAM AFFIDAVIT

ANIMAL OWNER INFORMATION: (Please print)

Name: ___________________________ Phone ___________________________

Mailing Address: ___________________________ E-mail: ___________________________

City: ___________________________ Zip Code: ___________________________

ANIMAL INFORMATION: (Please Print)

Name: ___________________________ Breed: ___________________________ Sex ______ Age ______

License # ___________________________ Service Tag No. ___________________________ Microchip # ___________________________

Impound Date: ___________ Redemption Date ___________ Amount Paid $ ___________________________

INTERVENTION PARTNER AND/OR GROUP

Name Intervention Partner/Group: ___________________________

Mailing Address: ___________________________

City ___________________________ Zip Code ___________________________

Authorized Person Intervening: ___________________________

Amount of Assistance Provided: $ ___________________________ Date ___________________________

Please read, sign and date Affidavit: (Check items that apply)

By affixing my signature to this affidavit, I hereby declare the following:

1) I belong to the low income level and have no financial capacity to pay for the redemption fee for my impounded animal.

2) I authorize and give permission to the intervention group listed above to intervene on my behalf regarding redemption of my animal from ___________________________ (Shelter location)

3) I hereby declare I fully understand that Section 365.7 of the Penal Code prohibits any person to knowingly and fraudulently represent himself, through verbal or written notice, to be the owner of the animal being redeemed from Los Angeles Animal Services.

4) I hereby declare under penalty of perjury under the Laws of the State of California that the above information is true and correct.

Print Name and Signature ___________________________ Date ___________________________

CA Driver’s License/ID No. ___________________________ Expiration Date ___________________________

FORM B