BOARD OF ANIMAL SERVICES COMMISSIONERS
CITY OF LOS ANGELES

MEETING AGENDA
Tuesday, February 11, 2020
9:30 A.M.

LOS ANGELES CITY HALL, ROOM 1060
200 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90012

LARRY GROSS
President

OLIVIA E. GARCÍA
Vice-President

ALISA FINSTEN
JOSE SANDOVAL
ROGER WOLFSON

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.

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)

   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. Approval of Minutes for the Meeting of January 28, 2020. (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. Acceptance of a $400,000 Grant Awarded by the American Society for the Prevention of Cruelty to Animals (ASPCA); (Action Item; Public comment limited to one minute per speaker)

B. Approval of the Use of the Animal Welfare Trust Fund for Leadership and Management Skills Training; (Action Item; Public comment limited to one minute per speaker)

7. ADJOURNMENT

Next Regular Meeting is scheduled for 7:00 P.M., February 25, 2020, at the West Valley Animal Services Center, 20655 Plummer Street, Chatsworth, CA 91311.

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. 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 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 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.

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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.

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.

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.”

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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.
Larry Gross, President
Olivia E. García, Vice President
Alisa Finsten
Jose Sandoval
Roger Wolfson

Meeting called to order at 9:38 a.m. Commissioners present were Gross, García, Sandoval, and Wolfson. Also present from Los Angeles Animal Services (LAAS) was General Manager (GM) Brenda Barnette, Assistant General Manager (AGM) Tammy Watson, Board Secretary Francine Acuña, and Deputy City Attorney (DCA) Judith Thompson.

Commissioner Gross opened the meeting, introduced staff, and provided an overview of the meeting agenda.

I. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT

Dan Guss – Discussed LAAS raid at Bark n’ Bitches. Discussed Commissioners recusal for agenda items.

Wayne Spindler – Discussed allegations regarding major wrongdoing with animals.

Armando Herman – Spoke about people on staff who injure and harm animals.

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:

Dan Guss – Commented regarding the mistreatment of animals in any household in the City and the use of animals as a part of domestic violence.

Wayne Spindler – Suggested neighborhood councils do community impact statements whenever we have commissioners that are doing wrong.
Armando Herman – Discussed a struggle to provide a matter of information regarding domestic violence. Discussed three TRO’s from the City.

3. COMMISSION BUSINESS

A. Approval of the Minutes for Meeting of January 14, 2020.

Public Comment:

Dan Guss – Stated that during the last meeting he mentioned specific information regarding a Commissioner which is not published in the minutes.

Wayne Spindler – Inquired about stories related to Commissioners.

Armando Herman – Encouraged Board to include comments from previous meeting in the minutes.

Diana Mendoza – PETA – Stated nothing that has been said is in any way representative of PETA.

Commissioner Gross stated that the minutes should reflect Dan Guss’ statement that encouraged people to read his article in CityWatch regarding a special needs dog and a Commissioner.

Commissioner Gross moved to approve the minutes for the January 14, 2020 meeting with the above addition.

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

Ayes: Gross, Garcia, Sandoval, and Wolfson

Noes: None.

Absent: Finsten.

4. ORAL REPORT OF THE GENERAL MANAGER

GM Brenda Barnette

- Focused on public relations events. An event was held last week for the grand opening of Love & Leashes in the Century City Mall. Love & Leashes is an extension of our shelter system. They take dogs and cats from our City shelters and take them to the Century City mall and adopt them out. Almost like a mobile adoption event.

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Spoke at the L.A. Equestrian Committee meeting last night. The local horse community worry about the trail systems and want to know about rescues during fires. Recruited a few people who want to train on our equestrian volunteer committee that helps during disasters. There was a lot of talk about the accident about the horse on the bridge. No information is being released until the investigation is complete.

Held a variety of adoption events with discounts and continue to grow our media presence.

AGM MeLissa Webber has left to Dallas. She brought a lot to the Department and for lifesaving. We will miss her presence and her ideas.

We will be working with Dallas as they have done some innovative work with the Chameleon software. Aspire to report what activities are going on in the field and where. Look forward to having this in the City for us and our constituents.

Commissioner Gross asked for an update on the raid at Bark N’ Bitches. GM Barnette stated it is an ongoing investigation. We did get a search warrant to go in and found it appropriate to seize the dogs that were present. They are being held and in good shape. Don’t know if our officers have completed the report or if it has been forwarded to the City Attorney’s office.

Commissioner Sandoval asked how many animals were confiscated. GM Barnette stated there were 17 animals.

Public Comment:

Wayne Spindler – Made recommendations on what the GM’s report should include.

Armando Herman – Made recommendations for GM Barnette to conduct background checks.

Phyllis Daugherty – Love & Leashes is an attempt to set up a separate charity outside of the Department. GM Barnette advised to donate money to that charity rather than the City because the City might not use it for the animals. Someone there was referring us to someone who has a direct financial connection with that organization. Horse equestrian meeting and not one mention of asking them to have them license or microchip their animals. That should be mandatory like it is for dogs.

Dan Guss – Asked how can GM Barnette not check with the City Attorney about the raid before today’s meeting. Also asked why aren’t you taking advantage of people who are volunteering to take these animals into their homes.

5. COMMISSIONERS’ ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Gross:

- None

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Commissioner Garcia:
- None

Commissioner Sandoval:
- None

Commissioner Wolfson:
- None

Agenda item continued to next meeting.

Public Comment:
None.

6. Board Reports

A. Authorize Contract No. C-129781 – Amendment No. 1 – Between the City of Los Angeles and Western University of Health Sciences College of Veterinary Medicine to Provide Spay/Neuter and Related Veterinary Services at the East Valley Animal Care Center (Action Item)

Public Comment:

Wayne Spindler – Stated to make sure animals are not spay/neutered in the wrong way.

Dan Guss – Expressed concerns regarding commissioner votes.

Armando Herman – Made public comments regarding commissioner recusals.

Commissioner Garcia made a motion to Authorize Contract No. C-129781 – Amendment No. 1 – Between the City of Los Angeles and Western University of Health Sciences College of Veterinary Medicine to Provide Spay/Neuter and Related Veterinary Services at the East Valley Animal Care Center.

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

Ayes: Gross, García, Sandoval, and Wolfson

Noes: None.

Absent: Finsten

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B. Request for Qualification to Establish an On-Call Spay/Neuter Services List for Los Angeles Animal Services’ Spay/Neuter Clinics, Spay/Neuter Mobile Clinics, and Spay/Neuter Support Services (Action Item)

Public Comment:

Wayne Spindler – Asked a question regarding spay and neutering.

Dan Guss – Stated he has written proposals and RFQ’s in the private sector. You need to make sure RFQ’s are open to potential vendors 24 hours a day/365 days a year. New vendors should be able to submit new RFQ’s 365 days a year. You’ll get better services and more value for your money. Commissioner’s problems are interfering with your ability to function efficiently.

Armando Herman – Raised a concern regarding people in the organization who don’t register dogs.

Commissioner Sandoval made a motion to authorize the Request for Qualification to Establish an On-Call Spay/Neuter Services List for Los Angeles Animal Services’ Spay/Neuter Clinics, Spay/Neuter Mobile Clinics, and Spay/Neuter Support Services.

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

Ayes: Gross, Garcia, Sandoval, and Wolfson

Noes: None.

Absent: Finston

C. Report Back on the posting of Spay/Neuter billboards citywide (Information Item)

Agnes Sibal provided a report back on the costs of Spay/Neuter billboards citywide. For a one-month billboard campaign, the cost would be approximately $3,000 - $15,000/month, this amount does not include the production costs.

Agnes suggested other alternatives that are cost-efficient such as using the Next Door social networking service for neighborhoods or DASH ads. Next Door is a free online service that generates a lot of views, comments, and reactions. For the DASH ads there is a printing cost of $235 and a $280 posting fee to place 28 posters (14 English and 14 Spanish) on 14 buses on three different routes within the Valley area resulting in approximately $515.
Commissioner Gross asked about bumper stickers for City cars. AGM Watson stated bumper stickers were priced through General Services Division and were priced higher than an outside vendor. The Department is working on getting that vendor approved.

Commissioner Sandoval requested a report back on quotes for a smaller billboard.

Public Comment:

Wayne Spindler – Stated that advertising on bus benches is getting people interested.

Phyllis Daugherty – Stated the best place to put notifications are close to where people frequently shop such as 99cent stores or churches in low income areas. Also discussed the use of spay/neuter bumper stickers. Big billboards don't work.

Dan Guss – Suggested personnel make presentations at store front churches where help is needed the most. Also stated some areas of concern due to taboo issues and religious beliefs.

Armando Herman – Stated billboards should be posted near the State Bar of California


Public Comment:

Wayne Spindler – Stated there is an ethical responsibility to report wrong doings to donors.

Armando Herman – Called for a complete investigation and an audit because people do things behind closed doors.

Dan Guss – Asked where is the income from the block of licenses from Best Friends. You are doing irreparable harm to the Animal Welfare Trust Fund by transferring money in and out from Spay/Neuter Fund to Animal Welfare Trust Fund.

E. Quarterly Personnel Update

AGM Tammy Watson stated we have a total 379 positions and 56 vacancies. Currently at a 15% vacancy rate. We have hired two Admin Clerks, five Animal License Canvassers, five Animal Control Officers all through the Targeted Local Hire Program and one Public Information Director. We currently have 17 vacancies

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for Animal Care Technicians; five will start on February 3 and an additional five will tentatively start on February 24. We have 35 vacancies for Animal Control Officers and are continually working with the Personnel Department. We have six candidates who were given conditional job offers and are now in medical review. This week we will be getting an additional 15 names from the eligible list for Animal Control Officers.

Public Comment:

Wayne Spindler – Commented regarding hiring.

Phyllis Daugherty – Stated concern about the people being hired from the Targeted Local Hire Program and going out onto people’s properties for the purpose of collecting money on behalf of the Department.

Dan Guss – Stated that there is an exodus of ACO’s. You should be reporting the net gain or net loss of each position.

Armando Herman – Stated the City has a discriminatory of hiring. Homeless people need jobs.

7. ADJOURNMENT

Meeting ended at 11:09 a.m.
Report to the Board of Animal Services Commissioners

MEETING DATE: February 11, 2020

PREPARED BY: Catherine Chico

REPORT DATE: February 3, 2020

TITLE: Senior Management Analyst II

SUBJECT: ACCEPTANCE OF A $400,000 GRANT AWARDED BY THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (ASPCA)

BOARD ACTION RECOMMENDED:

1. **ACCEPT** a total of $400,000 from the ASPCA as a two-year grant award for fee-waived public adoptions of cats and kittens in the amount of $360,000 and $40,000 for marketing and promotional activities;

2. **FORWARD** the acceptance of these grant funds to the Mayor and City Council for approval;

3. **APPROVE** the deposit of these funds into the appropriate accounts within the Animal Welfare Trust Fund – Fund No. 859 and restrict these funds for the designated purpose of fee-waived public adoptions of cats and kittens and marketing and promotional activities;

4. **AUTHORIZE** the Board of Animal Services Commissioners to authorize the transfer of ASPCA grant funds from the Animal Welfare Trust Fund – Fund No. 859 to the Animal Sterilization Fund – Fund No. 842 bi-annually for reimbursement of sterilization costs associated with all ASPCA sponsored fee-waived public adoptions of cats and kittens until the $360,000 is exhausted; and

5. **AUTHORIZE** the creation of a new appropriation account within the Animal Welfare Trust Fund – Fund No. 859 for marketing and promotional activities, entitled, "Marketing and Promotions".

"Creating a Humane LA"
AN EQUAL OPPORTUNITY EMPLOYER

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BACKGROUND:

On November 22, 2019, the Department of Animal Services (Department) submitted an application to the ASPCA for a grant in the amount of $400,000 to subsidize the cost of fee-waived public adoptions of cats and kittens and for marketing and promotional activities. On December 24, 2019, the ASPCA awarded Grant No. 201804-20620 in the amount of $400,000 to the Department per the attached Grant Agreement Reference (Agreement). The Agreement contains all grant requirements, timeliness, usage and reporting requirements.

The terms and conditions of the grant were accepted and agreed upon by the Department, the Agreement was signed and returned to the ASPCA and the funds were forwarded to the Department via Electronic Fund Transfer on January 17, 2020.

SUMMARY:

The Department is constantly seeking new and innovative avenues for encouraging animal adoptions in the City of Los Angeles and this grant will help to accomplish this goal while increasing the Department's live save rates. In 2019, kitten season was especially busy and acceptance of these funds will allow the Department to fund adoption events focused on cats and kittens in order to increase the chance of rehoming every healthy and adoptable animal.

Over the years, the Department has used a variety of strategies to encourage adoptions. One proven successful method is to offer fee waived adoptions. Documented data supports that when an organization has offered to subsidize adoption fees, adoption numbers have risen during the reduced fee period. Detractors to this method believe that reduced fee and/or fee waived adoptions devalue an animal and increase the potential for an animal to be abused, abandoned or neglected. Nationwide studies have gathered information from numerous adoption agencies and there is no evidence to support a greater likelihood of abuse or neglect in fee waived adopted animals.

This is the Department's fourth ASPCA grant. Prior grants were received in 2015, 2017, and 2018 but did not include funding for marketing or promotional activities.

The 2018 ASPCA grant subsidized a total of 6,639 free cat and kitten adoptions which positively impacted our overall live save rate.

FISCAL IMPACT:

No impact to the General Fund. Authorization to transfer the grant's funds held in the Animal Welfare Trust Fund – Fund No. 859 to Animal Sterilization Fund – Fund No. 842 is required to prevent the City's General Fund from subsidizing sterilization costs associated with ASPCA's sponsorship of fee-waived public adoptions of cats and kittens.
Report to the Board of Animal Services Commissioners
SUBJECT: Acceptance of ASPCA Grant Funds

Approved:

Brenda F. Barnette, General Manager

Attachment: Grant Agreement Reference – Grant Number 201804-20620

BOARD ACTION:

_____ Passed  Disapproved  ____

_____ Passed with noted modifications  Continued  ____

_____ Tabled  New Date  ____
Grant Agreement Reference:

NAME: Los Angeles Animal Services
PROJECT: Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion
AMOUNT: $400,000
GRANT NUMBER: 201804-20620
GRANT TERM: 12/24/2019 - 12/24/2021
ASPCA GRANT OFFICER: Dave Betournay

GRANT ACCOUNT LOGIN: https://aspca.fluxx.io

December 24, 2019

Brenda Barnette
221 N. Figueroa Street, Suite #600
Los Angeles, CA 90012

Dear Brenda Barnette,

The American Society for the Prevention of Cruelty to Animals (the “ASPCA”) is deeply honored to be able to grant to Los Angeles Animal Services (the “Grantee,” and together with the ASPCA, the “parties” and each a “party”) the amount of $400,000 (the “Grant”). These funds are designated for the purpose set forth below and as outlined in your grant request and as further described in this agreement (this “Agreement”) and, if applicable, its amendments: Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion (the “Project”).

Unless otherwise noted in the payment schedule below, the ASPCA shall pay the grant to the Grantee approximately two to six weeks following receipt of the signed original contract, including all pages. By signing this Agreement, you represent and warrant that Grantee will meet the obligations specified in this Agreement.

Intending to be legally bound and in consideration of the Grant provided to the Grantee and the desire of the Grantee to conduct the Project, the parties hereby agree to the following terms and conditions as of the first date listed above (the “Effective Date”):

1. **Grantee Requirements.**

   The Grantee shall communicate with Dave Betournay (dave.betournay@aspca.org) (the “ASPCA Grant Officer”) according to the schedule and additional instructions (if applicable) to review and evaluate the use of the Grant funds.
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<th>Report Type</th>
<th>Due Date</th>
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<tr>
<td>Final Report</td>
<td>12/24/2021</td>
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Requirements must be submitted through your ASPCA Grants account at: [https://aspca.fluxx.io/](https://aspca.fluxx.io/)

An explanation of additional grant requirements you may be asked to fulfill are described in Schedule 1 and on our website at aspcapro.org/grant-reporting-requirements.

You are required to provide additional information relating to this Grant upon the ASPCA’s request. Such additional information may include but is not limited to: receipts (up to three years after the Grant end date), photographs, and press information. In addition, you are required to provide access to the ASPCA upon the ASPCA’s request so that the ASPCA may conduct a site visit of your location(s) during standard business hours, or at a day and time mutually agreed upon by the ASPCA and the Grantee. The ASPCA will provide you with reasonable notice of any such request unless otherwise mutually agreed upon.

You may submit requirements upon completion at any point during the grant term. Organizations that fail to submit required documentation in a timely manner may jeopardize future grants and/or grant payments. Should you need a due date extension, please forward your request, prior to the due date, to dave.betournay@aspca.org with the requirement type (e.g. Progress Report, Final Report, etc.), an explanation for your request (including the reason for the anticipated delay) and your preferred new due date.

2. **Use of Grant Funds.** The ASPCA shall pay the Grant to the Grantee according to the following approximate schedule:

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<tr>
<th>Payment ID</th>
<th>Due at</th>
<th>Amount Due</th>
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<tr>
<td>761247</td>
<td>12/24/2019</td>
<td>$ 400,000</td>
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Please note that payment is contingent upon our receipt of the signed contract, including all pages of the Agreement and original signature on the Agreement, from you. The ASPCA will not advance Grant funds until all required documents have been received and reviewed. Please return the originally executed agreement as soon as possible in order to expedite payment.

The Project shall consist of the activities outlined in the Grant request submitted to the ASPCA that pertain to “Fee waived public adoptions for Cats/Kittens (at risk animals) and Promotion”.

The Grantee agrees that it is the sole employer of all individuals who are compensated in whole or in part with Grant funds, or whose employment, fellowship or internship position arises in any way as a direct or indirect result of the Grant (each a “Funded Position”). The Grantee further agrees that it is exclusively responsible for the classification and engagement of any contractors whose fees and/or expenses are paid in whole or in part with Grant funds (“Funded Contractor”). Accordingly, the Grantee agrees that with respect to any Funded Position and/or any Funded Contractor, the Grantee is exclusively responsible for compliance with, and will comply with, any and all applicable federal, state and local employment laws, regulations and rules, including, but not limited to, any employer
obligations to: (a) timely pay all wages or other compensation due; (b) withhold and remit employment taxes; (c) administer any required discipline; (d) provide insurance coverages; (e) prohibit discrimination or harassment based on any protected characteristic; and (f) provide any required leave or accommodation. The Grantee acknowledges and agrees that the parties to this Agreement are in the relationship of Grantor and Grantee, and the use of Grant funds for Funded Positions and/or Funded Contractors does not constitute a joint venture, affiliation, or joint employment relationship of any kind.

The Grantee acknowledges and agrees that the grant shall be used exclusively for costs incurred directly in connection with the Project and as set forth in this Agreement, and that failure to do so will result in the Grantee having to return the grant to the ASPCA within ten (10) days of the ASPCA’s request to do so.

The Grantee agrees that at no time will any funds it receives from the ASPCA be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

The Grantee hereby grants to the ASPCA a license to use the Grantee’s name and trademarks on materials directly related to the activities of the Project and/or the Grant. The Grantee Key Contact is Annette Ramirez (the “Grantee Key Contact”), and the Grantee Key Contact shall communicate with Dave Betournay (dave.betournay@aspca.org) on an as-needed basis to review and evaluate the use of the Grant funds. The Grantee Key Contact is encouraged to contact the ASPCA Grant Officer at any time to communicate information related to the grant, and must contact the ASPCA Grant Officer as soon as practicable if the Grantee expects that it may need to make any changes to the Project, or it encounters circumstances that may substantially impact outcomes or goals stated in the application or enumerated in this contract.

For projects that include grant funds used to purchase food for a gathering of individuals, including at conferences, trainings and other events sponsored by the ASPCA, the Grantee will limit the use of ASPCA funds to purchase vegetarian, vegan, fish or welfare-certified meat products only. “Welfare-certified meat products” shall mean products that are from farms, obtained either directly or through another supplier (restaurant, retailer, etc.), that are certified by at least one of the following certification programs: (a) Animal Welfare Approved; (b) Certified Humane; and/or (c) Global Animal Partnership, Steps 2 and above. For more information about welfare-certified products or where to locate welfare-certified products, please visit http://www.aspca.org/take-action/help-farm-animals/finding-higher-welfare-products.

Employees, volunteers or other associates of the Grantee whose food expenses are reimbursed or otherwise paid from ASPCA grant funds, including, but not limited to beneficiaries of travel stipends and scholarships, are strongly encouraged to choose higher-welfare meat products, fish, vegan or vegetarian food.

3. Acknowledgement of ASPCA Support. In consideration of the grant, the Grantee shall publicly acknowledge that the Project was made possible through a generous grant from the ASPCA and shall reference the ASPCA in all “Project Materials.” “Project Materials” shall include, but not be limited to, all copy, script, text, graphics, photographs, video, audio, promotional and advertising materials, and all other editorial matter(s) or press releases relating to the Project. The Grantee shall submit the Project Materials for review and approval by the ASPCA Grant Officer prior to its inclusion in any materials prepared and intended to be distributed regarding the activities of the Project. No changes on the approved version of any Project Materials shall be instituted by the Grantee without the prior
written approval of the ASPCA Grant Officer. The ASPCA hereby grants to the Grantee a license to use the ASPCA Trademarks on materials directly related to the activities of the Project. "ASPCA Trademarks" are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®". The ASPCA has the right in its sole discretion to require the Grantee to remove all references to the ASPCA's involvement if the ASPCA determines that the Grantee is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA determines that it is no longer in the ASPCA’s best interest to be referenced in such manner.

Jpegs of the ASPCA logo are included on the URL below for your use on your website or other collateral. Additional logos and badges can also be found there: http://aspcapro.org/badges. Instructions regarding links to the ASPCA’s website can be found at this URL: http://www.aspca.org/about-us/linking-policy.

For assistance regarding recognition of your Grant, including press releases, advisories, or general media outreach, please contact the ASPCA’s Media Department at press@aspca.org. A suggested press release template is provided as Schedule 2 as a helpful guide. Social media tips are provided on Schedule 3.

4. Records. The Grantee will keep accurate books and records with respect to the grant in accordance with generally accepted accounting principles and business practices. The Grantee will maintain its books and records in such a manner that the receipts and expenditures of the Grant funds will be shown separately on such books and records in any easily checked form. The Grantee will keep records of receipts and expenditures made of Grant funds as well as copies of the reports submitted to the ASPCA and supporting documentation for at least three years after completion of the use of the Grant funds, and will furnish or make available such books, records, and supporting documentation to the ASPCA for inspection at reasonable times from the time of the Grantee’s acceptance of the Grant through such period.

5. Maintenance of Tax-Exempt Status. In carrying out the Project, the Grantee shall comply with all applicable federal, state and local laws and regulations. If the Grantee is a 501(c)(3) organization, the Grantee certifies that it is in good standing with the Internal Revenue Service and shall notify the ASPCA immediately of any change in, or challenge by the Internal Revenue Service to, its status as a 501(c)(3) tax-exempt organization.

6. Termination. The ASPCA may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated in any of the following circumstances:

a. If, as the result of the consideration of reports and information submitted to it by the Grantee or from other sources, the ASPCA, in its sole discretion, determines that continuation of the Project is not reasonably in furtherance of the ASPCA's mission to provide effective means for the prevention of cruelty to animals throughout the United States (the "ASPCA Mission") or that the Project is not being executed in substantial compliance with the grant request (or work plan as revised) or that the Grantee is incapable of satisfactorily completing the work of the Project;

b. In the case of any violation by the Grantee of the terms and conditions of this Agreement;

c. In the event of any change in, or challenge by the Internal Revenue Service to, the Grantee’s status as a 501(c)(3) tax-exempt organization if applicable; or

d. If it is revealed that, during the Project, the Grantee is or was involved in any activity or makes any statement disparaging of, or reflecting unfavorably upon the ASPCA, tarnishes the reputation of the ASPCA or is not in alignment with the ASPCA Mission.
If the ASPCA terminates the Grant, it shall so notify the Grantee, whereupon it, if so requested by the ASPCA, shall promptly refund and pay back to the ASPCA any unexpended balance of the Grant funds in the Grantee’s hands or under its control.

Upon completion of the Project or termination of this Agreement for any reason, the ASPCA will withhold any further payments of Grant funds and the Grantee shall, at the option of the ASPCA, repay to the ASPCA any portion of the Grant funds that were not spent for the Project. All such determinations by the ASPCA under this Section 6 will be final, binding and conclusive upon the Grantee.

7. **Unspent Grant Balance.** If the Grantee anticipates not spending or committing to spend the full grant amount within the Grant Term, the Grantee may request an extension to allow for more time to complete the Project without requesting additional funds. To request an extension, the Grantee must login to the ASPCA grants portal at [https://aspca.fluxx.io](https://aspca.fluxx.io) 30 days prior to the grant end date or earlier to provide the following: 1) a brief (2-3 sentence) explanation for why the extension is necessary, 2) any proposed changes to the Project budget line items, if applicable, and 3) a proposed new end date for the grant.

The ASPCA, in its sole discretion, may approve the extension request and extend the grant term to a date different from the Grantee’s proposed new end date. If the ASPCA declines the request for an extension, or if the Project is completed but carries a balance of unspent funds, the Grantee shall promptly refund and pay back to the ASPCA the unexpended balance.

8. **Future Funding.** The Grantee acknowledges that the ASPCA and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant funds are returned or if the Grant is rescinded, the Grantee acknowledges that the ASPCA will have no further obligation to the Grantee in connection with this Grant as a result of such return or rescission.

9. **Modification.** No amendment or modification of this Agreement shall be valid, unless made in writing and duly executed by the parties hereto. To request a modification, the Grantee must login to the ASPCA grants portal at [https://aspca.fluxx.io](https://aspca.fluxx.io).

10. **Miscellaneous.** This Agreement is intended to be binding upon the Grantee and the ASPCA. This Agreement represents the final agreement between the parties with respect to the subject matter hereto, and supersedes any and all prior agreements, written or oral, between the parties with respect to the matters contained herein. This Agreement is not intended to, nor shall it be deemed to create, any partnership or joint venture between the Grantee and the ASPCA. This Agreement shall be interpreted, governed by and construed in accordance with the internal laws of the State of New York, without regard to the conflict of laws principles thereof. The parties hereto acknowledge and consent to personal jurisdiction and venue exclusively in New York, New York with respect to any action or proceeding brought in connection with this Agreement. This Agreement may be executed by the parties hereto in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which shall constitute together the same document.

If the terms and conditions of this Agreement are acceptable, please sign this Agreement and return it to us. By signing this Agreement, you represent and warrant that you are capable of binding the Grantee to the terms set forth in this Agreement.
Sincerely,
THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

Beverly J. Jones, Esq.
Senior Vice President and Chief Legal Officer

ACCEPTED AND AGREED:

Los Angeles Animal Services

By (signature of CEO/President/Director): ____________________________

Name/Title: ____________________________  General Manager

Brenda Barnette
Grantee ACH Payment Setup/Change Form

ASPCA uses ACH (Automated Clearing House) as the primary payment method. Please fill in remittance details on the page below.

Please check the appropriate box below:

☐ New ACH Payee: Complete ALL the information below if your organization has never received an ACH payment from the ASPCA before.
☒ Existing ACH Payee: Enter any changes below to your existing banking information if your organization has previously received an ACH payment from the ASPCA.

ACH Payment Instructions

Please provide the following information for electronic payment via ACH for the Payee listed below. Review this information carefully. It is the only information we have to ensure that funds will be deposited into the correct account.

Payee: City of Los Angeles - Department of Animal Services

Bank Name: ____________________________________________________________

Bank Address (U.S.-based only): __________________________________________

ABA/Routing Number (9-digits): __________________________________________

Account Name: _________________________________________________________

Account Number: ________________________________________________________

Account Type (e.g. Checking; Savings): _____________________________________

Remarks, if any: _________________________________________________________

☐ If your organization prefers payment by CHECK, please click this box to opt out of ACH payments. Check will be mailed to the address below unless otherwise indicated:

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Alternate Address (optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Ramirez</td>
<td></td>
</tr>
<tr>
<td>Los Angeles Animal Services</td>
<td></td>
</tr>
<tr>
<td>221 N. Figueroa Street, Suite #600</td>
<td></td>
</tr>
<tr>
<td>Los Angeles, CA 90012</td>
<td></td>
</tr>
</tbody>
</table>

THANK YOU!
Schedule 1: Grant Reporting Requirements

We require ASPCA grantees to fulfill a variety of requirements based on the grant size and purpose. We make every effort to minimize the reporting burden on grantee while employing best practices in all of our grants programs.

Please follow these guidelines when submitting requirements:

- Submit ALL requirements online by logging into your ASPCA Grant Account at [https://aspca.fluxx.io/](https://aspca.fluxx.io/).
- Please adhere to the due dates – you may submit fulfilled requirements at any point during the grant term. Should you need extra time to submit any particular requirement, please login to your ASPCA Grant Account prior to the due date with 1) a request for a due date extension, 2) the preferred due date and 3) an explanation for the request.

Grantees will be asked to submit some or all of the following requirements:

- **Final Report** - indication of results/outcomes and an analysis of your project plus an estimation or exact indication, if measurable, of the number of animals impacted by the grant. Narrative text entry and/or upload.
- **Financial Report/Receipts** - a comprehensive list of expenditures for which grant money had been used (typically best submitted in a spreadsheet). Financial Reports for projects that produce accurate, easily measurable outputs, such as targeted spay/neuter programs, should identify the cost per animal as part of a detailed report on the project. Receipts and/or invoices should be uploaded when appropriate. Narrative text entry and/or upload.
- **Photos** - Generally, we ask for photos that show pictorial evidence of the intended use of funds; we may also ask for photos associated with human interest stories for promotional purposes. Narrative text entry for captions plus uploads.
- **Press Information** - links to or uploads of press releases, clips or links showing recognition of the ASPCA’s grant for your project. You can also include stories, anecdotes, quotes, and social media posts that could be used for promotional purposes including human interest stories with accompanying photos. Narrative text entry and/or upload.
- **Progress Report** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Amendment** - an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Contract** – all grant awards payments are contingent upon your submission of your signed contracts. Electronic signature (DocuSign) is preferred. (If you are unable to sign and send your contact electronically, please email it to grants@aspca.org, or mail to: ASPCA, Attn: Grants Department, 520 8th Avenue, 7th Floor, New York, NY 10018).
- **Site Visit** – indicates that a grant officer wishes to make a physical site visit of your facility during the grant term, sometimes as a condition of payment or to provide your organization with additional non-cash outreach and resources.
Schedule 2: Press Release Template (Optional)

Your Organization’s Logo Here

[DATE]

Media Contact: [NAME]
[PHONE] / [EMAIL]

Headline
Subheader

[City], [State]—The [Organization] today announced (general information about the initiative/program/event/grant)

“Compelling opening statement about a problem,” said Spokesperson, title. “Quote that includes more information about how the funding will assist in impacting animals.” (Example: “Many families have sadly had to part with their pets in recent years as a result of the economic downturn,” observes Jane Doe, director of shelter operations. “These funds will help expand our safety net program in order to keep more families together.”)

Optional quote from the ASPCA (must contact ASPCA Media Department press@aspca.org)

Paragraph with detailed information about initiative/program/event/grant.

For more information, please visit [website].

About [Organization]

History and background of your organization.

###
Schedule 3: Social Media Tip Sheet for Grantees

Why Use Social Media?

Using social media tools such as Facebook, Twitter, YouTube, and blogs to spread the word about your organization and the great work it does can be a powerful and cost-effective strategy for capturing the attention of potential and existing adopters and donors. If you aren’t already using social media, here are three of the most compelling reasons to do so:

e. The potential reach of social media is immense. In contrast to more conventional publicity vehicles, such as printed advertisements, nearly everyone has equal access to your message, and your audiences can easily and immediately share that message with their audiences, helping it go exponentially farther. Social media tools make it easier to see who you’re reaching and easier to interact with your constituents, and thereby build and strengthen connections with them.

f. Social media tools are free. There is no cost to sign up for accounts on Facebook, Twitter, YouTube, or blogging sites such as WordPress or Blogger, which eliminates barriers to entry for cash-conscious organizations. Social-media-savvy volunteers can provide pro bono assistance in promoting your organization’s work with these tools.

g. Brevity is a virtue. In the social media realm, lengthy appeals can be counterproductive—usually a few words or lines, a brief story, a photo, or a video can be ideal for generating substantial interest in your efforts. There’s no need to use every available social media platform—choose only the one(s) that best fit your organization’s communication style.

ASPCA Grant Publicity Guidelines

Social media tools make it easy to share news about your ASPCA grant and the project it is supporting! Updates on your successes that engage readers, along with clear and colorful photos and videos that showcase those successes, will help your group to attract more followers. We encourage you to publicize your funded project—and if you do, please loop in your grant officer to let him/her know!

Connect with us...

...on Twitter at @aspca and @aspcaapro
Using the #aspcagrant hashtag to share news of your ASPCA grant and its impact makes it easy for adopters and donors across the Twitterverse to catch wind of your success, whether or not they’re already followers.

...on Facebook at facebook.com/aspca and facebook.com/ASPCApro
Becoming a “fan” of ours and creating a “fan” page of your own makes it easy for the ASPCA, other organizations, and the general public to learn about your organization and the great work you do, and to share your success with others. We hope you’ll “like” us!

...on YouTube at youtube.com/ASPCA and youtube.com/ASPCApro
Many smartphones make it easy to shoot and upload videos to YouTube, which provides a powerful platform for your audiences to literally see your work in action. Subscribe to the ASPCA’s channel and see how other animal welfare organizations are using YouTube to bring their efforts to life.

Resources
- ASPCAPro Resource Library (http://www.aspcaapro.org/resource-library) – This repository of articles, tip sheets, and webinars has been developed specifically to serve the needs of our grantees.
- The Social Animal (http://www.thesocialanimal.com/) – A blog focused on helping animal welfare advocates use social media tools to accomplish their mission more effectively.
- Beth Kanter’s Blog (http://www.bethkanter.org/) – A blog focused on helping nonprofits use social media and other digital tools to achieve social change.
Report to the Board of Animal Services Commissioners

MEETING DATE: February 11, 2020

REPORT DATE: February 5, 2020

PREPARED BY: Dr. Jeremy Prupas
TITLE: Chief Veterinarian

SUBJECT: APPROVAL OF THE USE OF THE ANIMAL WELFARE TRUST FUND FOR LEADERSHIP AND MANAGEMENT SKILLS TRAINING

BOARD ACTION RECOMMENDED:

APPROVE the use of up to $23,000 in Animal Welfare Trust Fund for a two-day Leadership and Management for Animal Welfare Professionals training for up to 50 employees.

BACKGROUND:

Emancipet New School offers a shared training experience for staff to facilitate cohesion in their understanding of effective management, communication, and leadership practices. For two content-packed days, attendees will hone communication skills, explore self-awareness, and focus on what it takes to practice effective leadership. The carefully designed and thoughtfully facilitated training promises a fun and safe environment for participants to improve their skills and connect with colleagues tackling similar challenges and opportunities. B. J. Rogers is a certified dialogue education teacher, a certified animal welfare administrator and holds an executive education certificate in public leadership from Harvard Kennedy School of Government. This experience was used to develop the training course Supervisor to Leader: Leadership and Management skills for Animal Welfare Professionals which includes the following content:

- Nature of problems and distinctions between the technical and adaptive challenges
- Difference between formal and informal authority, and between authority and leadership
- The four needs of followers and their strengths and challenges in meeting those needs
- Translating key concepts into observable behaviors in or to more effectively serve direct reports
- The concept of employee engagement and consideration of personal level of engagement in the organization
- Explore differences between coaching and controlling and practiced skills to facilitate coaching
- Identifying personal triggers and strategizing as to how to diffuse their charge

"Creating a Humane LA"
AN EQUAL OPPORTUNITY EMPLOYER
Visit our website at www.LAAnimalServices.com
The Emancipet New School training program incorporates various group exercises and a variety of communication exercises for maximum learning opportunities.

SUMMARY:

The Supervisor to Leader: Leadership and Management skills for Animal Welfare Professionals training program will be open for all supervisors and managers. The two full days of training will be from 8:00 a.m. to 5:30 p.m. Upon approval, Management will identify the training dates with the least impact on operations. As the training request travel for the instructors, the training will be for two consecutive days.

LAAS is continually seeking different ways to engage employees and improve our leadership practices. The Supervisor to Leader: Leadership and Management skills for Animal Welfare Professionals training program would be a valuable addition to the Department's training program.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. The cost of the Emancipet New School Program funds will be expended from the Animal Welfare Trust Fund (Fund 859).

Approved:

Brenda F. Barnette, General Manager

Attachments

BOARD ACTION:

_______ Passed

Disapproved ______

_______ Passed with noted modifications

Continued ______

_______ Tabled

New Date ______
Training Proposal for
City of Los Angeles
Department of Animal Services
Submitted October 2019

The training and consulting team at Emancipet New School is pleased to submit this proposal to provide in-person leadership and management skills training to staff of the City of Los Angeles Department of Animal Services.

As requested by Dr. Jeremy Prupas, Chief Veterinarian, please find the proposal, cost estimate, and additional pertinent information below.

We look forward to your reviewing this proposal and welcome your questions.

Sincerely,

[Signature]

B.J. Rogers
Chief Communication Officer
PURPOSE

City of Los Angeles Department of Animal Services leadership would like to offer a shared training experience to their staff in order to facilitate cohesion in their understanding of effective management, communication, and leadership practices.

DELIVERABLE

Supervisor to Leader: Leadership & Management Skills for Animal Welfare Professionals
2-Day Private Training

The following represents a possible offering to be conducted over two (2) days at one of the City of Los Angeles Department of Animal Services’ locations in Los Angeles, CA. The fee assumes that the City of Los Angeles Department of Animal Services will provide the following:

- Training site to comfortably accommodate all attendees* (including seating and tables) from 8:00 am to 5:30 pm on both days
- Whiteboard or two easels and post-it flipcharts
- Access to an LCD projector and projection screen
- Beverages, lunch, and snacks for attendees (light breakfast optional)

*The number of attendees will be determined by the City of Los Angeles Department of Animal Services prior to the contract signing and will be based on the options provided under the Project Costs on page 3.

Description:

For two content-packed days, attendees will hone communication skills, explore self-awareness, and focus on what it takes to practice effective leadership. This carefully designed and thoughtfully facilitated training provides a fun and safe environment for participants to improve their skills and connect with colleagues tackling similar challenges and opportunities.

Learning Objectives:

At the end of the two-day training, attendees will have:

- Discussed the nature of problems and distinctions between the technical and adaptive challenges
- Differentiated between formal and informal authority, and between authority and leadership
- Reflected on the 4 Needs of Followers and their strengths and challenges in meeting those needs
- Translated key concepts into observable behaviors in order to more effectively serve direct reports
• Delved into the concept of employee engagement and considered their own level of engagement in your work and organization
• Participated in a variety of communication exercises
• Practiced giving effective feedback and deploying Radical Candor
• Explored the differences between coaching and controlling and practiced skills to facilitate the former
• Identified personal triggers and strategized as to how to diffuse their charge
• Tried out practices meant to cultivate the capacity to respond and not react
• Conducted a personal core values inventory and identified 4 key core values
• Identified their predominant Conflict Mode and investigated how it differs from other modes
• Engaged colleagues in thoughtful and productive dialogue

PROJECT COST

ENS can facilitate the deliverable for various audience sizes. Below is the tiered pricing structure based on number of attendees.

Option #1 (up to 20 attendees).......................... $10,000.00 + travel for 1 presenter
Option #2 (between 21-30 attendees)........... $15,000.00 + travel for 1 presenter
Option #3 (between 31-50 attendees).......... $20,000.00 + travel for 2 presenters

Travel expenses are in addition to the project cost and are billed at a fixed cost of $1,500 per trainer (to cover hotel, air/ground transportation, and meals).

KEY STAFF

The following staff will be instrumental in the design and delivery of the training session:

B.J. Rogers, CAWA, CDET – Chief Communication Officer

B.J. believes that people are the solution and not the problem. From fundraising for multiple sclerosis research at a young age, to fighting for LGBTQ rights, to thirteen years of work in animal welfare, B.J. is a lifelong learner and advocate. Twice a nonprofit CEO, B.J. has worked for both community-based and national nonprofits, taught students and staff in higher ed, nonprofits, and the private sector, and made a career of working on issues of equity across a variety of disciplines.

In his current role as Chief Communication Officer at Emancipet – an Austin, TX-based social change organization on a mission to make affordable, accessible, and inclusive veterinary care available to everyone – B.J. oversees marketing, PR, and fundraising strategies as well as all training and consulting services offered through the Emancipet New School.
A longtime student and educator, B.J. is a Certified Dialogue Education Teacher, a Certified Animal Welfare Administrator, and holds an Executive Education Certificate in Public Leadership from the Harvard Kennedy School of Government.