



Tara Diller
Director

Donna Gillesby
Deputy Director

**Ventura County Animal Services Commission
Regular Meeting
Meeting Minutes March 10, 2016**

1. Call to Order at 9:05 a.m.

2. Roll Call

Members Present: Supervisor Steve Bennett – County of Ventura, Board of Supervisors; Commissioner Kevin Kildee – City of Camarillo; Commissioner James Monahan – City of San Buenaventura; Commissioner Douglas Breeze – City of Port Hueneme; Commissioner Betsy Clapp – City of Ojai

Absent: Commissioner Diane McCall – City of Fillmore; Commissioner Janice Parvin – City of Moorpark; Commissioner Glenn Becerra – City of Simi Valley; and Commissioner Carmen Ramirez – City of Oxnard

Staff present: Barry Fisher – Director County of Ventura Health Care Agency; Tom Higgins – Ventura Police Department; Terri Yanez – County of Ventura CEO's office; Narcisa Egan – County of Ventura Health Care Agency; Jennifer Santos – City of Simi Valley; Sommer Barwick – City of Simi Valley; Lisa Jenkins – Oxnard Animal Control; Natalie Moncada – Oxnard Animal Control; Daniel Shrubbs – Oxnard Police Department; Tamah Figg – City of Port Hueneme; Roger Pichardo – City of Camarillo; Jessica Sandifer – City of Moorpark; Deputy Director Donna Gillesby – Animal Services; Sandra Ropes – Animal Services.

3. Flag Salute

4. Approval of Minutes: Minutes from the Meeting of the Ventura County Animal Services' Commission held December 10, 2015.

Motion: Approve Minutes.

Moved by Commissioner Breeze to approve minutes.

Motion seconded by Commissioner Monahan.

Commissioner Clapp abstained.

5. Public Comments: (None)

6. Continued Business:

a. VCAS Commission By-Laws – Continued from March 10, 2016, agenda.

Deputy Director Gillesby presented the Bylaws that were approved at the previous Commission meeting. There was a lengthy discussion regarding Commissioners'

concerns with respect to the roles of the Commission in approving or discussing the VCAS budget. It was discussed that the Bylaws be brought back at the June 9, 2016, Commission meeting with contract language added.

Commissioner Breeze questioned the effect of VCAS' new positions in this current year's contract and next year's contracts. It was addressed that the new positions do not affect any cost increase in this year's city contracts but it will affect the city contracts next year. Supervisor Bennett stated that the Commission needs to decide what type of commission they will be, the roles of the commission, and that this be discussed at the time the Bylaws are addressed.

There was a concern about the cost of becoming "no-kill" and the choice of each city to become "no-kill" or not. It was addressed that there were several meetings and no commissioner voted against it. Commissioner Clapp requested information on the population difference in "kill" vs. "no-kill."

A motion was made to place Bylaws on the June 9, 2016, agenda to discuss suggested contract language with respect to the VCAS Budget/Contracts and VCAS Staff is to bring proposals on how to revise the Commission meeting dates in the spring in order to review VCAS Budgets in a timely manner.

Moved by Commissioner Kildee.
Motion seconded by Commissioner Clapp.

7. New Business:

a. Report on Second Quarter City Billing.

County of Ventura Healthcare Agency Director, Barry Fisher, advised the Commissioners that he appreciated the discussion being had between the cities, County and VCAS with respect to contract costs. He advised that the Second Quarter Cities billing had not been sent out to the cities yet because of the high cost increase to their respective billings due to the shift in the intake numbers for the City of Oxnard. He further advised that VCAS is taking the billings to the County of Ventura Board of Supervisors and requesting a one-time adjustment to this year's contracts so the cities are not impacted by the increase.

He advised that VCAS had additional unexpected income to offset the one-time adjustment. He further advised that if the Board of Supervisors agreed to pass the request then all of the cities would need to sign an amendment to the existing contracts. He additionally shared that the County has agreed to make upgrades at the shelter and those costs are not being passed on to the cities and gave examples of all things that are being done to cut costs. He further gave several examples of the possible billing "methodologies" that will be discussed at the city staff meeting the following day. Documents were handed out to each Commissioner with budget, contract and fiscal information pertaining to their respective cities.

There was a brief discussion regarding the intake numbers for each city and Service Level Contracts. VCAS' 16/17 Draft budget will be provided to city staff at the city staff meeting the following day and will be emailed to staff.

A motion was made to receive and file the report on the Second Quarter City Billing by Commissioner Monahan and was seconded by Commissioner Breeze.

b. Contracts Discussion.

HCA Director Barry Fisher stated that he has requested from VCAS staff that all future Commission meeting agendas have a “contracts discussion” place holder whether or not there is anything to discuss, to make sure the Commission is always well informed of where the contracts are at and they remain well informed.

There was a question with respect to the fees VCAS charges for unaltered animals. Deputy Director Gillesby addressed it and there was a brief discussion.

8. Commissioner Comments: None.

9. Adjournment: Meeting adjourned at 10:23 a.m.
Next meeting is Thursday, June 9, 2016.

2016 calendar: March 10, June 9, September 8, December 8