

# Yolo Animal Services Planning Agency

## Meeting Agenda

Thursday, October 28, 2021, 2:00pm

### **Governing Board Members**

(\*Indicates Voting Member)

Dan Carson, City of Davis\*

Josh Chapman, City of Davis

Wade Cowan, City of Winters\*

Rich Lansburgh, City of Woodland

Mayra Vega, City of Woodland\*

Gary Sandy, County of Yolo\*

Jim Provenza, County of Yolo

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NOTE: This meeting is being agendized to allow the Animal Shelter JPA Members, staff and the public to participate in the meeting via teleconference, pursuant to the [Governor's Executive Order N-29-20 \(March 17, 2020\)](#).

Teleconference options to join Zoom meeting:

<https://yolocounty.zoom.us/j/95376247709>

Meeting ID: 953 7624 7709

Dial by your location

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Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make comment. The Chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes (subject to change).

1. Call to Order
2. **Action Item:** Consider approval of agenda (Sandy)
3. **Action Item:** Receive and file August 26, 2021 meeting minutes (Sandy) (Attachment A)
4. **Action Item:** Confirm cancellation of November 25, 2021 meeting due to Thanksgiving holiday; confirm reschedule of December 23, 2021 meeting to December 2, 2021 at 1:00 pm.
5. **Public Comment:** Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).
6. Receive update on Animal Services Planning Agency JPA workplan and provide feedback on desired reports/information for baseline understanding of current Yolo County Animal Services costs and operations (Van Hoosear) (Attachment B)
7. Adjournment

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Yolo County  
Administrator's Office  
625 Court Street,  
Room 202  
Woodland, CA 95695

**Yolo Animal Services Planning Agency**

**Meeting Minutes**

**Thursday, August 26, 2021**

The Yolo Animal Services Planning Agency met on the 26th day of August, 2021, via [teleconference](#) at 2:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

Governing Board Members Present: (\*Indicates Voting Member) Dan Carson – City of Davis\*, Wade Cowan – City of Winters\*, Rich Lansburgh – City of Woodland\*, and Jim Provenza (alternate) – County of Yolo\*

Governing Board Members Absent: (\*Indicates Voting Member) Gary Sandy – County of Yolo\*, Josh Chapman – City of Davis, and Mayra Vega – City of Woodland

Staff Present: Joanne Van Hoosear, County Administrator's Office  
Eric Will, County Administrator's Office  
Philip Pogledich, County Counsel  
Daniel Kim, Interim County Administrator  
Stephanie Amato, Director of Animal Services  
Lupita Ramirez, Deputy Clerk

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1. Call to Order
  2. **Action Item:** Consider approval of agenda (Sandy)

Minute Order No. 21-06: Approved agenda as submitted.

MOVED BY: Carson / SECONDED BY: Provenza

AYES: Carson, Cowan, Lansburgh, Provenza.

NOES: None.

ABSTAIN: None.

ABSENT: None.

## ATTACHMENT A

3. **Action Item:** Consider approval of July 22, 2021 meeting minutes February 25, 2021 meeting minutes (Sandy) (Attachment A)

Minute Order No. 21-07: Approved the July 22, 2021 meeting minutes.

MOVED BY: Carson / SECONDED BY: Provenza  
AYES: Carson, Cowan, Lansburgh, Provenza.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

4. Public Comment: Opportunity for members of the public to address the Yolo Animal Services Planning Agency on subjects relating to YASPA business and not otherwise on the agenda. Speakers will be limited to 3 minutes (subject to change).

There was no public comment.

5. Receive update on Animal Services Planning Agency workplan and provide feedback (Van Hoosear) (Attachment B)

Lisa Gaynes addressed the Board on this item.

Joanne Van Hoosear, Management Analyst in the County Administrator's Office, gave an overview of the previous JPA meetings. Stephanie Amato, Director of Animal Services, went over the Yolo County Animal Services Planning JPA – Draft Action Plan, which included the following:

Recent Accomplishments:

- Installation of new swamp coolers for the Dog Building;
- Replacement of High-Pressure Washing System;
- Painted Dog Adoption area to make the space more inviting,
- Increased social media presence;
- Updated adoption process and implemented online appointment scheduling;
- Increased Foster Program during pandemic for dogs and improved kitten foster program;
- Held weekly Microchip and Rabies Vaccine Clinic;
- Cooperative Trap, Neuter, Return with Yolo Spay Neuter Group to address unaltered community cat problem, and
- Permanent metal shade structures installed in play yards in Dog Adoption.

Quick Win Opportunities (<6months):

- After-hours calls for stray animals;
- Social media;
- Inside dog kennels needing repair/replacement;
- Backlog of Laundry/dishes;
- Outdated Electrical fixtures/outlets, and
- Cat Building swamp cooler has deteriorated.

Interim Action Plan (6-24 months):

- Main and Side Gate Repairs,
- Front Adoption Yards not ADA compliant;
- Lack of resources for owned animal spay/neuter,
- Inside dog kennels need repairs/replacement
- Roof/gutter damages, and
- Unreliable Forklift.

Long Term Action Plan (>24 months):

- Adoption/Surgery Center, and
- New Shelter.

After Ms. Amaro's presentation, Joanne Van Hooser went over the Animal Shelter JPA Development Work Plan, which lead to a discussion from the Board. Board members discussed the idea of looking at different models from other jurisdictions, sharing the needs from each participating jurisdiction, working towards the shared vision goal and getting feedback from partners working with the Animal Shelter.

6. Adjournment



# Animal Services Planning Agency JPA

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OCTOBER 28, 2021

# Overview

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DISCUSS JPA CURRENT STATUS



REVIEW PROPOSED JPA TASKS  
FOR UPCOMING YEAR

# JPA Current Status

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- First meeting was October 1, 2020
- Total of 6 meetings to date (including today's)
- Several changes in Animal Services leadership and JPA Board membership
- To map a route forward, we need to understand where we are now
- Staff is proposing to revise the JPA work plan to first establish a baseline understanding of current YCAS costs and operations, then proceed with the JPA strategic planning process



# Original JPA workplan

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- Create Governance Model
- Develop a Strategic Plan (Vision, Mission, Goals, Objectives)
- Check in with City Council/Board
- Create Operational Model (Staffing, Program Options, Financial Projections)
- Check in with City Council/Board
- Select Shelter Location
- Design Shelter
- Develop Financing Plan/Budget
- Implement JPA

# Proposed Revised JPA Work Plan

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- Establish baseline understanding of current state (October 2021 – February 2022):
  - Understand current costs and service levels
- Develop a Strategic Plan (Vision, Mission, Goals, Objectives) (March 2022 – May 2022):
  - What are our goals for supporting the people and animals of our community?
- Create a plan for moving forward (June 2022 – September 2022)
  - Estimated costs/cost savings of changing service levels
  - Estimated costs of shelter remodel/new shelter options

*There will be planned check-ins with City Councils/Board of Supervisors at the end of each of these major phases.*

# Understanding YCAS' Current State

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- What information would be helpful to your understanding of the current state of YCAS costs and operations?
  - Contract cost allocation methodology
  - What is and is not covered by the current contracts
  - Current YCAS service levels
  - Review of past changes in YCAS expenses
  - 5-year projection of YCAS future costs
  - Comparison of YCAS costs and service levels to similar jurisdictions
  - Other JPA board member requests?

# Board Discussion, Feedback, Direction