

Yolo Animal Services Planning Agency

MEETING AGENDA

Wednesday, October 16, 2024, 1:00 p.m.

Governing Board Members

(*Indicates Voting Member)

Donna Neville, City of Davis*

Bill Biasi, City of Winters*

Jesse Loren, City of Winters

Mayra Vega, City of Woodland*

Rich Lansburgh, City of Woodland

Martha Guerrero, City of West Sacramento*

Verna Sulpizio Hull, City of West Sacramento

Mary Vixie Sandy, County of Yolo*

Jim Provenza, County of Yolo

Meeting Location:

625 Court Street

CAO Conference Room, Room 202

Woodland, CA 95695

Teleconference Link:

Zoom: <https://yolocounty.zoom.us/j/85824863370>

NOTE: All meetings of the Yolo Animal Services Planning Agency JPA are held in person. Meetings are open for public attendance, and a teleconference/Zoom link is provided above for members of the public to view the meeting and provide public comment remotely. In addition to in-person and remote public comment, members of the public are welcome to submit written comments by 4:00 p.m. the day prior to the meeting. Written comments should be emailed to clerkoftheboard@yolocounty.gov or sent to Clerk of the Board, 625 Court Street, Room 204, Woodland, CA 95695. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number. All written comments are distributed to Board members and filed in the record, but will not be read aloud.

1:00 P.M. CALL TO ORDER

1. Call to Order. (Chair)
2. Roll Call. (Clerk)
3. Consider approval of the agenda. (Chair)
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 2 minutes (subject to change).

CONSENT AGENDA

5. Approve the minutes of the August 14, 2024 meeting.

REGULAR AGENDA

6. Receive Animal Shelter update.
7. Receive update from local community-based organizations.
8. Receive update on the Animal Services Fee Study.
9. Review Yolo County Grand Jury responses approved by the Board of Supervisors at the September 10, 2024 meeting.
10. Discussion on repurposing the Big Fix Rig following the Clinic in a Can installation at the Yolo County Animal Shelter.
11. Discuss meeting frequency of the Yolo Animal Services Agency JPA meetings for the 2025 calendar year. Meetings are currently held every other month.

ADJOURNMENT

Next Meeting: December 18, 2024

Notice

This agenda was posted in accordance with the Brown Act. If requested, it can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 and the Federal Rules and Regulations adopted implementation thereof. Persons seeking an alternative format, or who require a modification or accommodation, including auxiliary aids or services in order to participate in the meeting should contact the County staff assigned to the Animal Services Planning Agency as soon as possible (preferably at least 24 hours prior to the meeting) at (530) 666-8195 or clerkoftheboard@yolocounty.gov or:

Yolo County Clerk of the Board
625 Court Street
Room 204
Woodland, CA 95695

Meeting Date: 10/16/2024

SUBJECT

Approve the minutes of the August 14, 2024 meeting.

Attachments

Att. A. Minutes

Form Review

Form Started By: Julie Dachtler
Final Approval Date: 08/28/2024

Started On: 08/28/2024 02:49 PM

Yolo Animal Services Planning Agency
Yolo County, California

August 14, 2024

MINUTES

The Yolo Animal Services Planning Agency met on the 14th day of August, 2024, in the County Administrator's Conference Room, 625 Court Street, Room 202, Woodland, CA 95695. [Here](#) is a link to the video.

Present: Donna Neville, City of Davis; Bill Biasi, City of Winters; Martha Guerrero, City of West Sacramento; Mary Vixie Sandy, County of Yolo

Absent: Mayra Vega, City of Woodland

Staff Present: Leslie Lindbo, Director of Community Services
Phil Pogledich, County Counsel
Stephanie Amato, Animal Services Director
Patricia Valenzuela, Community Services Analyst
Julie Dachtler, Clerk

1:00 P.M. CALL TO ORDER

1. Call to Order. (Chair)
2. Roll Call. (Clerk)

The Clerk conducted roll call noting that Member Vega was absent and Member Vixie Sandy arrived a few minutes late.

3. Consider approval of the agenda. (Chair)

Minute Order No. 24-12: Approved agenda as submitted.

MOTION BY: Neville / SECONDED BY: Guerrero

AYES: Biasi, Guerrero, Neville.

NOES: None.

ABSENT: Vega, Vixie Sandy.

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 2 minutes (subject to change).

Janice Rosenberg Stamm, Lisa Gaynes, Bob Schabert, Lea Rosenberg, Larissa Grayton, Eileen Samitz, Evelyn Dale, Gail Murtha and Susan Gelber addressed the Board during public comment.

CONSENT AGENDA

Minute Order No. 24-13: Approved Consent Agenda Item No. 5.

MOTION BY: Vixie Sandy / SECONDED BY: Neville

AYES: Biasi, Guerrero, Neville, Vixie Sandy.

NOES: None.

ABSENT: Vega.

5. Approve the minutes of the April 10, 2024 and June 12, 2024 meeting.

Approved the minutes of April 10, 2024 and June 12, 2024 meetings on Consent.

REGULAR AGENDA

6. Receive update from local community-based organizations.

There was no update.

7. Receive Animal Services update.

Lisa Gaynes addressed the Board on this item.

Received Animal Shelter update. Stephanie Amato reported:

- Veterinarian and RVT interviews are happening very soon.
- More offsite adoption events occurred at Berryessa Brewery and will occur at the Library in West Sac.
- Fundraiser being held at Chipotle in Davis
- Former Probation Building update - under contract and waiting on bonds.
- Getting caught up on spay/neuter with current shelter animals.

- The Animal Shelter Insulation and Roof Project is progressing well, with work divided into three key sections: the adoption area, the quarantine area, and the stray dog holding area.

Current Progress

Adoption Area: The crew is in the final stages of completing the insulation and DensGlass board installation. This material is fire-rated, mold-resistant, and serves as a type of sheet rock, ensuring a safe and durable environment. Once this phase is complete, the team will move on to installing the Fiberglass Reinforced Plastic (FRP) wall board, which will finalize this area.

Stray Dog Holding Area: The crew will begin work on this section immediately after the adoption area is finalized.

Quarantine Area: Scheduled as the last section, work on this area will commence following the completion of the stray dog holding area.

Roof Repair Overlay: The roof repair overlay is also advancing as planned. This week, significant

progress was made with the completion of the curb and sheet metal installation. The curbs have been securely mounted to the roof and will be used to fasten the new HVAC units once they are ready for installation.

Project Timeline: The overall project, including both insulation and roof repair overlay, is on track for completion within the next 6 weeks.

8. Receive social media toolkit update.

Received social media toolkit update. Eunah, a volunteer with the Animal Shelter explained the primary functions of the toolkit: 1) one-stop shop, quick info guide for all the main services provided by the Animal Services Division and 2) access to assets, i.e. social media verbiage, optimized graphics for cities to use, imagery or photo repository of adoptable animals. Basically, it's disseminating information as easy as possible and providing valuable resources that help local governments better serve their communities. The ultimate goal is get cities on the same page about the county level of resources and to have a unified message when disseminating information to their own constituents. Ideally, leveraging their own communications team to distribute this information to their communities with support from us at the County level. Adoptions, Pet Licensing, Vaccine Clinics, lost pets/found pets, etc. will be listed here.

Chair Biasi requested a future agenda item to include a discussion on how to conduct outreach to their communities to find out what their cities' needs are in regard to animal services and to come up with some sort of plan.

ADJOURNMENT

Next Meeting: October 16, 2024

Meeting Date: 10/16/2024

SUBJECT

Receive update on the Animal Services Fee Study.

Attachments

No file(s) attached.

Form Review

Form Started By: Patricia Valenzuela

Started On: 10/09/2024 01:30 PM

Final Approval Date: 10/09/2024

Meeting Date: 10/16/2024

SUBJECT

Review Yolo County Grand Jury responses approved by the Board of Supervisors at the September 10, 2024 meeting.

Attachments

Att. A. BOS CAO Grand Jury Response

Att. B. DCS Grand Jury response

Form Review

Form Started By: Patricia Valenzuela

Started On: 10/08/2024 10:41 AM

Final Approval Date: 10/08/2024



COUNTY OF YOLO

Board of Supervisors

District 1, **Oscar Villegas**
District 2, **Lucas Frerichs**
District 3, **Marie Vixie Sandy**
District 4, **Jim Provenza**
District 5, **Angel Barajas**

625 Court Street, Room 204 ▪ Woodland, CA 95695
(530) 666-8195 ▪ FAX (530) 666-8193
www.yolocounty.org

County Administrator, **Gerardo Pinedo**
Sr. Deputy Clerk of the Board, **Julie Dachtler**

September 10, 2024

To: Honorable Judge Timothy Fall
Superior Court of California, County of Yolo
1000 Main Street
Woodland, CA 95695

To: Yolo County Grand Jury
P.O. Box 2142
Woodland, CA 95776

RE: 2023-2024 Yolo County Grand Jury Report: The Yolo County Animal Services – MOVING FORWARD.

Honorable Judge Fall,

The following is the response to the findings and recommendations in the 2023-2024 Yolo County Grand Jury Report titled, “The Yolo County Animal Services – MOVING FORWARD” from the Yolo County Board of Supervisors and the County Administrator’s Office. The response from the Department of Community Services was sent under separate cover on September 10th, 2024 and is attached.

F-1: Funding for Animal Services has not kept pace with Yolo County population growth and the attending increase in requests for services.

Response: The respondents disagree with the finding. Funding for Animal Services has increased at a greater pace than population growth, allowing the county to hire new veterinarians, veterinarian technicians and make building improvements. The majority of Animal Services funding is through city contracts, which determine what services are provided. Any increase in service levels would be commensurate with an increase in contract amount as decided and agreed upon by the contracted jurisdiction agreement.

Department of Community Services response under separate cover:

We disagree with the finding. During the last two years, the budget for Animal Services has increased \$1.35 million; a nearly 37% increase in the overall budget. This has funded needed building improvements to the shelter, secured a contract for a veterinarian clinic, replaced older patrol trucks, and are also funding newly added veterinarian and vet tech staffing.

F-2: The decision to build additional veterinary space in the southeastern portion of the Probation Ancillary building near the existing shelter is acknowledged as a positive step in the piecemeal approach to incremental improvement of services.

Response: The respondents agree with the finding.

Department of Community Services response under separate cover:

We agree with the finding.

F-3: The Grand Jury’s email and in-person requests for documents addressed to leadership at the Yolo County Animal Services received no reply or greatly delayed responses for the requested material. The Grand Jury finds there are shortcomings of the leadership and management skills at the shelter.

Response: The respondents agree with the finding.

Department of Community Services response under separate cover:

We agree with the first sentence of this finding. There were delays due to employee vacations schedules, and internal routing of responses through leadership. Additionally transition from the Sheriff's Office to the Department of Community Services occurred part way through the investigation. The change in leadership, differing chains of command, and onboarding, resulted in delays of information being available to the Grand Jury. The respondent disagrees with the second sentence in this finding. More information is needed to respond fully.

F-4: Relations with both internal and external partners at the shelter became contentious resulting in ineffective and diminished delivery of services.

Response: The respondents disagree with this finding. Animal Services has fostered strong relationships with partners to meet the needs of the community.

Department of Community Services response under separate cover:

We disagree with this finding. It is unclear which relationships the comments are referring to. While some relationships have evolved through the Covid pandemic and post-pandemic, YCAS works to build strong partnerships that work in the best interest of shelter animals, as well as the County and JPA members. YCAS continues to partner with Yolo SPCA to increase spay/neuter efforts. While Koret Shelter Medicine Program (KSMP) held the contract to provide veterinary services onsite from 2012 to the end of contract 7/2023, County leadership evaluated and pursued an alternative model to provide County-employed veterinary staffing once the contract ended. This new model allows for greater efficiency and will allow future opportunities for community spay-neuter clinics. During this transition to building a YCAS Vet team, YCAS partnered with UCD Vet Med Teaching Hospital (VMTH) emergency department to assist with providing routine and critical treatment to the shelter animals. This partnership was vital during this transition and now has remained strong as YCAS has reduced the routine need and now only utilizes the services for afterhours emergency care. Furthermore, YCAS continues to maintain strong relationships and continues to collaborate with community partners, such as Solano SPCA, Sac SPCA, Yolo Vet, Animal Wellness, Midtown Vet, Yolo Spay Neuter Group, Sacramento-Community Spay Neuter, additionally with KSMP for training in industry standards and shelter best practices.

F-5: Each department within Yolo County Animal Services (kennel/field/medical services) has a supervisor, except for the front office. This may lead to fragmentation of services and inefficiencies throughout Yolo County Animal Services.

Response: The respondents disagree with the finding. Since transitioning Animal Services to the Department of Community Services, a review of their organizational structure was completed which included front office and administrative staff.

Department of Community Services response under separate cover:

We disagree with this finding. The front office staff members have an assigned supervisor (Supervising Animal Services Officer – Shelter), which is supplemented by the presence of the Director of Animal Services. Following the transition from Sheriff’s Office to Community Services, internal examination of organizational flow, and supervisorial presence was evaluated. Additionally, training and clarification of work responsibilities was provided to front office staff, which continues to improve workflow.

F-6: With the change in oversight from the Yolo County Sheriff to the Department of Community Services, the Grand Jury could not determine how weapons are stored when not in use by the Field Officers.

Response: The respondents disagree with the finding. Field Officers have processes and procedures in place determining how to store weapons when not in use.

Department of Community Services response under separate cover:

We disagree with the finding. Information provided to the Grand Jury on April 16th, 2024 included the following:

Each Officer has been assigned a shotgun after completion of the required PC 832 course and successfully completed their qualifications at the Range. It is secured when not on duty, and while on duty secured in racks in each patrol truck. Our weapons have always been maintained on site at YCAS. Extra Tasers and cartridges are secured as well in a designated location.

F-7: The Grand Jury could not determine how firearm certification or any other specialized certification needed to qualify as a Field Officer is achieved in light of the transition from the Yolo County Sheriff's Department.

Response: The respondents disagree with the finding. Field Officers receive extensive firearm training from the Department of Community Services and Sheriff's Office.

Department of Community Services response under separate cover:

We disagree with the finding. Information provided to the Grand Jury April 16th, 2024 included the following:

Our Officers do a 6 month in house training, typically 3 months in the Shelter and 3 months out in the field based on prior experience and skills; which includes attending Humane Euthanasia training, POST PC 832 Firearms Familiarization Course, POST PC 832 Arrest, Search and Seizure, Taser Training and participate in Cal Animals Trainings as available along with chemical capture. We have attended humane academies in the past pre-COVID, now we are able to enroll in virtual classes provided by Cal Animals to become Certified ASO's which the Director, the 2 Supervising ASO's and 2 ASO's have completed. Additional trainings include specializations such as Cruelty Investigations, Wildland Fire Trainings, Wildlife Chemical Immobilization, Large Animal Technical Rescue.

Range training has been completed through the Sheriff's Office every 6 months and arrangements will be made to ensure these are scheduled accordingly.

F-8: The Grand Jury could not identify any formal facility inspection process.

Response: The respondents agree with the finding as there is no mandated inspection processes for animal shelters.

Department of Community Services response under separate cover:

We agree with this finding. There is no mandated inspection processes for animal shelters.

R-1: The Yolo County Board of Supervisors should increase funding for Yolo County Animal Services to keep pace with Yolo County population growth and the attending increase in requests for services.

Response: The respondents partially agree with the recommendation. Any increase in service levels would be commensurate with an increase in contract amount as decided and agreed upon by the contracted jurisdiction agreements.

Department of Community Services response under separate cover:

We partially agree, however, any increase in service levels would be commensurate with an increase in the contracted amount as decided and agreed upon by the contracting jurisdiction.

R-2: The Yolo County Animal Services should continue development of additional veterinary space in the former Probation Ancillary building.

Response: The respondents agree with the recommendation.

Department of Community Services response under separate cover:

We are already implementing this recommendation. The project is under contract as of July 1st, 2024.

R-3: The Department of Community Services should provide for a management/leadership consultant to improve leadership skills at the Yolo County Animal Services.

Response: The respondents agree with the recommendation.

Department of Community Services response under separate cover:

We are already implementing this recommendation. Under DCS leadership and guidance, progress made in implementation of improved organizational workflow, completion of routine employee evaluations and coaching, addressing employee improvement gaps, and implementing training plans to increase productivity and improve the quality of services provided to the community.

R-4: The Department of Community Services should consider reviewing and modifying the Yolo County Animal Services leadership job descriptions to address the shortfall in communications.

Response: The respondents disagree with the recommendation as the Department of Community Services is taking the necessary actions to ensure clear internal communication.

Department of Community Services response under separate cover:

We disagree with this recommendation. It is unclear how modifying the job description would improve communication. However, communication has been improved and continues to improve under DCS guidance, with frequent regular check-ins and clearly communicated expectations and consistent follow up.

R-5: The Department of Community Services should request that the Yolo County Board of Supervisors authorize a change in the Animal Services organization structure to appoint a director of operations who would supervise the front office staff or appoint a front office staff supervisor. This position would report directly to the Director of Animal Services.

Response: The respondents disagree with the recommendation. Since transitioning Animal Services to the Department of Community Services, a review of their organizational structure was completed which included front office and administrative staff.

Department of Community Services response under separate cover:

We disagree with this recommendation. The front office staff members have an assigned supervisor (Supervising Animal Services Officer – Shelter), which is supplemented by the presence of the Director of Animal Services. Following the transition from Sheriff's Office to Community Services, internal examination of organizational flow and supervisory presence was evaluated. Additionally, training and clarification of work responsibilities was provided to front office staff, which continues to improve workflow.

R-6: The Department of Community Services should establish a policy by September 1, 2024, for how weapons are secured after hours.

Response: The respondents agree with the recommendation.

Department of Community Services response under separate cover:

This policy required updating following the transition from Sheriff's Office to Community Services. The policy has been updated and implemented.

R-7: The Department of Community Services should establish by September 1, 2024, a policy defining how Field Officers will achieve firearm and any other certification to qualify as a Field Officer.

Response: The respondents agree with the recommendation.

Department of Community Services response under separate cover:

The policy required updating following the transition from the Sheriff's Department to Community Services. This policy has been updated and implemented.

R-8: The Yolo County Board of Supervisors should hire a consultant for an evaluation of the facility and workflow optimization and how it can be improved.

Response: The respondents agree with the recommendation.

Department of Community Services response under separate cover:

We agree that an outside consultant may provide insights on workflow optimization. However, there is a budgetary consideration for this, therefore this recommendation has not been implemented. However, current services, and practices align with organizational best practices recommended by Cal Animals, which provides and trains on the best practices for Animal Welfare organizations and also certifies Animal Service Officers. Shelter medical and shelter protocols follow best practices guidelines under KSMP, UC Davis, University of Wisconsin, HSUS and ASPCA.



COUNTY of YOLO

DEPARTMENT OF COMMUNITY SERVICES

Leslie Lindbo
Director

292 W Beamer St, Woodland, CA 95695
www.YoloCounty.org • (530) 666-8775

September 10, 2024

To: Honorable Judge Timothy Fall
Superior Court of California, County of Yolo
1000 Main Street
Woodland, CA 95695

To: Yolo County Grand Jury
P.O. Box 2142
Woodland, CA 95776

RE: 2023-2024 Yolo County Grand Jury Report: The Yolo County Animal Services – MOVING FORWARD

Honorable Judge Fall and Grand Jury Foreperson:

The following is the response to the findings and recommendations in the 2023-2024 Yolo County Grand Jury Report titled “The Yolo County Animal Services – MOVING FORWARD” from the Department of Community Services. For purposes of readability, we have included the Grand Jury’s findings and recommendations in **bold**.

F-1: Funding for Animal Services has not kept pace with Yolo County population growth and the attending increase in requests for services.

Response: The respondent disagrees with the finding. During the last two years, the budget for Animal Services has increased \$1.35 million; a nearly 37% increase in the overall budget. This has funded needed building improvements to the shelter, secured a contract for a veterinarian clinic, replaced older patrol trucks, and are also funding newly added veterinarian and vet tech staffing.

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Response: The respondent agrees with the finding.

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Response: The respondent agrees with the first sentence of this finding. There were delays due to employee vacations schedules, and internal routing of responses through leadership. Additionally transition from the Sheriff's Office to the Department of Community Services occurred part way through the investigation. The change in leadership, differing chains of command, and onboarding, resulted in delays of information being available to the Grand Jury. The respondent disagrees with the second sentence in this finding. More information is needed to respond fully.

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Response: The respondent is already implementing this recommendation. The project is under contract as of July 1st, 2024.

R-3: The Department of Community Services should provide for a management/leadership consultant to improve leadership skills at the Yolo County Animal Services.

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Sincerely,



Leslie Lindbo

Director

Department of Community Services