

Placer County Animal Services Advisory Committee

August 31, 2006

1) Committee Composition and Respective Roles

Chair:

- County Executive Officer or designee;
- Sets the agenda;
- Initiates and concludes discussions.

Committee Members:

- Seven Committee members; with four (4) required to conduct a meeting;
- Representation will be from animal welfare organizations, municipal contract partners, and a licensed veterinarian;
- Powers and duties are defined below.

Staff:

- Report on topical issues as directed by the County Executive Officer, and answer questions from Committee members and members of the public;
- Support the Committee by preparing/disseminating meeting agendas and minutes.

2) Meeting Agenda

With input from the Committee and County staff, the County Executive/Chair will determine the items to be placed on the agenda. If Committee members or members of the public have issues or concerns to be considered for an upcoming agenda, they should contact Bekki Riggan in the County Executive Office at (530) 886-4613, briggan@placer.ca.gov by the Friday preceding the scheduled Committee meeting. Meeting agendas will be emailed to Committee members in advance of the monthly meetings.

3) Meeting Minutes

Summary Minutes will be maintained. For example: "John Smith spoke about the need for spay/neuter education" is all that is required for the meeting minutes. Public comment will be handled similarly. For example: "Susan Smith spoke in favor of spay/neuter education."

4) Procedure and Conduct

The County Executive/Chair will open and close the meetings and will introduce each agenda item. Staff are the subject matter experts and will brief the Committee on agenda items. After staff briefs the Committee, the Chair will recognize Committee members who are requesting a clarification or to comment. Committee members shall raise their hand and, after being recognized by the Chair, shall indicate a point of clarification or question. The Chair will limit time per Committee member to ensure all have an opportunity to speak. If a Committee member

raises their hand multiple times during a discussion, he/she mayor may not have multiple opportunities to speak.

The Chair will monitor time, determine when discussion is to be concluded, and provide direction to staff when appropriate. This direction shall be recorded in the minutes. After the Committee has completed its discussion, the floor will be opened to members of the public, as time allows. If a Committee member or staff member is late for the meeting, it is expected that they will talk with the Chair or to County staff at the conclusion of the meeting to be briefed on what was missed.

In order to establish and maintain effective working relationships, it is expected that all Committee members will follow professional protocol by exhibiting:

- Respectful behavior,
- Open and honest communication;
- Timeliness and responsiveness;
- Cooperation and Teamwork.

5) Committee Composition

The Committee will consist of seven (7) members as follows:

- The County Executive or designee shall chair the Committee (1).
- Three (3) members shall be actively involved in the operation of an animal welfare organization within Placer County and have executed MOU's with Placer County.
- Each of the following NFP (Not for Profit) organizations shall be entitled to one seat and the member shall be selected by that organization. Members shall be residents of Placer County.
- Two (2) members shall be from jurisdictions having shelter or field service contracts with Placer County and shall be selected by the municipalities. These seats shall be allocated by draw at the first meeting of the Committee and shall be rotated over time. If a municipality chooses to not to occupy a seat on the Committee, they may waive their opportunity to the next jurisdiction on the roster.
- One (1) member shall be a licensed veterinarian, or if a licensed veterinarian cannot be found, a veterinary technician.

Chair: County Executive Officer or Designee (1)

Committee Members: SPCA (1)
Friends of the Shelter (1)
A New Hope (1)
Animal Control Services Professionals (2)
One licensed Veterinarian (1)

Staff Support to the Committee: County Executive Office
Facility Services
Health & Human Services

6) Term

It is anticipated that Committee members will serve for one year, with a one year extension.

7) Meeting Information

Monthly meetings will be held on the last Thursday of each month, from 5:30 P.M. to 6:30 P.M. in Conf Room 1 at the County Executive Office, 175 Fulweiler Ave, Auburn, CA 95603. The 2006 meeting dates are as follows:

- Thursday, August 31st
- Thursday, September 28th
- Thursday, October 26th
- Thursday, November 30th
- Thursday, December 28th

8) Powers and Duties

This Committee is to serve in an advisory capacity to the County Executive Officer by providing recommendations on strategies, policies, and programs designed to assure quality care for the animals housed by the County's animal care services, increase awareness of animals available for adoption at the shelter, increase awareness of the importance of spay/neuter of animals, assist in soliciting input from the community related to use of unclaimed spay/neuter deposits, educating the community regarding the humane treatment of animals and other matters related to animal care.

Placer County Animal Services Advisory Committee Contact

Bekki Riggan, Principal Management Analyst
County Executive Office
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Auburn, CA 95603

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Fax: (530) 889-4023
briggan@placer.ca.gov

Placer County

Application for Appointment to Committees

INSTRUCTIONS:

Provide all information requested; use **black ink**; any attachments must be single sided 8 ½ x 11 paper.

If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on the form is public record.

Return this completed application form to: Placer County Executive Office, 175 Fulweiler Ave, Auburn, CA 95603
For further information you may call (530) 889-4030.

COMMITTEE NAME: _____

CATEGORY FOR WHICH YOU ARE APPLYING: _____

Applicant Name: _____
Last First Middle Initial

E-mail Address: _____

Home Telephone: _____ Business Telephone: _____

Please state the reason you would like to be a member of this Committee: _____

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group? Yes No

If yes, please explain: _____

Committee members are required to attend meetings on a regular basis. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member? Yes No

Committee members will also be required to sign the County's MOU regarding volunteer services with the County, where applicable.