



**SOLANO COUNTY BOARD OF SUPERVISORS
ADVISORY BOARD/COMMISSION REVIEW SHEET**

Date: October 13, 2014

Name of Advisory Board: Animal Care Advisory Commission

Name of person completing review sheet: Susan Stockton, Chairperson

Name and Department of County Contact/Staff assigned to Board: Ian Goldberg, County Administrator's Office

PURPOSE

1. What is the purpose of the advisory board? The purpose is to make recommendations to the County Board of Supervisors and the Solano County Animal Care Division related to animal care issues in the county. The issues include but are not limited to: animal adoption, spay and neuter programs, vaccination and animal welfare education for the benefit of Solano County.
2. Does the board/commission have a mission statement? If so, please provide. The foremost mission of the Solano County Animal Care Commission is to act as an advocate and enforce of the rights of all animals. To provide animals refuge, medical care, nourishment and the opportunity for a good life in a loving home.
3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors. Attached are the by-laws as approved by the Board of Supervisors on October 17, 2008.
4. Please reference how, why and when the board/commission was created. Following a Parvo outbreak in 1999 at the Animal Shelter, awareness was raised for the need of improved shelter policies, procedures and conditions. The Board of Supervisors established the Animal Care Advisory Commission on January 18, 2000 to act as an advisory committee to the Board in matters regarding animal care and control issues in the county.

MEETING SCHEDULE

5. How often does the advisory board meet? A minimum of every other month.
6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one? The ACAC does not have an annual work plan. A work plan is developed as issues are brought forward by the public.
7. Please attach membership list and attendance records for October 2013 through September 2014 or since the last reporting period.

BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered “no” to any of the questions below, please explain:
 - A. Was a quorum present at each meeting? Yes
 - B. Did each new member receive training and written guidelines on the Brown Act? Yes
 - C. Did existing members receive a review of the Brown Act? No
 - D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies? Yes

OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met. The primary goal of the commission was to facilitate the construction of a new shelter building to house adoptable dogs and cats and a low-cost, high-volume spay/neuter and shot clinic. Groundbreaking was held on December 17, 2013. Construction continues to this date.
10. List primary goals and objectives for the current reporting period. The ACAC will: be an advisory group for all animals of Solano County; become a center for all animal care groups by establishing a data base to include information regarding who they are, what they do and where; invite representatives of the animal care groups to share resources; conduct a quarterly review of their goals and adjust them accordingly; assist the shelter in encouraging people to become volunteers; affect change to correct the issues of which we are made aware by investigating then advising or recommending solution for all Solano County animals.
11. Briefly outline accomplishments for the current reporting period (October 2013 – September 2014), and how those accomplishments were shared with other agencies. The following accomplishments were shared with the animal shelter and Sheriff’s Department: a data base of animal care groups has been created; representatives of the Vacaville SPCA, SNIIP, Rio Vista, Solano Feral Cat Group, SCARF, Campus Cat Coalition and others have attended the meetings; a committee to review needed updates to county animal ordinances is being formed based on the concerns brought forth by a member of the public; the ACAC shares upcoming events (adoptions and fundraisers) with those present; information sheets for neighborhood animal cruelty are shared with the BOS by way of timely ACAC minutes; goals and accomplishments are reviewed and kept current.

ADDITIONAL INFORMATION

12. Please add any additional comments. Comments should be 150 words or less.

The member-at-large position has remained unfilled since December 2013.

Animal Care Advisory Commission
Attendance Record
October 1, 2013 through September 30, 2014

Committee Position <i>(List all committee positions)</i>	Member <i>(List names or Vacant)</i>	10/7/2013	1/27/2014	3/3/2014	3/31/2014	4/28/2014	5/19/2014	6/23/2014	7/28/2014	8/25/2014	9/22/2014						
District 1 Representative	Diana Lang	X	A	X	X	X	X	X	X	X	X						
District 2 Representative	Grant Kreinberg	X	X	X	X	A	X	X	X	X	X						
District 3 Representative	Sheila Grant term-out	X	X	X	X	X	A	A	N/A	N/A	N/A						
District 4 Representative	Michael Books	X	resigned	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
District 5 Representative	Shirley Roady	A	resigned	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
Member at Large	Ed Campbell dec 11/13	X	unfilled	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
Veterinarian	John Howard resign 9/15/14	X	A	A	X	X	A	X	X	X	N/A						
District 5 Representative	Lori Jones eff. 11/13		X	X	X	X	X	X	X	X	X						
District 4 Representative	Susan Stockton 1/14		X	X	X	X	X	X	X	X	X						
District 3 Representative	Kathy Betz eff 7/14								X	X	X						

Date of Last Brown Act Training and/or Review	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
02/20/14		03/03/14
		03/03/14
		04/28/14
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
		03/31/14
02/20/14	12/03/13	03/03/14
02/20/14	09/09/14	03/03/14
9/3/14		8/25/2014

Minutes sent to BOS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**						
Minutes sent to CAO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	**						
Quorum Present 4 members * 51% of filled positions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y						

X = PRESENT
A = ABSENT
Y = YES
N = NO

Agenda Posting Locations: <i>(State where agendas are posted)</i>	County Administration Center Bulletin Board Animal Shelter 2510 Clay Bank Road
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**9/22/14 minutes will be approved at 10/27 meeting

Brown Act Training is required within one year of appointment and reviewed every two years thereafter.
AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

Quorum Present (* Define what a quorum is)
Example: 51% of filled positions, 5 members per bylaws, etc.

**BY-LAWS FOR THE SOLANO COUNTY
ANIMAL CARE ADVISORY COMMISSION**

ARTICLE I – NAME

The name of this commission is “The Solano County Animal Care Advisory Commission.”

ARTICLE II - PURPOSE

SECTION 1: General Purpose. The general purpose of the Commission is to make recommendations to the County Board of Supervisors (“Board”) and the Solano County Animal Care Division (“Division”) related to animal care issues in the county.

SECTION 2: Specific purposes. Within the context of the general purpose, specific purposes include the following:

- To act as an advisory committee to the Board in matters regarding animal care and control issues and needs in Solano County.
- To make recommendations regarding Division policies and procedures as needed.
- Provide support to the Division with emphasis on enhancing the services provided to the community at large.
- Make recommendations to the Board regarding funding for the Division.
- Promotion of animal care and control issues including but not limited to animal adoption, spay and neuter program, vaccination and other animal welfare education issues for the benefit of the County.
- Conduct an annual review of the Solano County Animal Care Strategy Plan to improve animal care and control in Solano County.
- Report progress of the Commission to the Board of Supervisors at least once per year.

ARTICLE III - MEMBERSHIP

SECTION 1: The commission consists of seven members appointed by the Board as follows: One member per supervisorial district, one “at large” member and one veterinarian member.

SECTION 2: No Animal Care Division employees or county contract personnel will be appointed to the Commission.

SECTION 3: Members of the Commission serve without compensation.

SECTION 4: In order to establish staggered terms of membership, five members of the first appointed commission will serve two(2)-year terms, the remainder will serve for four (4) years. Members will be limited to two consecutive four-year terms.

SECTION 5: The Board of Supervisors will be requested to replace any member who is absent for four (4) meetings in one year.

SECTION 6: A Commission Member may resign by giving written notice to the Chair or Vice-Chair. The resignation shall be effective when notice is given unless it specifies a later time.

ARTICLE IV – OFFICERS

SECTION 1: Officer of the Commission will consist of a Chair and a Vice-Chair who will be elected by the Commission members. The Secretary will be appointed by the Director of General Services and shall be a non-voting member of the Commission.

SECTION 2: Nomination and election of officers will be held at the first meeting in June in each calendar year and may be held at other times as vacancies occur after giving members 14 days notice.

SECTION 3: Officers will take office, at the next regular meeting after their election.

SECTION 4: Duties of the officers are:

- Chair: to preside over all meetings and to establish committees, as needed
- Vice Chair: to perform the duties of the Chair during absences of the Chair.
- Secretary: to keep good and sufficient records of the proceedings of the commission.

ARTICLE V – MEETINGS

SECTION 1: Regular meetings of the commission will be held at a time and place designated by the Chair and will be subject to the provisions of the Brown Act related to the meeting of local agencies (Chapter 9, §54950, Part I, Division 2 of Title 5 of the Government Code). A quorum will consist of four (4) members and meetings will be conducted according to the Roberts Rules of Order.

ARTICLE VI – COMMITTEES

The commission will create standing committees and/or ad-hoc committees as needed.

ARTICLE VII – AMENDMENTS TO BY-LAWS

Changes or amendments to the By-Laws may be recommended to the Board of Supervisors only:

- At a regular meeting of the Commission
- The proposed changes or amendments are approved by a majority vote of the members present.