



THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE AND COMMENT VIA THE APPLICATION, ZOOM. ZOOM MEETING INFORMATION AND CALL IN INFORMATION WAS POSTED ON THE AGENDA AND ON THE SASA'S WEBSITE.

NOTICE: THIS MEETING WILL BE HELD IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20, ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020 THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE SECTION 54950, ET SEQ.), AND THE FEDERAL AMERICANS WITH DISABILITIES ACT.

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY PARTICIPATE AND COMMENT VIA THE APPLICATION, ZOOM.

MEETING INFORMATION: WEBSITE-

<https://zoom.us/j/95356373974?pwd=N3lYlIETXd3U3RQa25CSkdVeHVYdz09>

PASSWORD: 0nDYdq

REMOTE PUBLIC COMMENT

If you prefer to provide a written comment on a specific agenda item, please submit your comments via email by 5:00 p.m. on the Wednesday prior to the Board meeting. Please email your comment to the Clerk of the Board at rios@stancounty.com and include the Agenda Item Number in the subject line of the email. Your written comment will be distributed to the Board members of Stanislaus Animal Services Agency and kept on file as part of official record of the Board meeting.

Or join by phone: Dial: 1 669 900 9128; Webinar ID: 953 5637 3974; Password: 748052

REGULAR MEETING

AGENDA

Thursday, December 17, 2020 at 9:00am



STANISLAUS ANIMAL SERVICES AGENCY

“SERVING YOUR COMMUNITY TOGETHER”

3647 Cornucopia Way
Modesto CA 95358

Phone: 209.558.7387 Fax: 209.558.2138
www.stancounty.com/animalservices

Joint Powers Agency Meeting Notice

Thursday, December 17, 2020, at 9:00am

The Joint Powers Agency welcomes you to its meetings, which are held by announcement, and your interest is encouraged and appreciated.

The agenda is divided into two sections:

CONSENT CALENDAR: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at the beginning of the meeting under the section titled “Consent Calendar.” If you wish to have an item removed from the Consent Calendar, please make your request at the time the Agency Chairperson asks if any member of the public wishes to remove an item from consent.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearing and correspondence.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE AGENCY ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Agency Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Agency will be limited to a maximum of 5 minutes unless the Chairperson of the Agency grants a longer period of time.

PUBLIC COMMENT PERIODS: Matters under the jurisdiction of the Agency, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Agency for consideration. However, California law prohibits the Agency from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Joint Powers Agency for Stanislaus Animal Services. Any member of the public wishing to address the Agency during the “Public Comment” period shall be permitted to be heard once for up to 5 minutes.

Materials related to an item on this Agenda submitted to the Agency after distribution of the agenda packet are available for public inspection in the Clerk’s office at 3647 Cornucopia Way, Modesto, CA during normal business hours.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Joint Powers Agency meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director of Animal Services at (209) 342-1740. Notification 72 hours prior to the meeting will enable the Agency to make reasonable arrangements to ensure accessibility to this meeting.

MATERIALS: Materials related to an item on this Agenda submitted to the Joint Powers Agency after distribution of the agenda packet are available for public inspection in the Animal Services Office at 3647 Cornucopia Way in Modesto, during normal business hours.

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Stanislaus Animal Services Agency Board Meeting Agenda

December 17, 2020

1. **Welcome**
2. **Roll Call (silent)**
3. **Public Comment Period (Limit of 5 minutes per person)**
4. **Minutes of Previous Meeting**
 - A. Approval of the Agency Board Meeting Minutes of November 19, 2020
5. **Correspondence: None**
6. **New Business**
 - A. Approve and Adopt the Revised Bylaws, Delegating the Authority to the Executive Director to Make and Execute Contracts up to \$50,000
7. **Committee Reports: None**
8. **Informational:**
 - A. Operation Update, November 2020
 - B. Executive Director Report
9. **Adjournment**

**THE GOVERNING BOARD
OF THE JOINT POWERS AGENCY OF THE
STANISLAUS ANIMAL SERVICES AGENCY (SASA)**
Meeting Minutes

Regular Meeting

Thursday

November 19, 2020

Members Present:

Tom Westbrook, City of Ceres, Chair
Jody Hayes, Stanislaus County
Joe Lopez, City of Modesto
Merry Mayhew, City of Hughson
Michael Pitcock, City of Waterford
Ken Irwin, City of Patterson, Co-Chair

Staff Present:

Annette Patton, Executive Director
Dennis Cordova, Operations Manager
Daniel Solish, Deputy County Counsel

Jewel Warr, - Stanislaus Co. Alt
Adrienne Rios, Confidential

Guests and Dignitaries:

Supervisor Jim DeMartini

1. The meeting was called to order at 9:00 a.m. by Chairman, Tom Westbrook.
2. **Roll call:** See above
3. **Public Comment:**

Nancy Klein stated staff are doing a good job keeping the kennels clean. Ms. Klein questioned why, Taz, animal ID A492001, was not released to a 501c3 rescue which specializes in hospice care. Rhyno, animal ID A540151, was foster/adopted in April 2020 and left unaltered for five months. She requested the policy on the timeline in which foster/adoptions are brought back to SASA to get spayed/neutered, the statistics on all the dogs who were fostered/adopted since March of 2020, and monthly kennel statistics detailing number of rescue, euthanasia, and owner surrender.

Michael Christian discussed his concerns with the process that determined Turbo as vicious. He mentioned email correspondence between Annette Patton and counsel overseeing the proceedings, a 15-minute phone call between Annette and Kelly Bollen, and a letter issued by Ms. Bollen defining Turbo a vicious dog as problematic and lacking transparency. Mr. Christian also questioned the reasoning behind hiring an out of state behaviorist rather than a local behaviorist. He requested SASA develop a formal process when hiring a behaviorist.

Augusta Farley expressed concern about a dog which was allegedly dragged out SASA to a transporter's vehicle by staff due to the dog not walking on a leash. Ms. Farley requested public comment brought forth during JPA meetings be addressed, increased responsiveness from SASA's staff to citizen's concerns, and more involvement from the JPA Board to ensure staff address concerns. Ms. Farley would like to revisit the networking and collaboration between the shelter and community members to better meet the needs of both parties.

Barbara Hedberg would like to see more collaboration with the shelter and the community. Ms. Hedberg requested a response to her letter sent to Board of Supervisors and referred to SASA JPA Board regarding the Turbo case.

S. Tomerlin is concerned about the conditions/environment a dog is living withing Stanislaus County's jurisdiction and requested a wellness check.

Samantha Lopez requested information regarding SASA's intake process and reevaluation.

Nadia Borisova requested SASA to increase kennel cleaning. The setup in the 500 block is not conducive for the public to view dogs. Ms. Borisova mentioned 8-year-old German Shepperd in kennel 532 was in duress, did not have a blanket, and its kennel was dirty. Concerned with the lack of proper behavioral assessments. Requested a behaviorist assessment program. Recommended SASA reevaluate the color-coding system. Requested access to kennels in the 700's for Rescue volunteers.

Heather Concerned with the quality of photos taken of animals in the shelter as quality photos assist in animal adoptions. Requested access to animals housed in the 700's. Would like to donate unlimited number of blankets to the shelter.

Jane G expressed concern with perceived lack of transparency regarding dogs who are coded red or status of potential danger and timely medical care provided to animals withing the shelter. Would like to see a program put into place which focuses on animal rehabilitation.

Laura Younger Important for all dogs to have yard time each day as it is tied to their overall wellbeing. Concerned that puppies are individually housed in kennels and would like to see them placed together for companionship and comfort.

4. Minutes of Previous Meeting:

- A. Approved the Agency Board Meeting Minutes of October 15, 2020.
(Modesto/Hughson; 4/0) (*Ceres & Waterford abstained*)

- 5. Correspondence:** The Board acknowledged and accepted a letter from Barbara Hedberg regarding a court case involving a dog named Turbo.

6. New Business:

- A. Discussion regarding improvements for SASA's contract processes and delegation of spending authority. The agency is fine tuning the process of procuring contracts, and therefore, sought direction from the Board on spending authority of \$50,000 for the Executive Director. The Board requested contracts over \$50,000 to be placed as consent items on the agenda and any contracts under \$50,000 to be placed in the informational section.

7. Committee Reports: None

8. Informational:

- A. Operations update: Report was provided prior to the meeting as part of the agenda packet. The Board had no questions or comments.
- B. Executive Director Report: SASA's Business Manager is no longer with the agency, and thus, the reason for not having a budget update.

SASA received the 2020 California State Association of Counties (CSAC) Award for the Fosters Save Lives program implemented during the onset of COVID-19.

Farwell and best wishes to Supervisor DeMartini upon his retirement of 16 years of public service.

9. Member Referrals: None

Adjourned Regular Meeting at 10:01 a.m.

ATTESTED: ADRIENNE RIOS, Clerk
of the Governing Board
of the Joint Powers Agency
of the Stanislaus Animal Services Agency
State of California



STANISLAUS ANIMAL SERVICES AGENCY ACTION AGENDA SUMMARY

AGENDA DATE: December 17, 2020

AGENDA #: 6A

SUBJECT:

Approval of Amendment to the Stanislaus Animal Services Agency Bylaws to Establish the Executive Director Spending Authority

DISCUSSION:

The Stanislaus Animal Services Agency (SASA) was established by the Stanislaus County Board of Supervisors on October 27, 2009. The Joint Powers Agreement (JPA) was established for the provision of Animal Services. The intent of the JPA was to create shared governance and a level playing field for all participating agencies where the joint operation, governance and the management of an animal services facility was for the mutual benefit of each member agency and their respective residents to provide efficiencies and economy through cooperation.

Under the Joint Exercise of Powers Act, local public entities may create a joint powers agency ("JPA") to exercise powers they hold in common. *Zack v. Marin Emergency Radio Authority* (2004) 118 Cal.App.4th 617, 628. The JPA, however, does not need to comply with all the possibly conflicting procedural restrictions that apply to the various contracting parties. *Id.* Instead, the JPA must only comply with the procedural restrictions applicable to one contracting party designated in the joint powers agreement (See Gov. Code 6509). Pursuant to Section 3.3 of the Stanislaus Animal Services Agency (SASA) Joint Powers Agreement, SASA is subject to the same legal restrictions as the City of Modesto. Accordingly, SASA must comply with the contracting restrictions applicable to the City of Modesto.

On November 19, 2020, the Stanislaus Animal Services Agency Board met to discuss an amendment to its bylaws to establish the Executive Director's spending authority amount. The Board recommended setting a limit of \$50,000 for spending authority. All other items in excess of \$50,000 will require Board approval. All other items under \$50,000 will be reported as information on the Board's agenda.

Procurement involves the process of selecting and vetting vendors, establishing payment terms, strategically negotiating contracts, and the actual purchasing of goods. Procurement is concerned with acquiring (procuring) all goods, services, and work vital to an agency. The County's procurement actions are governed by state laws, and by the purchasing policies established by the County Board of Supervisors and General Services Agency.

Stanislaus Animal Services Agency follows the purchasing policies of Stanislaus County. They serve to foster maximum open and free competition for purchases and contracts. Stanislaus Animal Services Agency's Executive Director's authority to enter into contracts will be \$50,000 to align with City of

Modesto. All items in excess of \$50,000 will be brought to the SASA Board for approval. Contracts under \$50,000 will be placed on the SASA Board agenda as informational.

RECOMMENDATION:

1. Approve an amendment to the Stanislaus Animal Services Agency Bylaws to set the spending authority for the Executive Director up to \$50,000.

FISCAL IMPACT:

There is no fiscal impact associated with this staff recommendation. Contracts in excess of \$50,000 will require Board approval and Stanislaus Animal Services Agency staff will present requests for approval in a timely manner to ensure continuity of services. The approval of contracts in excess of \$50,000 and reporting of those below this threshold will increase transparency in the procurement of goods and services.

CONTACT PERSON:

ANNETTE PATTON, EXECUTIVE DIRECTOR
STANISLAUS ANIMAL SERVICES AGENCY, (209) 342-1740

ATTACHMENTS:

AGENCY BOARD ACTION:

On motion of _____; Seconded by _____
and approved by the following vote:

Ayes: _____

Noes: _____

Excused or Absent: _____

Abstaining: _____

- 1) _____ Approved as recommended.
- 2) _____ Denied.
- 3) _____ Approved as amended.

Motion: _____

STANISLAUS ANIMAL SERVICES AGENCY BOARD

BYLAWS

ARTICLE I-FUNCTIONS AND DUTIES

The Stanislaus Animal Services Agency Board, referred to hereafter as the "Agency Board," functions under a Joint Powers Agreement entered into on October 27, 2009 ("Agreement") pursuant to Government Code section 6500. The following articles govern all proceedings of the Agency Board and other affairs of the Stanislaus Animal Services Agency.

ARTICLE 2-MEMBERSHIP, OFFICERS, ORGANIZATION, AND ATTENDANCE

Section 1-Membership: The Agency's membership shall be composed of the County of Stanislaus and the Cities of Ceres, Hughson, Modesto, Patterson and Waterford. Any city within Stanislaus County that is not named or that may hereafter be incorporated, and which desires to participate in the activities of the Agency may also become a member under the terms set forth in the Agreement. Each member of the Agency shall have one representative on the Agency Board ("Agency Board Member").

Section 2-Terms of Office-Chair and Vice Chair The terms of Chair and Vice Chair shall serve a one-year term of office beginning at the first regular meeting of each fiscal year.

Section 3-Officers:

(a) Selection. The Agency Board shall appoint the Chair and Vice Chair by majority vote of the members of the Board. These positions will be held by the member agency appointed to each position. Either the City Manager or their designated permanent alternate representative shall serve in the appointed position. If a member agency designates additional alternate representative(s), then these alternates as designated by the member agency shall act in the absence of the Chair and Vice- Chair as set forth in paragraph (b) Succession below.

(b) Succession. The Vice Chair shall act in the place of and have all the powers and duties of the Chair in the absence of the Chair as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. The alternate-Chair shall serve as Chair in the absence of the Chair and the Vice-Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. In addition, the alternate Vice-Chair shall serve as Chair in the absence of the Chair, Vice-Chair and the alternate-Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair.

(c) Chair's Responsibilities. The responsibilities and powers of the Chair shall be as follows:

1. Preside at all meetings of the Agency Board and rule on all questions of order.
2. Call special meetings of the Agency Board in accordance with legal requirements, including the Brown Act, and the Rules of Procedure.
3. Sign documents on behalf of the Agency Board.
4. Direct appropriate action on items raised that are not listed on the Agency Board agendas.
5. Have the same rights and responsibilities as any Agency Board member.
6. Work with committees, as necessary, to develop and recommend policy

Section 4- Absence or Disqualification of Chair: In the absence of the Chair, or when the Chair is disqualified from participation or voting, the Vice Chair shall assume the responsibilities of the Chair. In the event that both the Chair and Vice Chair, and their alternates, are absent or unable to participate, then the remaining Agency Board members shall select by majority vote a member to chair the meeting.

Section 5-Secretary: The Executive Director shall serve as the Secretary of the Agency Board. The Secretary will maintain a public record of the Agency Board resolutions, transactions, findings, and determinations, and shall prepare agendas and minutes of each Regular and Special meeting of the Agency Board. The Executive Director is not an Agency Board member and does not have voting rights.

Section 6-Vacancy: Upon a vacancy occurring in the office of the Chair, the Vice Chair shall assume the office of the Chair for the balance of the unexpired term. Upon a vacancy occurring in the office of the Vice-Chair, the Agency Board members shall elect, from among them, a Vice-Chair to serve the balance of the unexpired term.

ARTICLE 3-MEETINGS

Section 1-Conduct at Meetings: Except as herein or otherwise provided, the California Brown Act commencing with Government Code section 54950, et seq. and Robert's Rules of Order, Revised shall govern all proceedings of the Agency Board.

Section 2-Regular Meetings: The Agency Board shall hold regular meetings. At least one meeting will be held quarterly on the third Thursday of March, June, September and November. The time and the place of each meeting shall be determined by and the subject to the approval of the Agency Board members. Notice of regular meetings shall be given to each member and alternate representative at least seven days before each meeting. The Agency Board agenda shall state the location of the meeting. The Chair will call the meeting to order.

Section 3-No Meeting on Holidays: Whenever the Agency Board meeting falls on a public holiday, no regular meeting shall be held. Such regular meeting may be rescheduled to another business day, or canceled at the direction of the Chair.

Section 4-Adjourned Meetings: The Chair may, with the approval of a majority of the members present, adjourn any meeting to a time and location of his or her choice, or to the next regularly scheduled meeting.

Section 5-Special Meetings: The Chair, at his or her discretion, or a majority of the Agency

Board members, may call a special meeting. Each Agency Board member shall be notified, either personally or by written notice, at least twenty-four (24) hours before the meeting. No business except that specified in the notice shall be discussed at a special meeting.

Section 6-Notice of Meetings: The Chair shall direct the publication of notices of all meetings, public hearings, including notice to the media, as required by the Brown Act.

Section 7-Study Sessions and Workshops: Study sessions or workshops may be set only upon a majority vote of the members at a meeting. No official action shall be taken and no quorum shall be required. Such meetings shall be open to the public; and unless the Agency Board invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

Section 8-Cancellation of Meetings: The Chair may cancel any regular or special meeting of the Agency Board if it is determined there is no significant business to be conducted, except upon objection by any Agency Board member.

Section 9-Committee Meetings: Except as herein or otherwise provided, the Standing and Special Committees of the Agency Board shall meet on the call of their Chair. Each committee member shall be notified of a meeting, either personally or by written notice, at least five days before the meeting.

ARTICLE 4-AGENDAS, ORDER OR BUSINESS

Section 1-Agendas: An agenda for each meeting of the Agency Board shall be prepared by assigned staff. The Executive Director shall determine the items to be placed on the agenda. Individual Agency Board members, may request items be placed on the agenda, upon approval of the Chair and submission of the item to the Executive Director.

Section 2 -Agenda- Order of Business: The following sequence shall be used in the preparation of agendas:

1. Welcome
2. Roll Call (silent)
3. Public Comment
4. Minutes of Previous Meeting
5. Correspondence
6. New Business
7. Committee Reports
8. Director Report
9. Member Referrals
10. Adjournment
11. Closed Session

The order of business may be altered at the Chair's discretion.

Section 3-Requests for Continuance of a Public Hearing: If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite date and time or to continue indefinitely. A motion may also be made and voted on to place the item anywhere under the "Public Hearing Items" heading on the agenda. Any person desiring to be heard on the item may be

given an opportunity to make a presentation.

Section 4-Public Hearings: The Chair shall announce, open, request the staff report and preside over each public hearing conducted by the Agency. It shall be the duty of the Agency to make a decision on each matter presented. The Agency Board may accept, reject or modify the finding requested in the staff report.

Section 5-Conduct of Speakers: Each speaker shall be required to approach the microphone and give their name and address. The speaker may then proceed to offer information. However, speakers will be limited to the item under consideration and the Chair may rule out irrelevant and off-the-subject comments. The Chair will not tolerate any complaints regarding individual Agency Board members or the staff or any remarks of a personal nature during the public hearing. All comments shall be addressed to the Agency Board.

Section 6-Time Limits for Testimony: The Chair may limit the amount of time afforded to each speaker to five (5) minutes. In addition, the Chair may foreclose any testimony, which presents evidence which is repetitious, incompetent, irrelevant, immaterial, which constitutes offensive or inappropriate language or remarks of a personal nature.

Section 7-Closing of the Public Hearing: The Chair shall close the public hearing when it is determined that all solicited testimony has been received. Subsequently, at the discretion of the Chair, persons in the audience may make comments if any matter was not previously discussed or introduced into the Hearing or if clarification is necessary.

Section 8-Discussing and Decision by the Agency: After the public hearing has been closed, the Agency Board members shall discuss the evidence presented and reach a decision on the item under consideration. The item may be continued to a future meeting if the Agency Board determines that additional information is required or additional time is necessary to consider oral and written testimony.

Section 9-Voting Requirements:

(a) A quorum shall consist of one-half the total number of Agency Board members entitled to vote, plus one. Each member Agency shall have one vote on the Agency Board. All votes shall be cast by the Agency Board member, or his or her alternate representative authorized to do so, for the member Agency that they represent. Such authorization shall be made known to the Executive Director of the Animal Services Agency at least 24-hours before each meeting of the Agency Board at which that alternate is to attend. No proxy, absentee, or fractional votes may be cast.

(b) A simple majority of the Agency Board members present is required for the Agency Board to take action, except to adjourn a regular meeting where a quorum is not present. A two-thirds majority of the Agency Board members shall be required to approve all fiscal matters and any other action requiring, under existing law, a 2/3 majority.

(c) In the case of a tie vote, the motion fails and a new motion is in order. If an alternative action is not possible, the item shall be considered denied.

(d) Agency Board members shall not vote on a motion unless they have been present during the entire hearing on the issue or have listened to the tape recording of that portion of the hearing presented in their absence.

(e) When a member of the Agency Board abstains from voting on any matter before it because of a potential conflict of interest, said abstention shall not constitute nor be considered as either a vote in favor or of opposition to the matter being considered.

Section 10- Disqualification from Voting: Agency Board members shall disqualify themselves from voting in accordance with the Conflict of Interest Code and all applicable laws and regulations. When members disqualify themselves they shall state prior to the consideration of the item to the Chair and inform the Chair the reason. The member must leave the room until the remaining members vote on the item.

Section 11-Closed Sessions and Confidential information:

(a) In accordance with Government Code section 54956.96 (a) (1) information received by an Agency Board member in closed session shall be confidential. That same information when provided to the city council or Board of Supervisors in closed session shall also be confidential. A member of the city council or Board of Supervisors may disclose the information, which has direct financial or liability implications, obtained in closed session to their legal counsel for advice and to other members of their city council or their Board of Supervisors present in a closed session.

(b) In accordance with Government Code section 54956.96(a)(2), if the designated alternate for an Agency Board member is also a city council member or Board of Supervisor member and who is attending a properly notice Agency Board meeting in lieu of the Agency Board member may attend closed sessions of the Agency Board.

Section 12-Records of Meetings: The Agency Board meetings shall be recorded by mechanical means and the Secretary shall take notes. When a request is made in writing for a stenographic record of a public hearing, the record shall be prepared and made available to the requesting party at cost. An advance deposit in the amount necessary for duplication will be required from the requesting party.

ARTICLE 5-COMMITTEES

Section 1-Standing Committees: The Standing Committees of the Agency Board shall be established upon approval of a majority of Agency Board members present at a regular meeting.

Section 2-Special Committees: The Chair or a majority vote of the Agency Board members present at a meeting may appoint additional committees as may be necessary or desirable.

ARTICLE 6-AMENDMENTS

Section 1-Amendments to Bylaws: These Bylaws may be amended by a two-thirds vote of those Agency Board members voting at a Regular Meeting of the Agency Board.

Section 2-Who may propose: Amendments to these Bylaws may be proposed by Agency Board member.

Section 3-Prior Notice of Proposed Amendment: In no case shall a vote on a proposed amendment be conducted unless the said proposed amendment has been submitted in writing by the Secretary to the Agency Board members, or their alternates at least fifteen (15) days before the meeting.

ARTICLE 7- EXECUTIVE DIRECTOR RESPONSIBILITIES

The duties and responsibilities of the Executive Director include:

1. Plans, organizes, implements and evaluates all operations relative to Animal Services within the jurisdiction of the Stanislaus Animal Services Agency.
2. Participates in internal and external committees, advisory groups, and related to the efficient operation and coordination of the Stanislaus Animal Services Agency.
3. Develops and implements Stanislaus Animal Services Agency policies and procedures and oversees the management, development and analysis to ensure authority-wide consistency with state and federal laws.
4. To hold animals needed by the city police as evidence in any matter being investigated or prosecuted for possible violation of state or local laws relating to animals.
5. Prepares reports and recommendations regarding implementation, revisions, or discontinuation of specific programs and services.
6. To impound any and all animals found running at large upon the streets, alleys or public places within the city and, having impounded such animals, if the owner of any such animal desires the release thereof, the Executive Director of Stanislaus Animal Services Agency shall release the same upon the payment of fees as provided by Board resolution. In the event any animal so impounded is not redeemed by the owner, then the Executive Director of Stanislaus Animal Services Agency is authorized to care for the animal as provided by state law for strays.
7. To collect and dispose of dead animals found in public places.
8. Develops the annual budget, monitors expenses and manages projects to their timely conclusion within budgetary guidelines.
9. To make and execute contracts on behalf of the Stanislaus Animal Services Agency involving an expenditure of funds in the total amount of fifty thousand dollars (\$50,000) or less.
10. To report all contracts signed by the Executive Director on behalf of the Stanislaus Animal Services Agency to the Agency Board.

Adopted June 10, 2010
Amended September 2011
Amended December 20, 2012
Amended December 19, 2013
Amended December 17, 2020

STANISLAUS ANIMAL SERVICES AGENCY BOARD

BYLAWS

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(b) Succession. The Vice Chair shall act in the place of and have all the powers and duties of the Chair in the absence of the Chair as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. The alternate-Chair shall serve as Chair in the absence of the Chair and the Vice-Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair. In addition, the alternate Vice-Chair shall serve as Chair in the absence of the Chair, Vice-Chair and the alternate-Chair and shall perform such duties as may be required by provisions of applicable law, the Bylaws, or by the direction of the Agency Board or the Chair.

(c) Chair's Responsibilities. The responsibilities and powers of the Chair shall be as follows:

1. Preside at all meetings of the Agency Board and rule on all questions of order.
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ARTICLE 3-MEETINGS

Section 1-Conduct at Meetings: Except as herein or otherwise provided, the California Brown Act commencing with Government Code section 54950, et seq. and Robert's Rules of Order, Revised shall govern all proceedings of the Agency Board.

Section 2-Regular Meetings: The Agency Board shall hold regular meetings. At least one meeting will be held quarterly on the third Thursday of March, June, September and November. The time and the place of each meeting shall be determined by and the subject to the approval of the Agency Board members. Notice of regular meetings shall be given to each member and alternate representative at least seven days before each meeting. The Agency Board agenda shall state the location of the meeting. The Chair will call the meeting to order.

Section 3-No Meeting on Holidays: Whenever the Agency Board meeting falls on a public holiday, no regular meeting shall be held. Such regular meeting may be rescheduled to another business day, or canceled at the direction of the Chair.

Section 4-Adjourned Meetings: The Chair may, with the approval of a majority of the members present, adjourn any meeting to a time and location of his or her choice, or to the next regularly scheduled meeting.

Section 5-Special Meetings: The Chair, at his or her discretion, or a majority of the Agency

Board members, may call a special meeting. Each Agency Board member shall be notified, either personally or by written notice, at least twenty-four (24) hours before the meeting. No business except that specified in the notice shall be discussed at a special meeting.

Section 6-Notice of Meetings: The Chair shall direct the publication of notices of all meetings, public hearings, including notice to the media, as required by the Brown Act.

Section 7-Study Sessions and Workshops: Study sessions or workshops may be set only upon a majority vote of the members at a meeting. No official action shall be taken and no quorum shall be required. Such meetings shall be open to the public; and unless the Agency Board invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

Section 8-Cancellation of Meetings: The Chair may cancel any regular or special meeting of the Agency Board if it is determined there is no significant business to be conducted, except upon objection by any Agency Board member.

Section 9-Committee Meetings: Except as herein or otherwise provided, the Standing and Special Committees of the Agency Board shall meet on the call of their Chair. Each committee member shall be notified of a meeting, either personally or by written notice, at least five days before the meeting.

ARTICLE 4-AGENDAS, ORDER OR BUSINESS

Section 1-Agendas: An agenda for each meeting of the Agency Board shall be prepared by assigned staff. The Executive Director shall determine the items to be placed on the agenda. Individual Agency Board members, may request items be placed on the agenda, upon approval of the Chair and submission of the item to the Executive Director.

Section 2 -Agenda- Order of Business: The following sequence shall be used in the preparation of agendas:

1. Welcome
2. Roll Call (silent)
3. Public Comment
4. Minutes of Previous Meeting
5. Correspondence
6. New Business
7. Committee Reports
8. Director Report
9. Member Referrals
10. Adjournment
11. Closed Session

The order of business may be altered at the Chair's discretion.

Section 3-Requests for Continuance of a Public Hearing: If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite date and time or to continue indefinitely. A motion may also be made and voted on to place the item anywhere under the "Public Hearing Items" heading on the agenda. Any person desiring to be heard on the item may be

given an opportunity to make a presentation.

Section 4-Public Hearings: The Chair shall announce, open, request the staff report and preside over each public hearing conducted by the Agency. It shall be the duty of the Agency to make a decision on each matter presented. The Agency Board may accept, reject or modify the finding requested in the staff report.

Section 5-Conduct of Speakers: Each speaker shall be required to approach the microphone and give their name and address. The speaker may then proceed to offer information. However, speakers will be limited to the item under consideration and the Chair may rule out irrelevant and off-the-subject comments. The Chair will not tolerate any complaints regarding individual Agency Board members or the staff or any remarks of a personal nature during the public hearing. All comments shall be addressed to the Agency Board.

Section 6-Time Limits for Testimony: The Chair may limit the amount of time afforded to each speaker to five (5) minutes. In addition, the Chair may foreclose any testimony, which presents evidence which is repetitious, incompetent, irrelevant, immaterial, which constitutes offensive or inappropriate language or remarks of a personal nature.

Section 7-Closing of the Public Hearing: The Chair shall close the public hearing when it is determined that all solicited testimony has been received. Subsequently, at the discretion of the Chair, persons in the audience may make comments if any matter was not previously discussed or introduced into the Hearing or if clarification is necessary.

Section 8-Discussing and Decision by the Agency: After the public hearing has been closed, the Agency Board members shall discuss the evidence presented and reach a decision on the item under consideration. The item may be continued to a future meeting if the Agency Board determines that additional information is required or additional time is necessary to consider oral and written testimony.

Section 9-Voting Requirements:

(a) A quorum shall consist of one-half the total number of Agency Board members entitled to vote, plus one. Each member Agency shall have one vote on the Agency Board. All votes shall be cast by the Agency Board member, or his or her alternate representative authorized to do so, for the member Agency that they represent. Such authorization shall be made known to the Executive Director of the Animal Services Agency at least 24-hours before each meeting of the Agency Board at which that alternate is to attend. No proxy, absentee, or fractional votes may be cast.

(b) A simple majority of the Agency Board members present is required for the Agency Board to take action, except to adjourn a regular meeting where a quorum is not present. A two-thirds majority of the Agency Board members shall be required to approve all fiscal matters and any other action requiring, under existing law, a 2/3 majority.

(c) In the case of a tie vote, the motion fails and a new motion is in order. If an alternative action is not possible, the item shall be considered denied.

(d) Agency Board members shall not vote on a motion unless they have been present during the entire hearing on the issue or have listened to the tape recording of that portion of the hearing presented in their absence.

(e) When a member of the Agency Board abstains from voting on any matter before it because of a potential conflict of interest, said abstention shall not constitute nor be considered as either a vote in favor or of opposition to the matter being considered.

Section 10- Disqualification from Voting: Agency Board members shall disqualify themselves from voting in accordance with the Conflict of Interest Code and all applicable laws and regulations. When members disqualify themselves they shall state prior to the consideration of the item to the Chair and inform the Chair the reason. The member must leave the room until the remaining members vote on the item.

Section 11-Closed Sessions and Confidential information:

(a) In accordance with Government Code section 54956.96 (a) (1) information received by an Agency Board member in closed session shall be confidential. That same information when provided to the city council or Board of Supervisors in closed session shall also be confidential. A member of the city council or Board of Supervisors may disclose the information, which has direct financial or liability implications, obtained in closed session to their legal counsel for advice and to other members of their city council or their Board of Supervisors present in a closed session.

(b) In accordance with Government Code section 54956.96(a)(2), if the designated alternate for an Agency Board member is also a city council member or Board of Supervisor member and who is attending a properly notice Agency Board meeting in lieu of the Agency Board member may attend closed sessions of the Agency Board.

Section 12-Records of Meetings: The Agency Board meetings shall be recorded by mechanical means and the Secretary shall take notes. When a request is made in writing for a stenographic record of a public hearing, the record shall be prepared and made available to the requesting party at cost. An advance deposit in the amount necessary for duplication will be required from the requesting party.

ARTICLE 5-COMMITTEES

Section 1-Standing Committees: The Standing Committees of the Agency Board shall be established upon approval of a majority of Agency Board members present at a regular meeting.

Section 2-Special Committees: The Chair or a majority vote of the Agency Board members present at a meeting may appoint additional committees as may be necessary or desirable.

ARTICLE 6-AMENDMENTS

Section 1-Amendments to Bylaws: These Bylaws may be amended by a two-thirds vote of those Agency Board members voting at a Regular Meeting of the Agency Board.

Section 2-Who may propose: Amendments to these Bylaws may be proposed by Agency Board member.

Section 3-Prior Notice of Proposed Amendment: In no case shall a vote on a proposed amendment be conducted unless the said proposed amendment has been submitted in writing by the Secretary to the Agency Board members, or their alternates at least fifteen (15) days before the meeting.

ARTICLE 7- EXECUTIVE DIRECTOR RESPONSIBILITIES

The duties and responsibilities of the Executive Director include:

1. Plans, organizes, implements and evaluates all operations relative to Animal Services within the jurisdiction of the Stanislaus Animal Services Agency.
2. Participates in internal and external committees, advisory groups, and related to the efficient operation and coordination of the Stanislaus Animal Services Agency.
3. Develops and implements Stanislaus Animal Services Agency policies and procedures and oversees the management, development and analysis to ensure authority-wide consistency with state and federal laws.
4. To hold animals needed by the city police as evidence in any matter being investigated or prosecuted for possible violation of state or local laws relating to animals.
5. Prepares reports and recommendations regarding implementation, revisions, or discontinuation of specific programs and services.
6. To impound any and all animals found running at large upon the streets, alleys or public places within the city and, having impounded such animals, if the owner of any such animal desires the release thereof, the Executive Director of Stanislaus Animal Services Agency shall release the same upon the payment of fees as provided by Board resolution. In the event any animal so impounded is not redeemed by the owner, then the Executive Director of Stanislaus Animal Services Agency is authorized to care for the animal as provided by state law for strays.
7. To collect and dispose of dead animals found in public places.
8. Develops the annual budget, monitors expenses and manages projects to their timely conclusion within budgetary guidelines.
9. To make and execute contracts on behalf of the Stanislaus Animal Services Agency involving an expenditure of funds in the total amount of fifty thousand dollars (\$50,000) or less.
- 8.10. To report all contracts signed by the Executive Director on behalf of the Stanislaus Animal Services Agency to the Agency Board.

Adopted June 10, 2010
Amended September 2011
Amended December 20, 2012
Amended December 19, 2013
Amended December 17, 2020



OPERATIONS REPORT

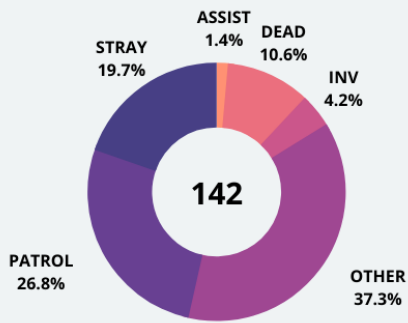
December 17, 2020

Stanislaus Animal Services Agency Operations Reports highlight operational statistics each month. The attached monthly report represents the period of November 1, 2020 – November 30, 2020.

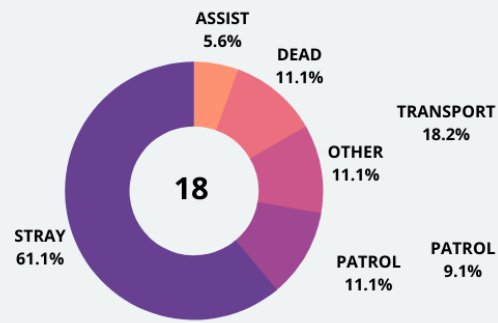
ATTACHMENTS:

- A - Field Reports
- B - Average Response Times
- C - Daily Population Dogs
- D - Daily Population Cats
- E - Vaccination Clinics Statistics
- F - Live Release Rate
- G - Volunteer Hours
- H - Animals Fostered
- I - Animals Rescued

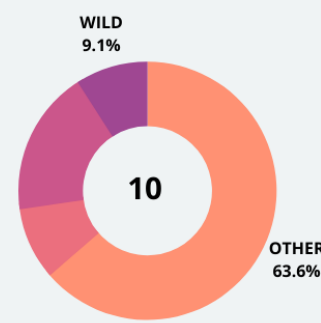
Completed Calls for Service



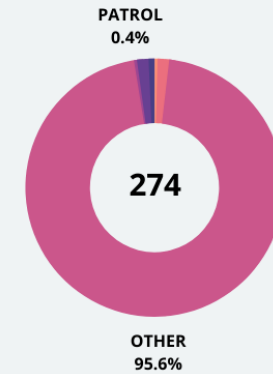
CERES



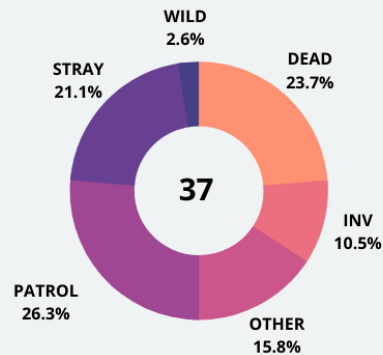
HUGHSON



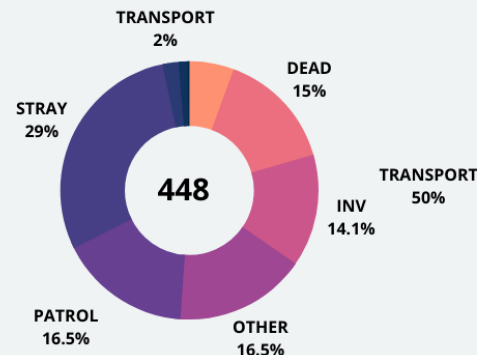
MODESTO



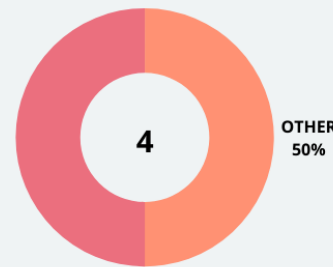
On-Site Assignment



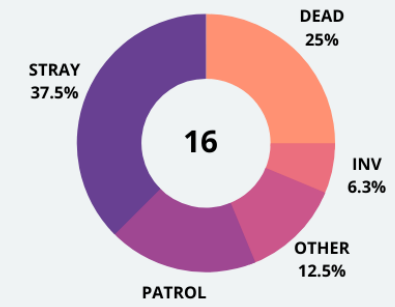
PATTERSON



STANISLAUS



OO COUNTY



WATERFORD

Total calls completed
885

12
Animals Diverted From The Shelter

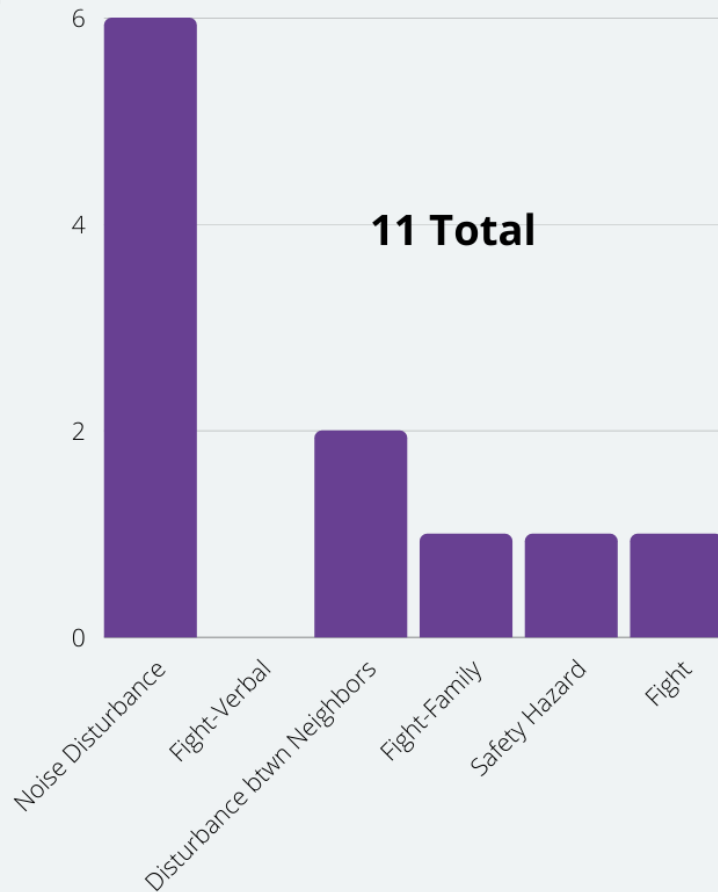
Calls Completed
In November 2020



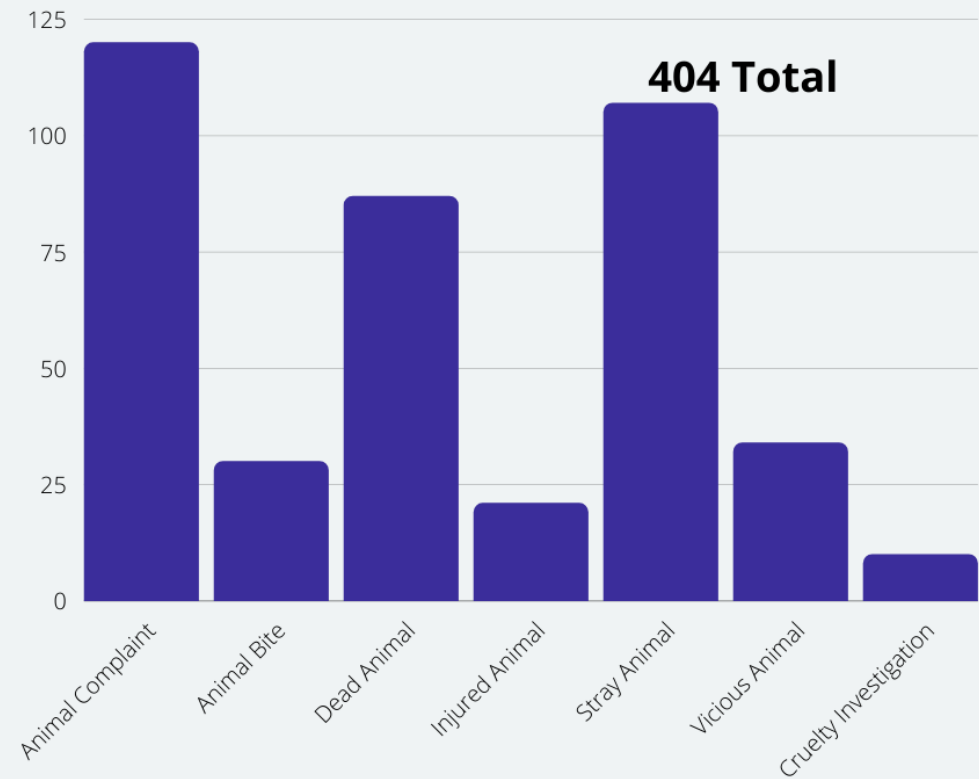
Modesto Police Department

Animal Control- Calls For Service (11/1/2020 to 11/30/2020)

Animal Related and Hazard Calls

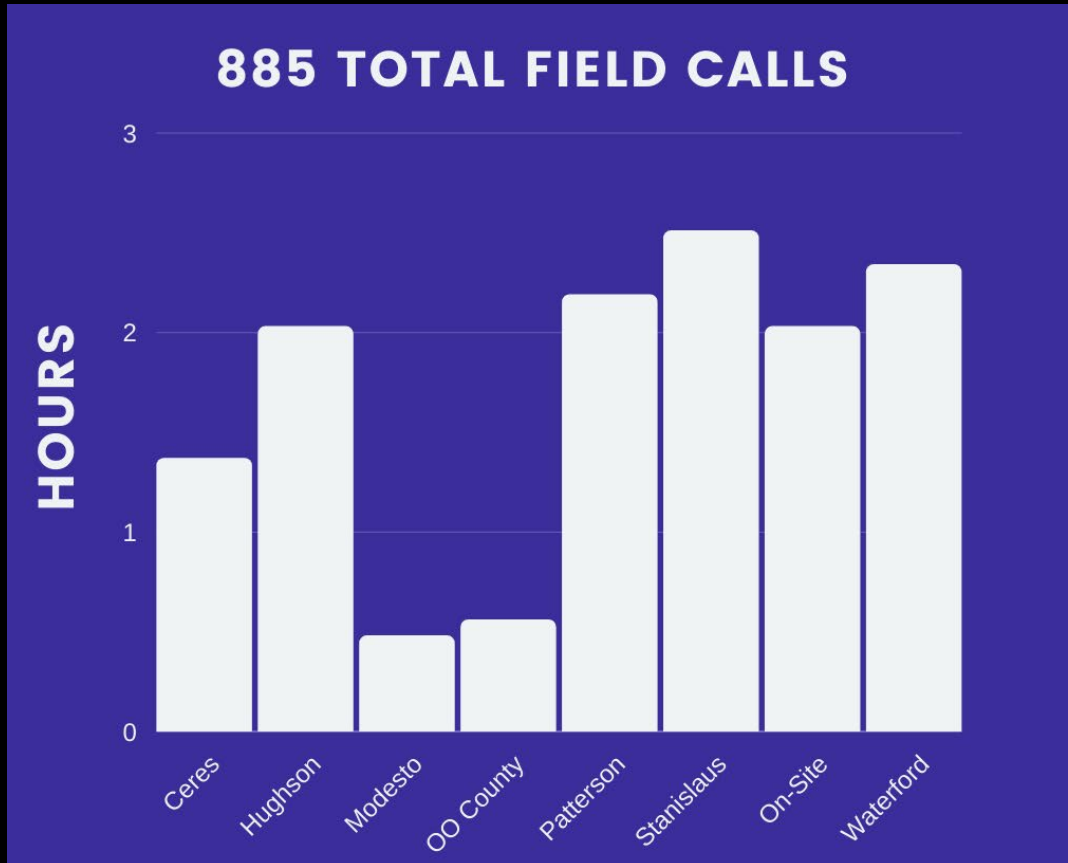


Animal Control Calls for Service



Animals
Diverted
from the
Shelter
10

885 Initial
Response Field
Calls in
November



Total Calls Per Area

Ceres-142	Patterson-37
Hughson-18	Stanislaus-448
Modesto-10	On-Site -274
OO County-4	Waterford-18



Average Response Times



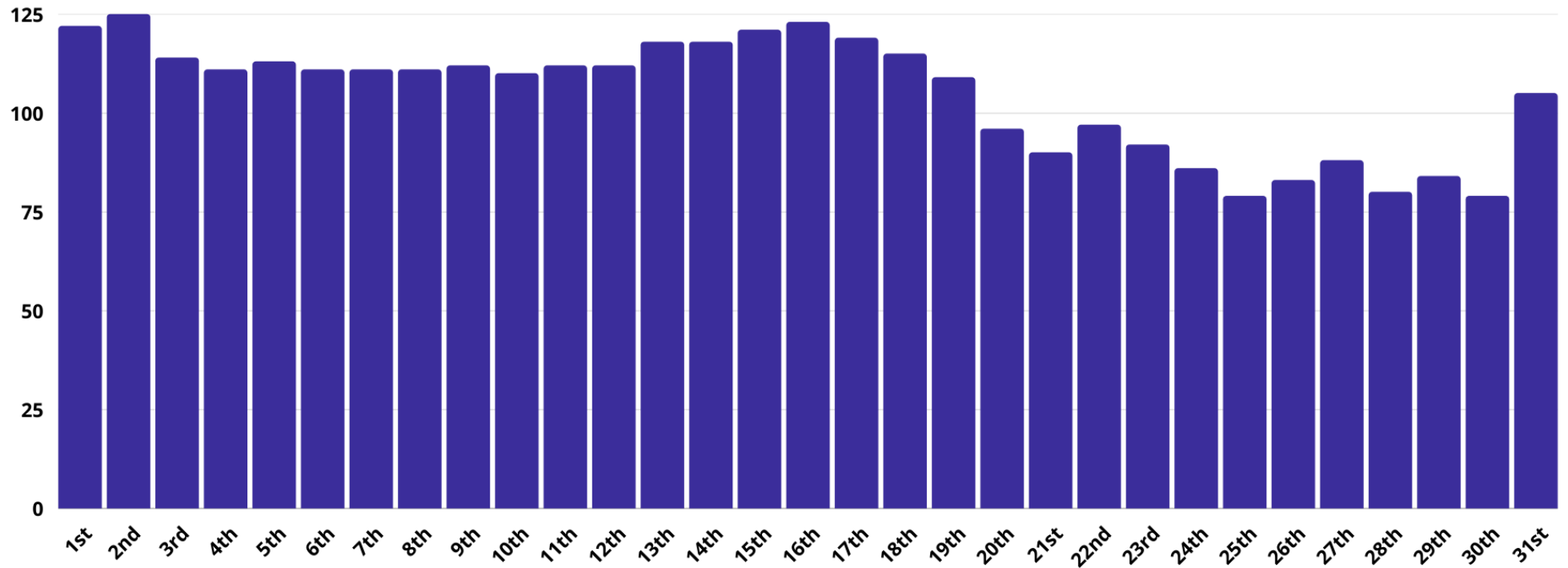
FIELD SERVICE CALLS

Initial response time used to calculate average response time

Daily Kennel Census Dogs



Max Occupancy 188

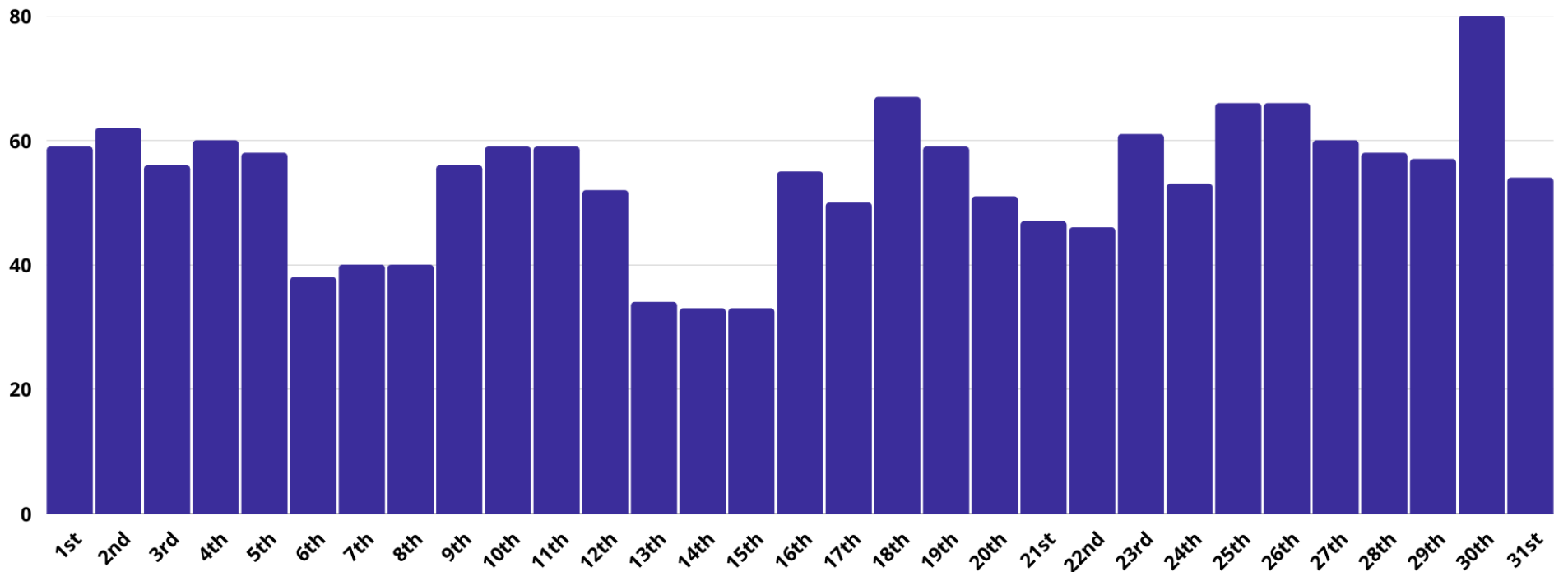


Daily Population
Dogs
188 Kennels
Average
population: 105



Daily Kennel Census Cats

Max Occupancy 224



Daily Population
Cats
224 Kennels
Average
population: 54

Vaccination Clinics

This FY clinics began July 11, 2020

Vaccinations/
Microchips ONLY

FY 2018-2019

Total for year \$138,574.05

FY 2019-2020

Total for year \$96,194.00

*Saturday clinics were discontinued from March through June due to COVID closures.

FY 2020-2021

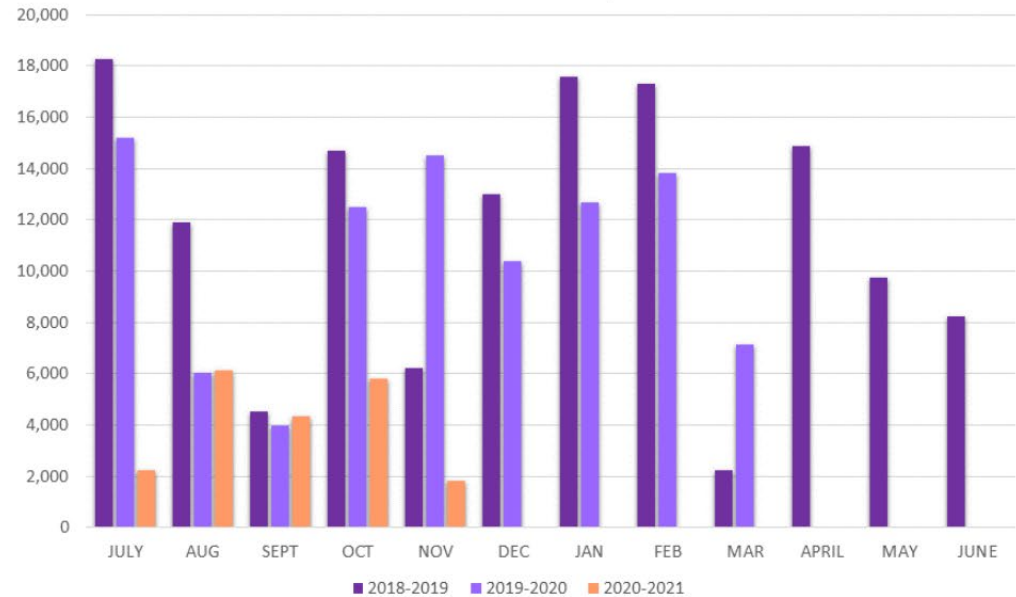
Total YTD \$20,393.00

*This FY we have adjusted to drive through clinics for dogs only.



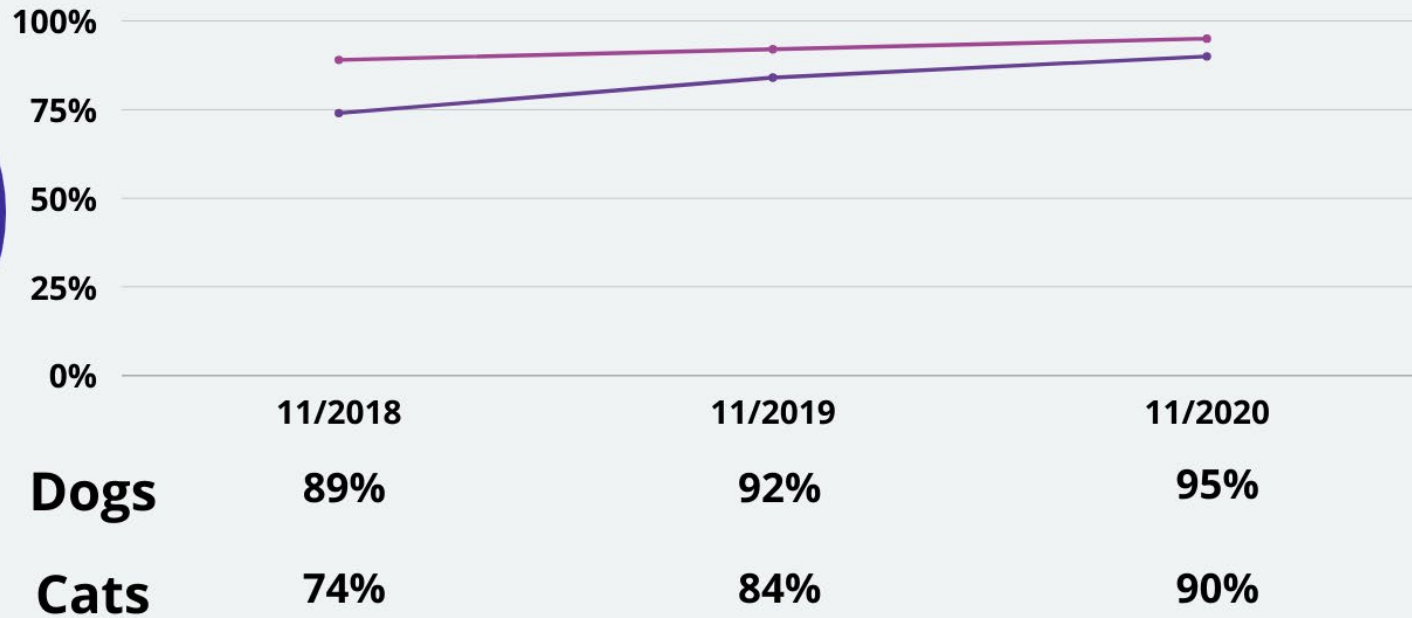
3 Year Revenue Comparison

3 Year Revenue Comparison

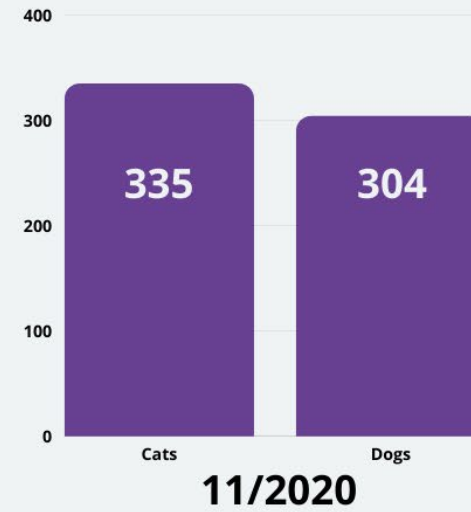
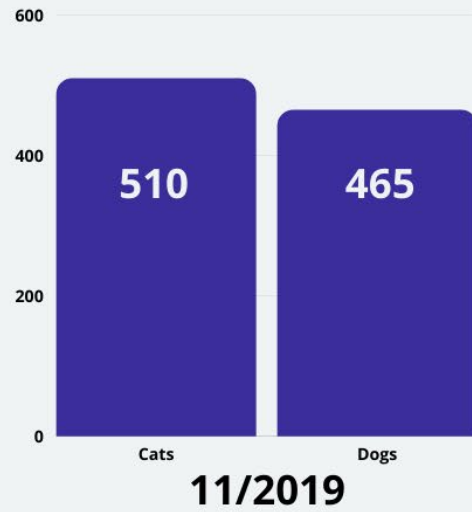


This November we only had an Veterinarian available for one clinic.
At this clinic we saw 64 Dogs.

Pets Leaving Alive



Intake Data



November 2020
Animal Intake
and Live
Release Rate

399.29
TOTAL
HOURS

2.5 FTE FOR
NOVEMBER

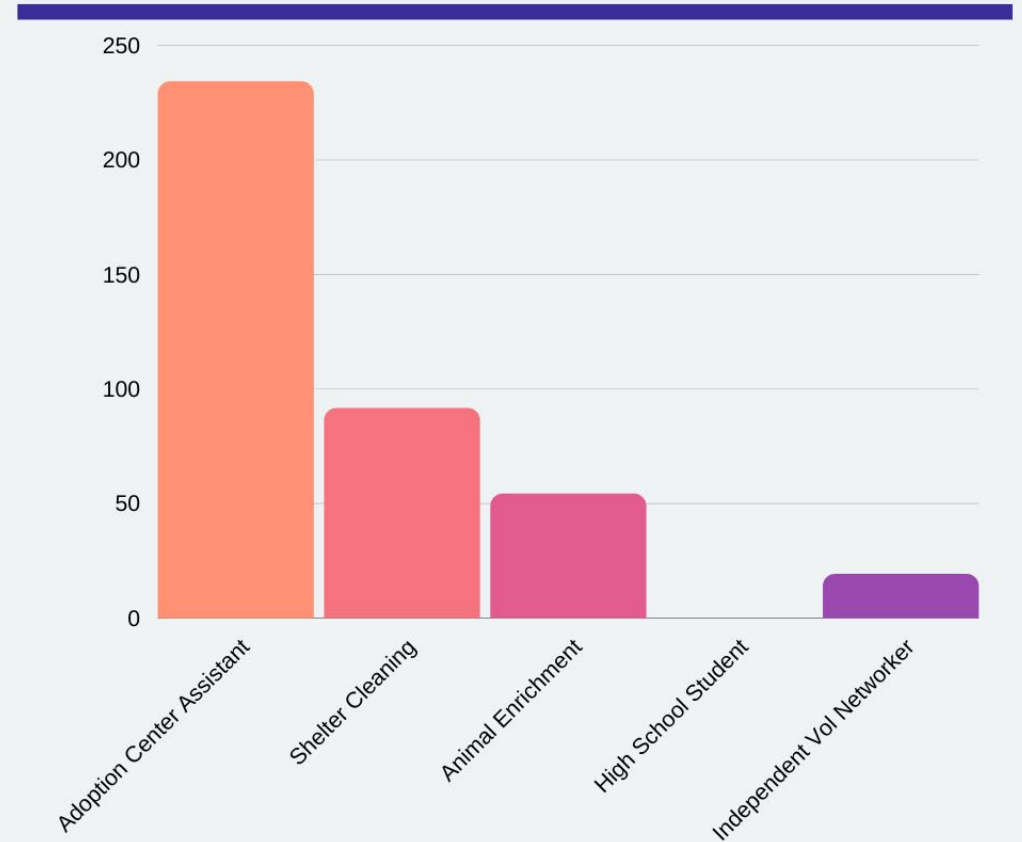


399.29
Hours
Total

Summary of Volunteer Hours

FROM 11/1/2020 - 11/30/2020

FTE OF 2.5 FOR NOVEMBER

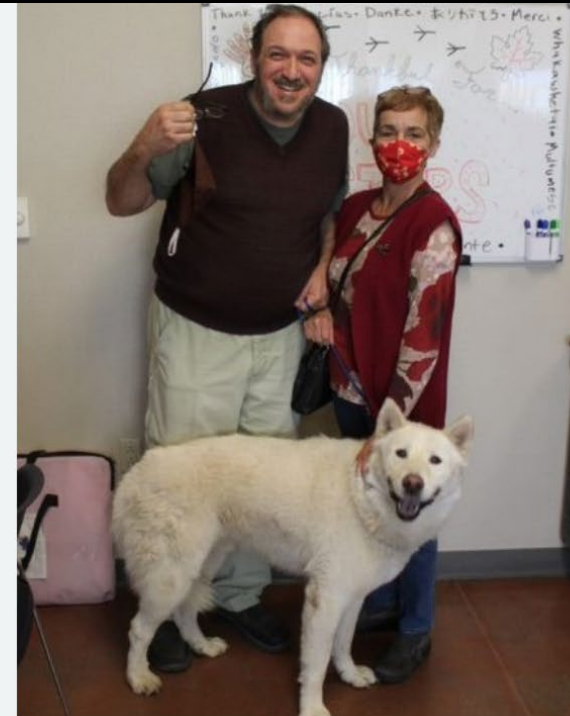


Our community is really contributing to SASA's live outcomes through fostering.

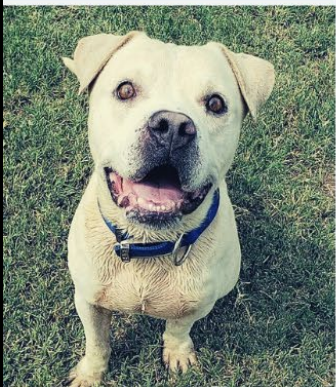


November 2020

Animals Fostered 123



Thanks to our
Rescue and
Networking
Partners another
successful month.



November 2020

**ANIMALS
RESCUED
198**

