



# COMMISSION MEETING AGENDA

## **Regular Commission Meeting**

May 12, 2022, 9:00 a.m. to 10:30 a.m.

Ventura County Animal Services  
600 Aviation Drive  
Camarillo, CA 93010  
[www.vcas.us](http://www.vcas.us)

**Chair:** Carmen Ramirez, County of Ventura

**Vice-Chair:** Suza Francina, City of Ojai

**Commissioners:** Susan Santangelo, City of Camarillo; Diane McCall, City of Fillmore; Chris Enegren, City of Moorpark; John Zaragoza, City of Oxnard; Steven Gama, City of Port Hueneme; Dee Dee Cavanaugh, City of Simi Valley; Jeanette Sanchez-Palacios, City of Ventura

**VCAS Staff:** Jackie Rose, Director of Animal Services; Donna Gillesby, Deputy Director of Animal Services; Phil Rarick, Administrative Services Director; Monica Rodriguez, Supervising Accounting Tech; Randy Friedman, Marketing Manager; Bryan Bray, Field Services Manager; Kim Flavin, Animal Care Manager; Carla Faulkner, Client Services Manager; Sandra Ropes, Recording Secretary

**IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54953(e)(1)(A) AND IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS AND LOCAL HEALTH OFFICER RECOMMENDATION REGARDING SOCIAL DISTANCING, THE VENTURA COUNTY ANIMAL SERVICES' CONFERENCE ROOM IS CURRENTLY CLOSED TO THE PUBLIC. THE VCAS COMMISSION IS HOLDING MEETINGS ELECTRONICALLY WHICH ARE ACCESSIBLE ONLINE AT [WWW.VCAS.US/VCAS-COMMISSION](http://WWW.VCAS.US/VCAS-COMMISSION).**

**TO FIND OUT HOW YOU MAY PROVIDE PUBLIC COMMENT, PLEASE REFER TO THE INSTRUCTIONS BELOW OR AT [WWW.VCAS.US/VCAS-COMMISSION](http://WWW.VCAS.US/VCAS-COMMISSION).**

Persons who require accommodation for any audio, visual or other disability in order to review an agenda, or to participate in a meeting of the VCAS Commission per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to the VCAS Commission Recording Secretary, 600 Aviation Drive, Camarillo, CA 93010 or telephonically by calling (805) 388-4358. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

All agenda reports and supporting data, including those filed in accordance with Government Code Section 54957.5 (b) (1) and (2) are available from the Recording Secretary of the VCAS Commission, 600 Aviation Drive, Camarillo, CA. The same materials will be available and attached with each associated agenda item, when received, at the following website: [www.vcas.us/vcas-commission](http://www.vcas.us/vcas-commission).

Welcome to the Meeting of the Ventura County Animal Services (VCAS) Commission. The following information is provided to help you understand, follow, and participate in the Commission meeting:

Observe the VCAS Commission meetings streaming live at:  
[www.youtube.com/VCAnimalServices](http://www.youtube.com/VCAnimalServices).

Documents including staff materials, comment emails and letters, photos, etc., distributed to the VCAS Commission regarding any agenda item during an open session or after the meeting concluded, are posted online and made available for public inspection at [www.vcas.us/vcas-commission](http://www.vcas.us/vcas-commission).

County staff attempts to redact personal contact information, other than the name, identified in written public comments before posting online but cannot guarantee all information will be redacted. Since these documents are public records and subject to disclosure, an unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want made public. The following information is provided to help with understanding on how to follow and participate in the Commission meeting electronically.

Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the VCAS Commission in connection with one or more agenda or non-agenda items on subjects that are within subject matter jurisdiction of the VCAS Commission. Public comments may be provided using one of the following options:

### **Email or Mail Public Comment in Advance of the Meeting**

If you wish to make a comment on a specific agenda item by email or mail, please submit your comment via email by 12:00 p.m. on the day prior to the Commission meeting. Please submit your comment to the Recording Secretary at [sandra.ropes@ventura.org](mailto:sandra.ropes@ventura.org) or mail to:

Ventura County Animal Services  
Sandra Ropes, Recording Secretary  
600 Aviation Drive  
Camarillo, CA 93010

Please indicate in the Subject Line the Agenda item number (e.g., Item No. 9) on which you are commenting. Your email will be distributed to the VCAS Commission and placed into the item's record of the Commission meeting.

### **Video Public Comment using Zoom**

If you would like to provide a verbal comment via video during the meeting, receive Zoom credentials by registering at:

[https://us06web.zoom.us/webinar/register/WN\\_1\\_9CPPdqTE6W\\_iMSbtsB0Q](https://us06web.zoom.us/webinar/register/WN_1_9CPPdqTE6W_iMSbtsB0Q).

We encourage you to register in advance of the meeting to ensure that you receive the Zoom credentials prior to the item being heard. Registration is open. Requests to make live public comment on an agenda item will be accepted until the public comment period for each agenda item is complete. If you wish to make comments, you must be connected to the meeting via Zoom **prior to the close of the public comment period.**

***Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom.***

### **Call-in Public Comment using Zoom**

If you would like to provide a verbal comment via telephone during the meeting, receive Zoom call-in credentials by registering at:

[https://us06web.zoom.us/webinar/register/WN\\_1\\_9CPPdqTE6W\\_iMSbtsB0Q](https://us06web.zoom.us/webinar/register/WN_1_9CPPdqTE6W_iMSbtsB0Q).

We encourage you to register in advance of the meeting to ensure that you receive the call-in credentials prior to the item being heard. Registration is open. Requests to make live public comment on an agenda item will be accepted until the public comment period for each agenda item is complete. If you wish to make comments, you must be called into the meeting **prior to the close of the public comment period.**

***Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom.***

**REMINDER:** In order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

### **Public Participation Options and Instructions**

- Observe the meeting streamed live at [www.YouTube.com/VCAAnimalServices](http://www.YouTube.com/VCAAnimalServices)
- Submit written Comments by E-Mail to [Sandra.ropes@ventura.org](mailto:Sandra.ropes@ventura.org)
- Participate *and* Provide Public Comments via Zoom:

**WEBSITE:** [www.zoom.us/join](http://www.zoom.us/join)

**MEETING ID:** 885 7130 4474

**MEETING PASSCODE:** 539449

**or** tap/click this link to join the meeting:

<https://us06web.zoom.us/j/88571304474?pwd=RjVTenVjeTdCOEdxczVUVTJXLzRTdz09>

- Participate and Provide Public Comment via Telephone:
  - ✓ Dial 1 **(253) 215-8782**
  - ✓ Enter the Meeting ID of **885 7130 4474** followed by **#** when prompted.
  - ✓ Press **#** to skip the Participant ID when prompted, as you do not have Participant ID.
  - ✓ Enter the Meeting Password of **539449** followed by **#** when prompted.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. REVIEW/ REORDERING OF THE AGENDA**
- 5. CONSENT CALENDAR** *5 minutes. Roll Call vote on items indicated.*

All items on the consent calendar are expected to be non-controversial and will be enacted by one motion. There will be no separate discussion of these items. If discussion is required, that item will be removed from the Consent Calendar. Items removed from the Consent Calendar will be discussed after the balance of the Consent Calendar has been approved and before the beginning of Business Items. The Consent Calendar will be voted on and approved by roll call vote.

- A. Consider approval of the minutes of the regular Ventura County Animal Services Commission meeting of February 10, 2022

RECOMMENDATION: Approve minutes of the regular Ventura County Animal Services Commission meeting of February 10, 2022.

- 6. PRESENTATIONS, PROCLAMATIONS AND COMMENDATIONS** *5 minutes*
- 7. PUBLIC COMMENTS** *15 minutes*  
Citizen presentations regarding VCAS related matters NOT appearing on this agenda. (See Guidelines above)
- 8. BUSINESS ITEMS** *30 minutes*

- A. Approve Quarterly Resolution Version 2 Regarding Assembly Bill 361  
VCAS Staff: Jackie Rose, Director

RECOMMENDATION: Approve Resolution.  
Time allotted: 5 minutes

- B. Receive Update on New Animal Services Shelter  
VCAS Staff: Jackie Rose, Director

RECOMMENDATION: Receive update.  
Time allotted: 5 minutes

- C. Receive Pets for Life Presentation  
VCAS Staff: Jackie Rose, Director  
City Staff: N/A

RECOMMENDATION: Receive Presentation.  
Time allotted: 20 minutes

**9. DIRECTOR'S REPORT** *20 minutes*

**10. COMMISSIONER COMMENTS** *5 minutes*

**11. ADJOURNMENT - Next meeting: Thursday, August 11, 2022, at 9:00 a.m.**



**Jackie Rose**  
Director

**Donna Gillesby**  
Deputy Director

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**Ventura County Animal Services Commission  
Regular Commission Meeting  
Meeting Minutes February 10, 2022**

**1. Call to Order at 09:06 a.m.**

**2. Roll Call:**

**Members Present:** Supervisor Carmen Ramirez – County of Ventura Board of Supervisors; Commissioner Susan Santangelo – City of Camarillo; Commissioner Diane McCall – City of Fillmore; Commissioner Chris Enegren – City of Moorpark; Commissioner Suza Francina – City of Ojai; Commissioner John Zaragoza - City of Oxnard; Commissioner Steven Gama – City of Port Hueneme; Commissioner DeeDee Cavanaugh – City of Simi Valley; and Commissioner Jeanette Sanchez-Palacios – City of San Buenaventura.

Absent: None.

**Staff present:** Jackie Rose – Director of Animal Services; Donna Gillesby, Phil Rarick, Randy Friedman, Monica Rodriguez, and Sandra Ropes – Animal Services; Robert Bravo and Asad Baig, County of Ventura CEO's Office; Roger Pichardo – City of Camarillo; Shaun Kroes and Mark Westerline – City of Moorpark; Edith Villalobos, Commander Mark Amon, and Stephen Fischer – City of Oxnard; Mara Malch and Jennifer Del Toro – City of Simi Valley; Andrea Mackey – City of Ojai; Matt Cain – City of Ventura.

**3. Pledge of Allegiance**

**4. Review/Reordering of the Agenda**

**5. Consent Calendar**

- A. Consider approval of the minutes of the regular Ventura County Animal Services Commission meeting of November 18, 2021.

Action Taken: Motion to approve minutes of the regular Ventura County Animal Services Commission meeting of November 18, 2021, brought by Susan Santangelo and seconded by Diane McCall. Motion passes by Roll Call vote.

6. **Presentation, Proclamations, and Commendations:** Chair Ramirez congratulated Randy Friedman, Marketing Manager from VCAS and other VCAS staff involved in the Betty White fundraising event for their great work.

7. **Public Comments:**

Public Comment by Susan Santa Maria.

Written Public Comment submitted by Susan Santa Maria.

Written Public Comment on Item #8C submitted by Jean Farley.

8. **Business Items:**

A. Elect Chair and Vice-Chair of VCAS Commission for 2022

VCAS Staff: Jackie Rose, Director

Action Taken: Commissioner Zaragoza nominated Supervisor Carmen Ramirez for re-election at the position of Chair and the nomination was seconded by Dee Dee Cavanaugh and approved by unanimous roll call vote. Chair Ramirez nominated Commissioner Suza Francina as Vice-Chair. The nomination was seconded by Diane McCall and approved by roll call vote.

B. Approve Quarterly Resolution Version 2 Regarding Assembly Bill 361

VCAS Staff: Jackie Rose, Director

Action Taken: Motion to approve Quarterly Resolution Version 2 made by Commissioner Zaragoza and seconded by Susan Santangelo. Motion passes by roll call vote.

C. Approve Revisions to the VCAS Commission Bylaws

VCAS Staff: Jackie Rose, Director

Action Taken: Motion to approve Revisions to VCAS Commission Bylaws by Commissioner Zaragoza with requested changes by Commissioner Santangelo and seconded by Dee Dee Cavanaugh. Motion passes by roll call vote.

D. Receive Update on New Animal Services Shelter

VCAS Staff: Jackie Rose, Director

City Staff: N/A

Action Taken: Update on New Animal Services Shelter received.

- E. Receive VCAS 2022-2023 Rates and Contract Adjustment Report  
VCAS Staff: Phil Rarick, Administrative Services Director

Action Taken: Report received.

**9. Director's Report:**

a. COVID-19 Shelter Updates – Director Rose stated that due to Omicron surge and the County's mandate to provide appointment-based services, the Simi Shelter was temporarily closed on 1/4/22 and has been re-opened for appointment-based services as of 1/26/22. The Camarillo Shelter reverted to appointment-based services as of 1/4/22. All services continue to be provided except for in-person licensing.

b. Veterinarian Position Update – The Managing Veterinarian position has been accepted by Dr. Eline Britz. Currently there is a recruitment for open Veterinarian position.

c. Betty White Challenge – VCAS raised over \$50,000 in a national fundraising event with NBC/Telemundo. VCAS was showcased on NBC Nightly News on 1/16/22.

- 10. Commissioner Comments:** Commissioner Gama wanted to reiterate his support for public fundraising at the appropriate time to look for funding for the new shelter project.

- 11. Adjournment:** Meeting adjourned at 10:06 a.m. Motion to adjourn by DeeDee Cavanaugh and seconded by Susan Santangelo.

**Next meeting schedule for: Thursday, May 12, 2022, 9:00 a.m.**



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE VENTURA COUNTY ANIMAL SERVICES COMMISSION  
RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE  
VENTURA COUNTY ANIMAL SERVICES COMMISSION FOR A 30-DAY PERIOD  
PURSUANT TO GOVERNMENT CODE SECTION 54953, SUBDIVISION (e), OF  
THE RALPH M. BROWN ACT**

**WHEREAS**, the County of Ventura ("County") is committed to preserving and nurturing public access and participation in meetings of the Ventura County Animal Services Commission ("VCAS Commission");

**WHEREAS**, Government Code section 54953, subdivision (e), of the Ralph M. Brown Act, authorizes the legislative body of a local agency to use remote teleconferencing in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953, subdivision (b)(3), subject to the existence of certain conditions;

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558;

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing;

**WHEREAS**, the VCAS Commission previously adopted a Resolution on November 18, 2021, finding that the required conditions set forth in Government Code section 54953, subdivision (e), to conduct remote teleconference meetings without compliance with Government Code section 54953, subdivision (b)(3) exist;

**WHEREAS**, as a condition of extending the use of remote teleconference meetings pursuant to Government Code section 54953, subdivision (e), the Board must reconsider the circumstances of the state of emergency that exists, and the Board has done so;

**WHEREAS**, emergency conditions persist in Ventura County, specifically, Governor Gavin Newsom declared a state of emergency in response to the COVID-19 pandemic on March 4, 2020 ("State of Emergency");

**WHEREAS**, on September 21, 2021, Dr. Robert Levin, Ventura County Health Officer, issued a recommendation to continue practicing social distancing measures throughout Ventura County communities, including to continue to implement 100 percent remote meetings of all legislative bodies in Ventura County, to prevent and minimize the spread of COVID-19 ("Recommendation to Promote Social Distancing");

**WHEREAS**, the VCAS Commission does hereby find that it has reconsidered the circumstances of the State of Emergency, the State of Emergency remains active and continues to directly impact the ability of its members and attendees to meet safely in person, and that the Ventura County Health Officer, Dr. Robert Levin, continues to recommend measures to promote social distancing to minimize the spread of COVID-19 including that all legislative bodies in Ventura County continue to meet remotely, as further explained in his Recommendation to Promote Social Distancing, which has not been rescinded and remains in effect; and

**WHEREAS**, the VCAS Commission does hereby find that it shall conduct its meetings without compliance with Government Code section 54953, subdivision (b)(3), as authorized by subdivision (e) of Government Code section 54953, and that the Board shall comply with the requirements set forth in Government Code section 54953, subdivision (e)(2); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County of Ventura, as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff supporting the VCAS Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including continuing to conduct open and public meetings of the VCAS Commission in accordance with Government Code section 54953, subdivision (e), and other applicable provisions of the Brown Act.

Section 3. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) August 11, 2022, or such time the Board adopts a subsequent resolution in accordance with Government Code section 54953, subdivision (e)(3), to extend the time during which the VCAS Commission may continue to teleconference without compliance with Government Code section 54953, subdivision (b)(3).

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and duly carried, the VCAS Commission hereby adopts this resolution on \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chair  
VCAS Commission

ATTEST:

By: \_\_\_\_\_

**Jackie Rose**  
Director

**Donna Gillesby**  
Deputy Director



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**To: Ventura County Animal Services Commissioners**  
**From: Jackie Rose, Director of Animal Services**  
**Date: May 12, 2022**  
**Subject: Director's Report**

**1. Grant Update**

- CDFA Grant Award--\$7,500 to support spay/neuter of owned pets

**2. Camarillo Facility Security Enhancements**

- Installation of Parabolic Mirror and Signage at East Vehicle Gate
- Pedestrian Gates (Front and Rear of Property)—Push Bar Style
- Intake/Sally Port Area—Roll-Up Door and Pedestrian Doors
- Rear Fence Privacy Covering
- Administration Building-Interior Glass Windows

**3. Veterinarian Position Update**

- Currently recruiting for open Veterinarian position.

**4. Kuranda Bed Donation**

- 208 beds donated
- Bed Building Event—Community Invited—Saturday, May 21<sup>st</sup> from 9 am – 12 pm

**5. Spay/Neuter Ordinances for Cities**

- Identify cities with ordinance requirements
- Address any questions for cities contemplating implementation of requirements