

ANIMAL CARE & CONTROL ADVISORY COMMITTEE MEETING
January 3, 2009

Next Meeting: February 3, 2009, 5:30 – 7:00 p.m., Wellington E. Webb Municipal Office Building, 4th Floor, Conference Room 41-4

ITEM NUMBER	ITEM DESCRIPTION	COMMENT	PRIORITY	TIME	STATUS
1	<p>Introductions – New members, staff and facilitator</p>	<p>The ACC Advisory Committee Chair, Ellen Dumm called the meeting to order at 5:30 p.m. She welcomed everyone to the meeting and asked members to introduce themselves and to provide some brief background information.</p> <ul style="list-style-type: none"> • <u>Committee Members:</u> <ul style="list-style-type: none"> ▪ Jayne Nielson – Animal Welfare Organization Volunteer ▪ Donna Middlebrooks – Animal Welfare Organization Employee/Board Member; Vice-chair of ACC Advisory Committee ▪ Mary Toorman – Legal Specialist ▪ Ellen Dumm – Community at Large ▪ Sharon Stevenson – Public Health Alliance of Colorado • <u>New members</u> <ul style="list-style-type: none"> ▪ Heather Reeder, DVM – Clinic and shelter veterinarian ▪ Marty Girtlin – Animal Code Investigations & Enforcement Dept. of Environmental Health (DEH) staff: ▪ Nancy Severson, Manager ▪ Sherry Purdy, Deputy Manager ▪ Doug Kelley, ACC Division Director ▪ Frank Boldoe, ACC Director of Operations ▪ Dean Gonzales – Animal Control Officer ▪ Wendy Rohbaugh, ACC supervisor and shelter supervisor ▪ Meghan Hughes, DEH Communications Director ▪ Donna Girtlin, Recorder • <u>Budget & Management Office</u> <ul style="list-style-type: none"> ▪ Kelly Greunke, Budget Analyst • <u>Facilitator for ACC Advisory Committee Task Force</u> <ul style="list-style-type: none"> ▪ Steve Charbonneau, Find Solutions <p>Ms. Dumm noted the other two members of the Ursula Null, Aide to Denver Councilman Doug Linkhart, and Yvette Martinez, Human Resources Specialist, were not able to attend tonight's meeting. Mr. Kelley said Wendy Rohbaugh, ACC Animal Care Supervisor was not able to attend tonight's meeting.</p> <p>Mr. Charbonneau mentioned that he works for a non-profit, which contracts with municipalities.</p>			

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2	Clarifying roles of task force and advisory committee	<p>Ms. Severson thanked the committee for their help with the prioritization of the recommendations noted in The Human Society of the United States (HSUS) report provided after the HSUS conducted a site visit in April, 2008 at Denver Animal Care & Control (DACC). She emphasized that DEH staff will support the committee however the committee needs.</p> <p>HSUS Report Release - Ms. Dumm asked Ms. Severson and Ms. Purdy to talk about timing and the release of the HSUS report. Ms. Purdy said the department plans to present the report to the Denver City Council Greenprint Committee and to all ACC staff and shelter volunteers on February 17th. She added that the report will be posted on the ACC Advisory Committee's website after February 17th. Ms. Purdy explained that DEH is one of the city departments/agencies that come under Greenprint in order to bring new ordinances and ordinance revisions to the full City Council. She mentioned that there are some typographical errors in the report and that the site visit coordinator, Carolyn Machowski, agreed to fix the errors before the report is released. Ms. Severson commented that at this point none of the portions will be redacted and noted that the department wants to disclose the full report and be transparent in corrective action taken.</p> <p>Ms. Middlebrooks asked how initial inquires about the report and timing of the release relates to open meetings. Ms. Purdy said that she sees open meetings and the release of the report as two different matters. Ms. Purdy mentioned that she still has questions into the City Attorney's Office (CAO), Career Service Authority (CSA), and the DEH Safety Officer. Ms. Toorman remarked that an Open Records request would have to be made before the release of the report in order to obtain information in the report. She noted that a protective order for certain issues could be obtained before the release if needed. Mr. Kelley said that Mr. Gonzales and Ms. Rohrbaugh have a copy of the report but that they know the report is confidential at this time.</p> <p><u>Roles of Task Force and Advisory Committee</u> – Ms. Dumm spoke about the distinction between the work of the committee and the task force. She said that she sees them as one and the same over the next several months. Ms. Purdy reported that the department plans to bring the Civil Enforcement Ordinance to the committee in the near future. Ms. Middlebrooks asked if members have the time to commit to the task</p>	High	2-17-09	<p>Ms. Purdy will get corrections to HSUS site coordinator by 1-15-09 and Ms. Machowski will update and return the report by 1-30-09.</p> <p>Ms. Purdy identified legal issues in an email to the CAO and provided hard copies of relevant pages, and emailed the DEH Safety Officer with occupational health issues. Ms. Dumm was copied on the email and will forward the email to the advisory committee.</p>

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3	Matrix of recommendations status	<p>force in addition to their committee work. Ms. Purdy remarked that HSUS suggested a four-month commitment for task force members.</p> <p>Ms. Severson referred the committee to the legend on the first page of the Matrix which identifies work that is in progress and said some work has already been completed. Ms. Purdy reported that some recommendations are readily attainable but that some require more time and budget. She commented that some recommendations may not be possible in the current facility and would have to wait until the new shelter is built. Ms. Severson mentioned that the page numbers identified in the Matrix are the report pages. Ms. Middlebrooks said the task force will use the Matrix to identify the recommendations and to divide up tasks. She noted that some recommendations call for more immediate action and capital investment to solve issues.</p>	High	3 - 4 months	
4	Structure for priorities - subcommittees	<p>Sub-groups discussion - Ms. Dumm began the discussion suggesting that sub-groups be formed and that the report chapters be split up among the sub-groups. A suggestion was made to break up the report into three chapters per work group and to decide those work groups tonight. Ms. Severson mentioned that Mr. Boldoe is the "go to" person for the task force and will be a resource as needed. Ms. Hughes will be a resource for volunteer and marketing outreach.</p> <p>Ms. Purdy emphasized that the task force is solely addressing the HSUS Report and their role is not to review fee structures, ordinance revisions, etc. Ms. Dumm commented that the ACC Advisory Committee is appointed by the Board of Environmental Health and are voting members. The task force members are not voting members. The task force will be responsible for prioritizing the HSUS recommendations. Ms. Purdy reported that the task force still needs a strategic planner noting that a staff member from CSA is unable to participate but recommended four people who are facilitators and planners who work in an outside facility.</p> <p>Task force members:</p> <ul style="list-style-type: none"> ▪ Ellen Dumm, Donna Middlebrooks, Dr. Heather Reeder, Mary Toorman, Marty Gitlin, Jayme Nielson, Kelly Greunke, Dean Gonzales, Wendy Rohrbaugh. Ms. Dumm recommended adding Ursla Null to the task force. Strategic planner to be named at a later date. <p>Mr. Charbonneau facilitated the discussion to identify chapter groupings and to identify priority for the tasks according to short term, short term</p>	High	2-3-09	Mr. Charbonneau to develop a template for the

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5	Draft schedule/timeline	<p>with resources, long term, and long term with resources. He emphasized that rationale for the ranking should be included. It is okay for the task force to talk with experts while protecting the confidentiality of the report.</p> <p>Work Groups to review and report back on:</p> <ul style="list-style-type: none"> ▪ Group 1 - Ellen Dumm, Donna Middlebrooks, Jayme Nielson <ul style="list-style-type: none"> ➢ 2.0 Shelter Maintenance ➢ 3.0 Shelter Interior Design and Layout ➢ 4.0 Shelter Operations up to 4.16 Lost and Found Procedure ▪ Group 2 – Heather Reeder, Wendy Rohrbaugh, Mary Toorman, Marty Gitlin <ul style="list-style-type: none"> ➢ 4.2 Animal Handling ➢ 4.3 Animal Care ➢ 5.0 Veterinary/Health Issues ➢ 6.0 Euthanasia ▪ Group 3 – Ellen Dumm, Donna Middlebrooks, Jayme Nielson <ul style="list-style-type: none"> ➢ 7.0 Adoptions ➢ 8.0 Community Outreach Programs ▪ Group 4 – Marty Gitlin, Dean Gonzales, Mary Toorman <ul style="list-style-type: none"> ➢ 9.0 Field Services/Animal Control ▪ Group 5 – Kelly Greunke, Dean Gonzales, Ursula Null (Ms. Dumm said they will let Ms. Null volunteer for another group also) <ul style="list-style-type: none"> ➢ 10.0 Governance, Management, and Leadership ➢ 11.0 Human Resources ➢ 12.0 General Financial Issues 	High		<p>work groups evaluate the recommendations and prioritize the tasks.</p> <p>Mr. Kelley to provide the architect, Animal Arts, the section of the report that pertains to the new shelter.</p> <p>Work Group 1 to report back to the committee at the February 3rd meeting.</p> <p>Work groups should cross reference check list on the Matrix.</p>
6	General discussion of	<p>Mr. Charbonneau recommended DEH, due to sensitivity of time, get answers from the CAO ASAP and meet with staff. The committee will review the priority report from Group 1 and discuss messaging for the release of the report to the public at the February 3rd meeting.</p> <p>Ms. Severson, Ms. Purdy, and Ms. Hughes will present the report to ACC staff and to the Greenprint Committee. Ms. Purdy suggested that one of the committee members might want to attend the presentation of the report to ACC staff. Ms. Dumm recommended the report not be published on the website until the presentations to ACC staff and Greenprint occur.</p> <p>Discussion reiterated the responsibilities of the task force, which include</p>			<p>Each work group should email the report priority to Mr. Charbonneau to compile for the meetings.</p>

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7	Other business	reviewing the report and prioritizing each recommendation as they relate to each other. Since there were no other matters for discussion, Ms. Dumm adjourned the meeting at 7:15 p.m.			

Present: Ellen Dumm, Donna Middlebrooks, Mary Toorman, Jayme Nielson, Heather Reeder, Marty Gitlin, Sharon Stevenson, Nancy Severson, Sherry Purdy, Doug Kelley, Frank Bolde, Dean Gonzales, Kelly Greunke
 Facilitator: Steve Charbonneau