

W. q. a.

AGENDA COVER MEMO

AGENDA DATE: July 23, 2008
TO: Board of County Commissioners
FROM: Department of Health & Human Services
PRESENTED BY: Rob Rockstroh
AGENDA ITEM TITLE: Order _____ / IN THE MATTER OF ADOPTING THE LANE COUNTY ANIMAL SERVICES ADVISORY COMMITTEE BYLAWS AND APPROVING THE LANE COUNTY ANIMAL SERVICES 2008 WORKPLAN

I. MOTION

In the Matter of Adopting the Lane County Animal Services Bylaws and Approving the Lane County Animal Services 2008 Workplan

II. AGENDA SUMMARY

The Animal Services Advisory Committee bylaws have been drafted and need to be approved by the Board of Commissioners. The workplan for 2008 must also be submitted to the Board.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History:

The Lane County Animal Services Advisory Committee was created through BO 07-10-31-10. This order also appointed members to the committee. BO 07-12-12-05 revised the Lane Manual to include the Lane County Animal Services Advisory Committee (LCASAC).

B. Policy Issues

APM Chapter 1, Section 10, Issue 6 requires bylaws to be reviewed and approved by the Board of County Commissioners. It also requires the development of an annual report and workplan to be submitted to the Board. The workplan for 2008 is also being submitted as part of this packet.

C. Board Goals

The Strategic Plan states "Lane County will actively seek to improve the efficiency, effectiveness, and quality of public service by considering reorganization of service delivery systems both within county government and across government agencies." LCASAC has been charged with providing recommendation to Health and Human Services and the Board of Commissioners on programs and practices around saving adoptable animals, program improvements and state-of-the-art animal programs.

D. Financial and/or Resource Considerations

The bylaws have already been created; no additional staff time will be needed. The workplan, developed by the LCASAC and staff outlines the work to be done by current staff.

E. Analysis

Bylaws are necessary to govern the LCASAC. The bylaws have been developed by staff and approved by the committee. The workplan was developed by the LCASAC, with the support of the LCAS management and Director of H&HS. The workplan reflects the goal of the Board to move to a save adoptable animals focus.

F. Alternative / Options

1. To adopt the LCASAC bylaws and workplan as proposed.
2. To adopt the LCASAC bylaws and workplan with changes.
3. Not to adopt the LCASAC bylaws or workplan and direct staff to re-draft the by-laws or workplan.

G. Recommendation

To approve #1 above.

IV. IMPLEMENTATION / TIMING

Upon approval by the Board, the bylaws will be in place to govern the LCASAC. Staff will begin implementing the workplan into the operation of LCAS.

V. ATTACHMENTS

Board Order
Proposed Bylaws
2008 Workplan

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF ADOPTING THE LANE COUNTY ANIMAL SERVICES ADVISORY COMMITTEE BYLAWS AND APPROVING THE LANE COUNTY ANIMAL SERVICES 2008 WORKPLAN

WHEREAS, The Lane County Animal Services Advisory Committee (LCASAC) was created through Board Order 07-10-31-10; and

WHEREAS, The Lane County Administrative Procedures Manual requires committee bylaws be approved by the Board of County Commissioners; and

WHEREAS, The Lane County Administrative Procedures Manual also requires an annual workplan be submitted to the Board of County Commissioners; and

WHEREAS, LCASAC bylaws have been developed by staff and reviewed by the LCASAC; and

WHEREAS, The Lane County Animal Services workplan has been developed by the LCASAC with the support of Lane County Animal Services management;

NOW THEREFORE IT IS HEREBY ORDERED that the Lane County Animal Services Advisory Committee bylaws be approved; and

IT IS FURTHER ORDERED that the Lane County Animal Services workplan for 2008 be accepted.

Adopted this _____ day of _____ 2008.

Faye Stewart
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 7-11-08 lane county

[Signature]

OFFICE OF LEGAL COUNSEL

BY-LAWS

LANE COUNTY ANIMAL SERVICES ADVISORY COMMITTEE

ARTICLE I

NAME

This Committee shall be known as the Lane County Animal Services Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II

RESPONSIBILITIES AND OBJECTIVES

The Committee has the following authorities and responsibilities:

- A. Purpose: The Committee recommends to the Director of Health & Human Services, Program Manager of Lane County Animal Services, and the Board of County Commissioners on programs and practices that can achieve the goal of not euthanizing adoptable animals that do not have serious medical or behavior problems at the LCAS Shelter. The Committee shall also assess the adequacy of current Animal Service operations and recommend opportunities for program improvements. The Committee shall also advise the Director of Health & Human Services, Program Manager of LCAS and the Board of County Commissioners on model and state-of-the-art animal welfare care, control programs and facilities within a regional and national scope of review.

ARTICLE III

MEMBERSHIP

- A. The Committee shall consist of seven (7) members. Each County Commissioner will appoint one member to the Committee and those five (5) individuals will appoint the two (2) additional members. Each of the five (5) members appointed by the Commissioners shall serve at the pleasure of the appointing Commissioner. Members may be reappointed by the Commissioners. The two (2) additional members shall serve for two-year terms. At-large members may be reappointed by majority vote of Committee members.

- B. The Committee shall consist of citizens with a background in animal welfare issues and a desire to save adoptable animals. County employees are not eligible for membership.

ARTICLE IV

VACANCIES

- A. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs the Committee shall notify the Director of Health & Human Services who will request that the Board of County Commissioners declare a vacancy. Whenever a vacancy occurs during a term, the replacement shall be appointed to fill the unexpired portion of the term.
- B. Any member with unexcused absences from three (3) consecutive meetings shall receive a certified letter from the co-chairs of the Committee that, if the member fails to attend the next meeting, the co-chairs may request that the Board of County Commissioners declare a vacancy and for at-large positions, appoint a replacement. The Committee may elect, by majority vote, to extend this deadline should the member provide evidence of extenuating circumstances for the missed meetings and with the expectation of return to full participation in Committee business.

ARTICLE V

OFFICERS

- A. Two Committee co-chairs shall be elected by majority vote of Committee members to serve for six-month rotating terms. Previous co-chairs are eligible for re-election. Any member may elect to waive this duty.

Co-chair persons jointly preside at all meetings of the Committee and prepare agendas and related materials. The co-chairs must represent the views of the Committee at all times in committee business.

- B. An Officer may be removed from office for misconduct or neglect of duty in office as determined by a majority vote of the Committee.

ARTICLE VI

MEETINGS AND VOTING

- A. The Committee shall meet at least monthly.
- B. All meetings of the Committee shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 – 690. The Committee is responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.
- C. Meetings of the Committee shall be conducted according to Robert’s Rules of Order, latest revision.
- D. Each member of the Committee shall be entitled to one (1) vote on all issues at meetings at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy vote shall be allowed.
- E. Four (4) of the Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee.
- F. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee, except as noted in Article IX.
- G. No member may speak for the Committee except by designation by the Committee for a special purpose.

ARTICLE VII

CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Advisory Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board of County Commissioners as mandated by ORS 244.120, or if on a single issue notification of the Committee.

ARTICLE VIII

ROLE OF STAFF

The staff person assigned to the Committee (Assistant Director of Health & Human Services) will provide the following administrative support: Prepare and disseminate meeting notices; provide background information on agenda items; and prepare and distribute minutes. The Committee reserves the right to make provision for the preparation and distribution of meeting minutes in accordance with all relevant open-meeting laws as required by the state of Oregon. Staff should also provide new appointees the by-laws, purpose, and past minutes of the Committee.

ARTICLE IX

AMENDMENTS TO BY-LAWS

The Committee, by two-thirds vote of members present, may recommend amendments to these by-laws. Amendments shall become effective only upon approval of legal counsel and the Board of County Commissioners.

ARTICLE X

SUBCOMMITTEES

The Committee shall have the authority to establish subcommittees.

Original By-Laws Dated _____

**LANE COUNTY ANIMAL SERVICES
ADVISORY COMMITTEE
WORK PLAN – 2008**

The Lane County Animal Services Advisory Committee was approved by the Board of County Commissioners on October 31, 2007 by Board Order #07 – 10 – 31 – 10. The objectives of the Committee with the support of Lane County Animal Services (LCAS) management and the Director of Health & Human Services are to develop and propose implementation of the following programs at LCAS as resources allow:

- **01. Euthanasia Policy/Review:** That LCAS develop a written Euthanasia Policy and to establish a Euthanasia Review Panel that develops and utilizes a process based on verifiable medical/ behavioral non-adoptability criteria. This panel is to meet regularly on an ongoing basis to establish accountability, as well as to continually seek and assess all possible community outreach options available to LCAS for medically and behaviorally treatable shelter animals.

- **02. Foster/Rescue Programs:**

The Foster Program fully utilizes volunteers to care for “special needs” or other shelter animals in their homes until they can be returned to the shelter or found a permanent home via LCAS outreach adoption programs.

The Rescue Program fully utilizes rescue organizations and rescue individuals to assume ownership and full responsibility of LCAS animal(s).

- **03. Trap/Neuter, Return or Release Programs:** Promote trap/neuter, return (and monitor) programs throughout the community to sharply decrease the number of feral cats from being impounded and killed at LCAS.

- **04. Spay/Neuter Programs:** Spay or neuter all LCAS animals before adoption. Actively promote, and when possible expand, Lane County’s low/no income spay/neuter voucher programs.

- **05. Volunteer Participation:** Promote and fully accommodate volunteer participation programs that are complementary to, and not in conflict with, prevailing staffing patterns at LCAS.

- **06. Enhanced Treatment:** Promote enhanced medical/behavior treatment of shelter animals at LCAS, including fostering or rescue, prior to euthanasia consideration. Ensure individualized and humane treatment of shelter animals.

- **07. Cooperation/Networking:** Promote maximum cooperation with the widest possible number of humane animal rescue and adoption organizations (and individuals) for increased shelter animal placement. This includes community outreach and public relations campaigns.
- **08. Enhanced Adoption Program:** Promote adoption through implementing both internal and external policies and procedures, including regular off-site adoption events, expanded adoption programs, etc.
- **09. Review and Revise Dog Licensing Codes:** Revise licensing codes to reduce or eliminate limits on number of companion animals allowed per household. Expand dog licensing marketing/outreach program striving for universal county-wide canine licensure. Encourage intergovernmental dialogue of the issue.
- **10. Shelter Animal Care:** Propose innovative programs proven to reduce and limit shelter confinement stress for the animals, including regular handling, grooming, play and socialization, as well as appropriate bedding and toys.
- **11. Shelter Structure Enhancement:** Explore options with staff and Board of County Commissioners with respect to shelter replacement and/or potential upgrades.
- **12. Customer Service:** Propose policies and programs to maximize excellent customer service to provide the public with the best information possible regarding resources to help community members with their animal concerns.

The prioritization of these objectives will be determined by the Advisory Committee and appropriate subcommittees and will be reviewed monthly.