



Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA93908

Phone: (831) 769-8850 * www.hitchcockroadanimals.org

Hitchcock Road Animal Services Agency Advisory Committee Special Meeting

Announcement and Agenda

Thursday, May 9, 2024

3:30-5:00 p.m.

Location: Hitchcock Road Animal Services Conference Room
160 Hitchcock Road, Salinas, CA 93908

- I. Call to Order and Roll Call**
- II. Introductions**
- III. Approval of minutes from 3/21/2024** (Action Item)
- IV. Considerations of Late Agendas or Changes to the Agenda**
- V. Public Comment** - Any member of the public may address the Advisory Board for a period not to exceed three minutes on any issue within the Advisory Board's jurisdiction that is not on the Advisory Board's agenda; any member of the public may address the Advisory Board on agenda items as they are considered. The Animal Control Program Advisory Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.
- VI. Correspondence**
- VII. Regular Agenda**
 - A. Receive Operations Report and Statistics for February and March 2024
 - B. Ad Hoc Sub-Committee Updates:
 - a. Ordinance Review -Mary Arnold, Chair
 - b. Facilities- Mike Richards, Chair
 - c. PR/Marketing- Briana Sanford, Chair
 - C. Consider new meeting schedule (action item)
- VIII. ANNOUNCEMENTS AND ADJOURNMENT**
 - A. Announcements
 - B. Next Regular Meeting: TBD
 - C. Adjournment

Documents related to agenda items that are distributed to the HRAS Advisory Committee less than 72 hours prior to the meeting shall be available for public inspection at 160 Hitchcock Road, Salinas, California. Documents distributed to the HRAS Advisory Committee at the meeting by County staff

will be available to the public at the meeting; documents distributed to the HRAS Advisory Committee by members of the public shall be made available after the meeting.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Hitchcock Road Animal Services Administrator:

Cindy Burnham, Administrator-Animal Services
Hitchcock Road Animal Services
160 Hitchcock Road Salinas, CA 93908 (831) 769-8796
Burnhamc1@co.monterey.ca.us



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Hitchcock Road Animal Services Agency

Advisory Committee Meeting Minutes *(for approval)*

Thursday, March 21, 2024 @ 3:30-5:00 p.m.

Location: Hitchcock Road Animal Services Conference Room
160 Hitchcock Road, Salinas, CA 93908

Board Members Present	Staff
Mike Richards David Alexander Susan Salcedo Mary Arnold Mary Koch Briana Sanford Josh Mendenhall Liz Camacho	Cindy Burnham, Animal Services Administrator Shane Strong, Deputy County Counsel Robert Brayer, Deputy County Counsel IV Chris Peuvrelle, Assistant District Attorney Jesse Anaya, OAI, Secretary

IX. CALL TO ORDER – Staff (3.34 pm)

X. INTRODUCTIONS – Introduction of new board members – Liz Camacho

XI. Approval of minutes from 1/18/2024 Special Meeting (Action Item)

Approved with following modifications:

a) *Section B, Public Comments: Add to comments “the shelter is full.”*

b) *Section C, Public Comments: Add to comment “she also presented a copy of Bakersfield adopted animal ordinances as a guideline for the Advisory Committee.”*

Motion: David Alexander Moved, Second: Mary Arnold. Approved 8/0

XII. Considerations of Late Agendas or Changes to the Agenda -None

XIII. Public Comment - Any member of the public may address the Advisory Board for a period not to exceed three minutes on any issue within the Advisory Board’s jurisdiction that is not on the Advisory Board’s agenda; any member of the public may address the Advisory Board on agenda items as they are considered. The Animal Control Program Advisory Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.

XIV. Correspondence – None

XV. Regular Agenda

- A. Receive Operations Report and Statistics for November, December 2023 and January 2024
Received: Operations Report and Statistics for November, December 2023 and January 2024.

Public Comment: *Public Comment was opened. Public comment was taken and then closed.*

- B. Discussion from New Ad Hoc Sub-Committees

- d. Ordinance Review -Mary Arnold, Mary Koch, Susan Salcedo, David Alexander.
Mary Arnold was named Chair; Supervisor ACO Valiska Lujan was added as a member of this sub-committee.

Public Comment: *Public Comment was opened. Public comment was taken and then closed.*

- e. Facilities- Mike Richards, Mary Koch
Mike Richards named Chair; Josh Mendenhall was added as a member of this sub-committee.

Public Comment: *Public Comment was opened. Public comment was taken and then closed.*

- f. PR/Marketing- Briana Sanford, Mary Arnold, Mary Koch
Briana Sanford was named Chair; Mary Arnold was removed; Liz Camacho was added as a member of this sub-committee.

Public Comment: *Public Comment was opened. Public comment was taken and then closed.*

- C. Educating Law Enforcement Officers on animal control ordinances (Mike Richards)
ACO Supervisor Valiska Lujan is open to participate in offering educational information to law enforcement agencies.

Public Comment: *Public Comment was opened. Public comment was taken and then closed.*

XVI. ANNOUNCEMENTS AND ADJOURNMENT

- D. Announcements- *None*
E. Next Regular Meeting: *Thursday, May 16th, 2024 @ 3:30pm*
F. Adjournment – *4:53pm*

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Hitchcock Road Animal Services
160 Hitchcock Road Salinas, CA 93908 (831) 769-8796
Burnhamc1@co.monterey.ca.us

Regular Agenda Item VII.A

TO: Hitchcock Road Animal Services Advisory Committee

FROM: Cindy Burnham, Animal Services Administrator

DATE: May 9th, 2024

SUBJECT: Receive Operations Report and Statistics for February and March 2024.

Recommendation:

It is recommended to receive Operations Report and Statistics for February and March 2024.

Hitchcock Road Animal Services Advisory Committee Meeting

Operations and Statistics Report

This report is provided to give you a brief synopsis and statistics for the period of February and March 2024 (unless otherwise identified) of the programs provided and services rendered through the dedication and commitment of Hitchcock Road Animal Services (HRAS) staff and volunteers.

Major Facility Updates

Current major facility projects or issues.

- HVAC replacement – 1 of 7 units replaced to date; 1 in progress, others pending.
 - Installing electrical vs propane
 - Water pump replacement – Emergency repair status in progress due to second pump failing.

Staffing Vacancies

Current vacancies as funded in budget.

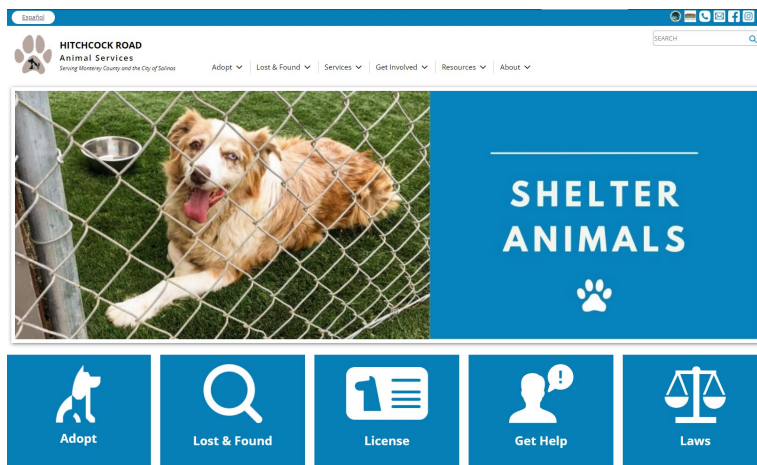
In progress to be filled:

- 1.0 OAI (for Field Services Support) -Filled as of 5/4/24
- 1.0 FTE Animal Control Officer (pending HR update)
- 1.0 Senior Animal Control Officer (internal recruitment after ACO filled)
- 0.5 Veterinarian (Posting pending)
- 0.5 Registered Veterinary Technician (Posting pending)
- 0.5 OA I – pending recruitment (temp being hired).
- *Leave of Absence*
 - 1.0 FTE Animal Care Technician

Grant Requests or Awards

None during this reporting period.

Other Notes: Soft rollout: New website look and better mobile functionality!



Statistics and Related Legends

Jurisdictions - HRAS jurisdictions defined by County GIS Mapping.

Contract City	Term expiration	Services
Marina	30-Jun-24	Animal Sheltering
Greenfield	30-Jun-24	Animal Sheltering
CSUMB	30-Jun-24	Animal Sheltering, Bite Investigation
Del Rey Oaks	30-Jun-24	Animal Sheltering, Licensing
Carmel	30-Jun-24	Animal Sheltering, Licensing

Current Jurisdictional Contracts*:

Statistics Legends:

Term in Stats	Full Term	Description
Intake		
Dispo Req	Disposal Requested	Dispose of a deceased animal
ER Feral	Euthanasia Request for a feral ca	A cat that has been on property for over 30 days and property owner requests euthanasia as owner
Euth Req	Euthanasia Request	An owner requests euthanasia service for owner pet
Owner Sur	Owner Surrender	An owner surrenders a pets, relinquishes ownership
Pro Custody	Protective Custody	Special hold on cases that may involve animal cruelty, pwner in jail/hospital.
Quarantine	Quarantine	Animal under quarantine for human bite
Return	Return	Adoption return
Stray	Stray	Stray animal with no known owner
Transfer	Transfer	Transfer from another agency

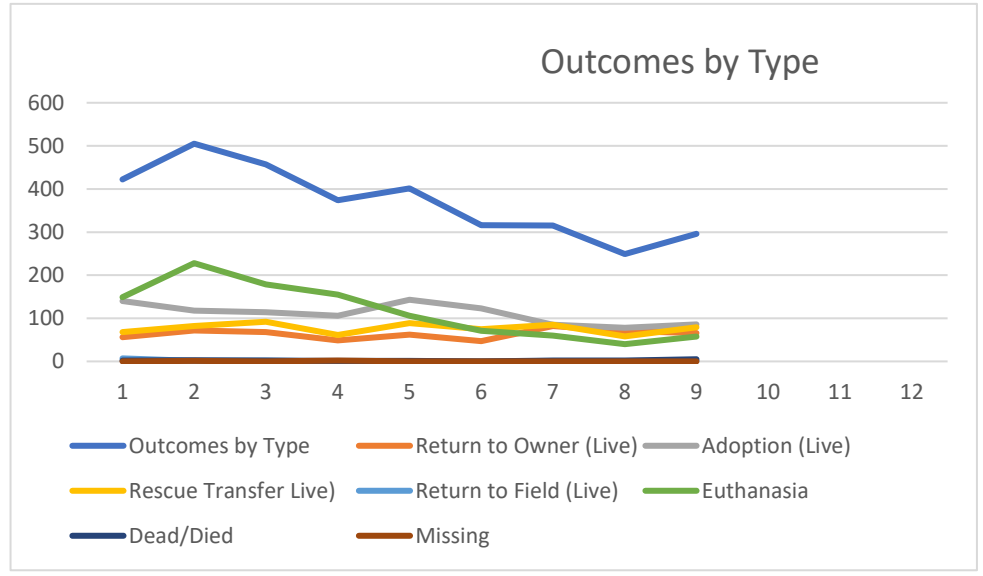
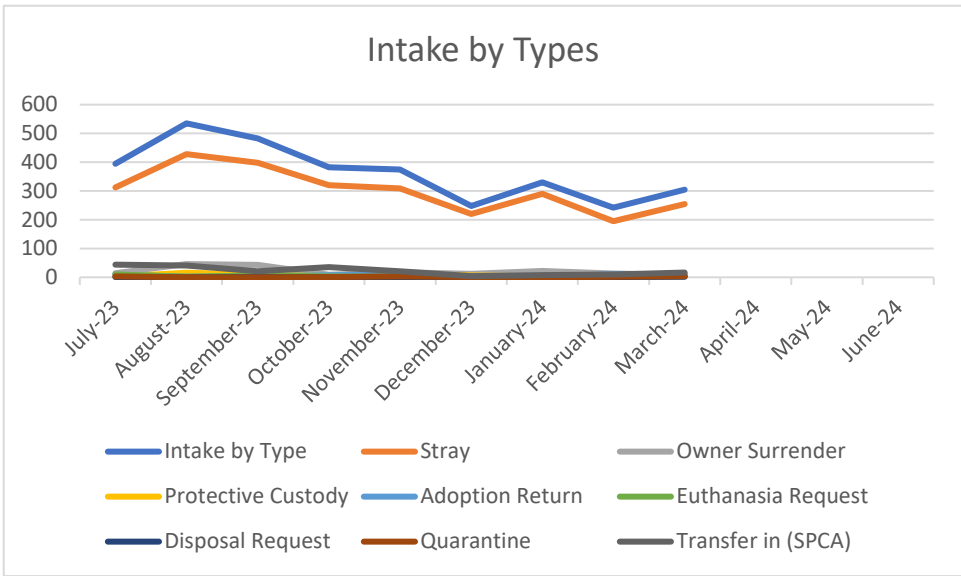
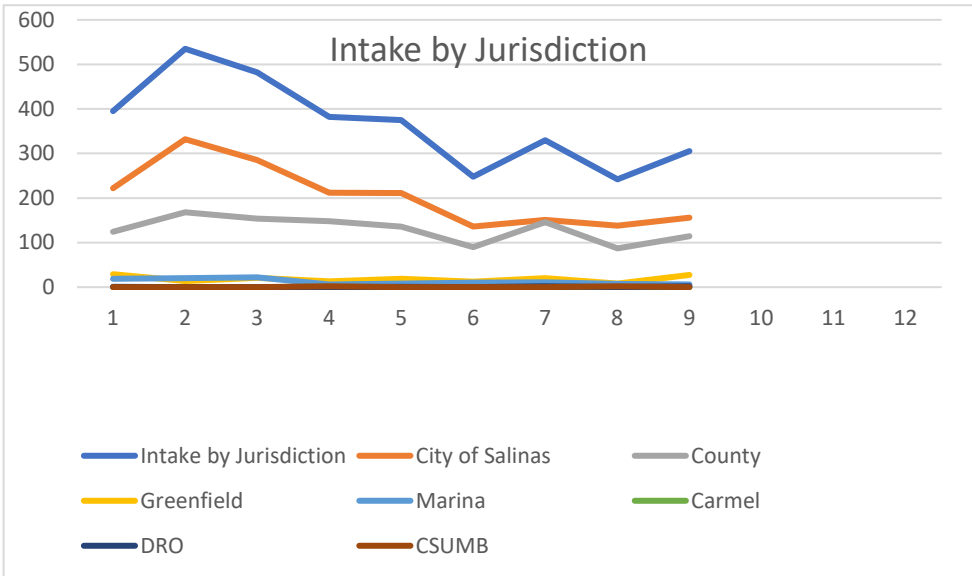
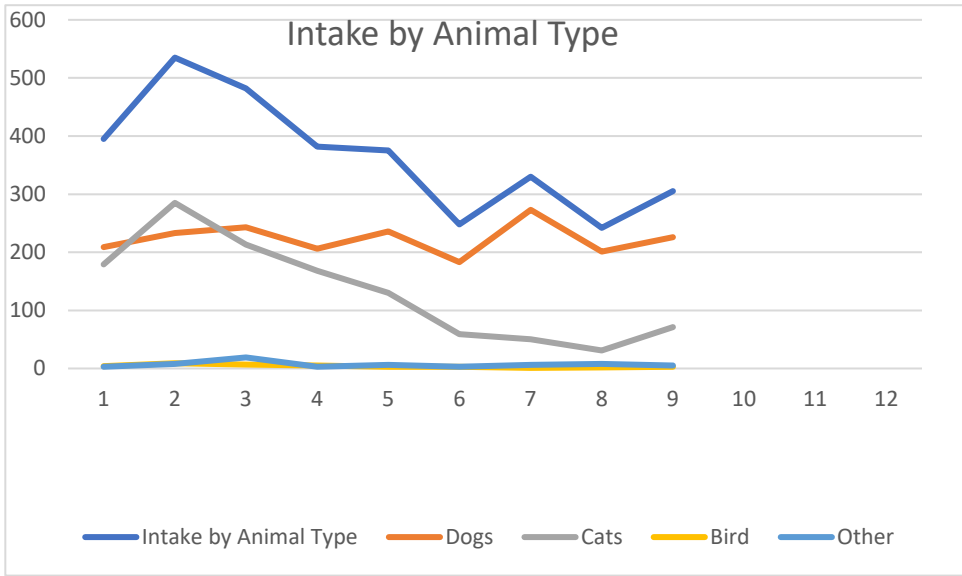
Term in Stats	Full Term	Description
Outcome		
Adoption	Adoption	Adopted to a new legal owner
Died	Died	Died while in shelter
Euth	Euthanasia	Euthanasia performed on animal
RTF	Return to Field	Feral cat was returned to community (field)
RTO	Return to Owner	Returned animal to owner
Transfer	Transfer	Transferred to a rescue partner (after stray hold)

Monthly Total Intake/Outcome Animal Statistics for FY 23/24

HRAS Animal Stats	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	Running total	Previous Fiscal Year (22/23)
Intake by Type	395	535	482	382	375	248	330	242	305				3294	3983
Stray	312	428	398	320	309	220	290	195	255				2727	3316
Owner Surrender	14	46	43	9	18	12	22	13	9				186	194
Protective Custody	2	16	9	6	12	6	3	7	4				65	59
Adoption Return	9	2	4	8	10	4	2	11	11				61	61
Euthanasia Request	10	2	6	3	2	1	3	3	3				33	65
Disposal Request	1	0	1	0	0	0	2	1	2				7	93
Quarantine	3	0	0	1	3	1	0	2	4				14	9
Transfer in (SPCA)	44	41	21	35	21	4	8	10	17				201	186
Intake by Animal Type	395	535	482	382	375	248	330	242	305				3294	3983
Dogs	209	233	243	206	236	183	273	201	226				2010	2312
Cats	179	285	213	168	130	59	50	31	71				1186	1574
Bird	4	9	7	5	3	3	1	2	3				37	20
Other	3	8	19	3	6	3	6	8	5				61	77
Intake by Jurisdiction	395	535	482	382	375	248	330	242	305				3294	3983
City of Salinas	222	332	285	212	211	136	151	138	156				1843	2301
County	124	168	154	148	136	90	146	87	114				1167	1388
Greenfield	29	14	21	13	19	12	20	8	27				163	160
Marina	19	20	22	6	8	10	11	7	6				109	127
Carmel	0	0	0	1	0	0	0	0	0				1	1
DRO	1	0	0	0	1	0	2	0	2				6	5
CSUMB	0	0	0	2	0	0	0	2	0				4	1
Outcomes by Type	422	505	457	374	401	316	315	249	296				3335	3851
Return to Owner (Live)	56	72	68	49	62	47	82	70	66				572	644
Adoption (Live)	140	118	114	106	143	123	85	78	86				993	1106
Rescue Transfer Live	68	82	92	61	89	75	85	58	79				689	926
Return to Field (Live)	7	1	2	0	0	0	1	1	2				14	12
Euthanasia	149	228	179	155	106	71	60	40	58				1046	1144
Dead/Died	2	3	2	1	1	0	2	2	5				18	13
Missing	0	1	0	2	0	0	0	0	0				3	6

Notes: Currently averaging approximately 366 animals each month.

Comparison: FY22/23 averaged 331 animals per month



Year to Date:

Current Live Release Rate* for All Animals: 81.84%

Dogs: 86.77%

Cats: 60.00%

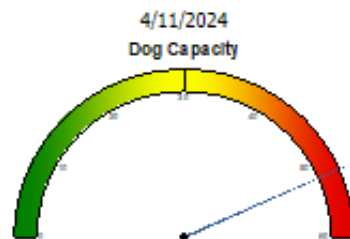
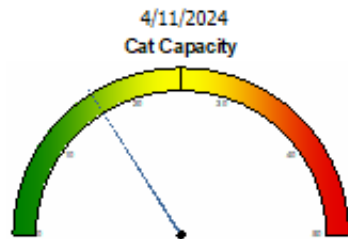
Note: This is trending slightly down from last reporting period.

*Live Release Rate indicates the percentage of animals leaving the shelter alive (ie, Adoption, Return to Owner, Transfer to Rescue or Return to Field).

How are the animals coming into the shelter?

- Approximately 75-80% of the animals are coming in from the public bringing directly.
- Approximately 20-25% of the animals are coming in from Field Services Officers.

Current Capacity as of 4/11/2024:



Animal Care Report (prepared by Animal Services Supervisor, Petra Lewis)

Program updates:

We are officially in kitten season! We have sent 3 litters (18 cats in total), and we have 2 new dogs currently in foster. Our kitten nursery is back in use. The kitten nursery was put in place 1 year ago to provide our smallest guests with undeveloped immune systems a safe place to stay while we seek rescue or foster. Only underage kittens and cats with nursing kittens that appear healthy and thriving are allowed in this room.

Special kudos, happenings, stories to share:

Animal Care has been a huge help with providing social media content of adoptable dogs to help promote adoptions.

Parvo in April! It's not typical for springtime, but we had our first parvo case of 2024. 4 Puppies that were found off San Miguel Cyn Road on 4/8 tested positive for parvo on 4/9. Unfortunately, one puppy was declining quickly and was euthanized immediately. The remaining 3 puppies were depressed and lethargic. For one of the first times, we were unsuccessful at securing rescue. Talking with our neighbor, SPCA of Monterey County, they are also seeing parvo in the shelter.

Needs/issues/concerns:

There is a need for a separate kennel space for medical cases. We continue to see an increase in medical cases that require us to house them in our receiving room so that we can better monitor them. Receiving is a high-traffic area with stray, unvaccinated animals coming in throughout the day, and it is also used to kennel large dogs that are going into the clinic for surgery. Holding animals in receiving over a duration of time is not ideal and is problematic. The question of what we can do has already been asked, and I would like to continue to see momentum on this project.

In progress:

- The Foster program is close to being finalized, with us working on volunteer foster liaison training.
- We are working on stock-piling supplies for incoming kittens.
- We are working on reforming our behavior assessment program. We are working with Best Friends and have connected with other shelters and rescues to get an idea of what everyone else is doing. Shelters have moved away from structured/ridged evaluation processes and have implemented a more organic, visitation type style of assessment. We are taking all shared information and creating an assessment process that fits our needs.

Front Office Report (from Principle Office Assistant, Gaby Gonzalez)

Special Kudos, donations, trends.

We started our extended hours in March. Wednesdays open until 7pm and Saturdays open early at 11am for adoptions and reclaiming.

Wednesday's late hours have been helpful for Owners to come in and reclaim their animals, visiting with adoptable animals and licensing. We have not seen an increase in adoptions on Wednesdays, however, there has been an increase in foot traffic. Saturday's open early hours have been popular. We've seen an increase in adoptions, 50% of adoptions on these Saturdays happened before 1pm.

Recent Trainings

The Role of Customer Service

Dealing with Difficult Customers

Stress Management

April 18th - Cal Animals – De-escalation and Crisis Management

Customer Service Stats

	<u>Feb - March 2024</u>	<u>compared to</u>	<u>Feb - March 2023</u>
Parties served	1,074		642
Adoptable visits	684		434
Licensing	174		58
Looking for Lost Pet	84		26
Stray drop off	83		38
Reclaiming	46		19
Donations	13		12
Other Business	112		48

(rabies vaccines for adopted animals, general questions)

Licensing Update

License Compliance rate is 19.43% increase of .97% since January 2024

DocuPet:

We have submitted our initial application. Our tentative rollout date is July 1, 2024. We will be needing to work with IT to transfer our data into their system. We are expected to meet weekly to cover all details of our licensing program to ensure a smooth transition.

Vet Compliance

We are still at 19 Vets complying out of 29. Previously it was 19/30, Los Coches has closed. We have remained in contact with offices that are not complying and unfortunately, they have yet to

figure out their systems to provide the information needed. Office visits are still pending due to other projects in office.

Invoices for Failure to Reclaim and Vet Bills:

Front Office has started an invoicing system effective February for animals that were not reclaimed with owner information and outstanding vet bills at the time of RTO. This has resulted in Owners coming in to make payment arrangements in hope of recuperating some of these costs/fees.

1,201 Total Licenses Sold	11,972 Total Current Licenses
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Licenses Stats for February and March 2024

Current Tags by Type:

Current Tags by Type

Tag Type	Total
LIC MCU DOG 36 SN	2,391
LIC MCU DOG 00 SN SR	2,238
LIC SAL DOG 36 SN	1,372
LIC SAL DOG 00 SN SR	925
LIC MCU DOG 36	798
LIC SAL DOG 12	673
LIC MCU DOG 12 SN	646
LIC SAL DOG 36	538
LIC MCU DOG 24 SN	517
LIC SAL DOG 12 SN	514
LIC MCU DOG 12	464
LIC SAL DOG 24 SN	312
LIC SAL DOG 24	307
LIC MCU DOG 24	254
LIC SAL CAT 36 SN	10
LIC MCU CAT 36 SN	6
LIC MCU DOG 36 SR	3
LIC SAL CAT 36	2
LIC MCU CAT 36	1
LIC MCU DOG 06	1
Total	11,972

Current Tags by Jurisdiction:

Current Tags by Jurisdiction

Jurisdiction	Total
CITY OF SALINAS	4,726
SALINAS UNINCORPORATED	2,570
CARMEL UNINCORPORATED	1,010
CARMEL VALLEY UNINCORPORATED	853
CASTROVILLE UNINCORPORATED	469
PEBBLE BEACH UNINCORPORATED	455
ROYAL OAKS UNINCORPORATED	386
CITY OF CARMEL BY THE SEA	302
AROMAS UNINCORPORATED	165
MONTEREY UNINCORPORATED	159
CITY OF DEL REY OAKS	125
KING CITY UNINCORPORATED	123
EAST GARRISON UNINCORPORATED	108
MARINA UNINCORPORATED	87
MOSS LANDING UNINCORPORATED	77
CHUALAR UNINCORPORATED	58
CSUMB	51
SPRECKELS UNINCORPORATED	44
GREENFIELD UNINCORPORATED	36
BIG SUR UNINCORPORATED	32
SOLEDAD UNINCORPORATED	28
BRADLEY UNINCORPORATED	22
CITY OF MONTEREY	20
GONZALES UNINCORPORATED	13
LOCKWOOD UNINCORPORATED	13
SAN LUCAS UNINCORPORATED	11
PARKFIELD UNINCORPORATED	6
PAJARO UNINCORPORATED	5
OUT OF COUNTY	4
SAN ARDO UNINCORPORATED	4
HWY 68, CORRAL DE TIERRA, SAN BENANCIO,	3
CITY OF MARINA	2
CITY OF SOLEDAD	2
CITY OF GREENFIELD	1
CITY OF SEASIDE	1
JOLON UNINCORPORATED	1
Total	11,972

Note: City of Del Rey Oaks and Carmel by the Sea fall under

“LIC MCU” tags. They are not issued separate tags.

Volunteer and Education Program Report (from Educator/Volunteer Coordinator Kendra Brady)

Volunteer hours:

- January – 449.20 (missing from last report)
- February: 628.27 (27 volunteers)
- March – 816.43 (78 Volunteers)

Total of 85 current volunteers, 22 on “Paws”

Community Events:

Events for public education or special pet adoption events where volunteers, fosters and limited staff attend. May be regular events or special events where we are invited by community members.

February

1. Starbucks 2/3 (3 vol.)
2. Pop Up Adoption 2/4 (3 vol.)
3. KSBW 2/23
4. New volunteers trained-4

March

1. Volunteer meeting 3/2
2. New Volunteer Orientation 3/9
3. KSBW 3/15
4. MCOE Migrant Families Event 3/16 (1 vol.)
5. Pop Up Adoption 3/17 (4 vol.)
6. Carmel Valley Art Association adoption event 3/23 (3 vol.)
7. Extended shelter hours 3/2, 3/13, 3/16, 3/27 (ea. date 3 vol. were required)
8. New volunteers trained-1



Veterinary Clinic Report (from Veterinarian Debi T. Watanabe)

In addition to daily rounds and treatments, which include exams, follow ups, minor procedures and other animal medical care related tasks, the clinic did the following:

Spay/Neuter Surgeries: 179 total

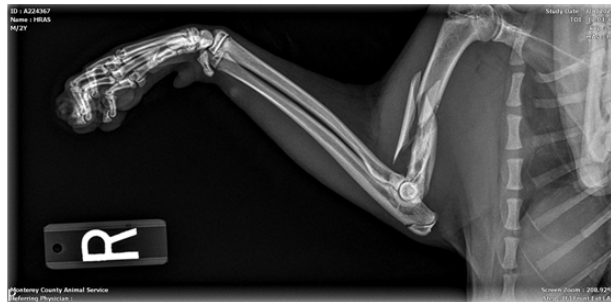
February 72

March 107

Special Cases:

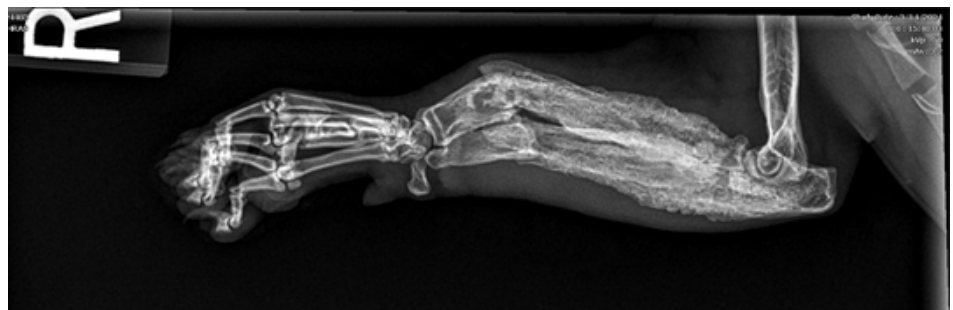
With the new x-ray machine, the clinic has been able to expedite diagnostics to allow faster treatment and pathway decision making.

A224367, 10 month old, silver tabby. Came in as a stray, front leg visibly injured. After x-rays, discovered he had a broken humerus. Transferred to local rescue partner.



“Thor” A224485

Poor guy had a very old, infected radius and ulna fracture. The limb was amputated by the clinic. The cat was placed in foster for post-op care. Ultimately, the cat was adopted.



White Poodle, A224498

Found as a stray. Matted fur, covered in ticks and did not want to be handled. Extremely fearful. Staff suspected dog was hit by a car. Medical team was able to get xrays and found he had a dislocated hip. They also clipped his matted fur, treated for ticks, removed a torn nail as well. Transferred to a rescue partner due to medical.



Neglect Conditions:

Minette, A224333, 3 year old Standard Poodle.

Found as a stray, extremely matted but as sweet as she could be. Medical team spayed and shaved her down and she was ultimately transferred to a local rescue partner after not being adopted from HRAS.

Before:

MINETTE 3Y LARGE DOG CREAM S POODLE STND



After:

MINETTE 3Y LARGE DOG CREAM S POODLE STND



Eye enucleations (removal):

A223819, 6 year old male Poodle.

He was a horrible case of an injured dog that failed to receive care (until it came to the shelter). It was suspected he received some trauma to the head and he has his right eye protruding. Medical team neutered him, removed the bad eye, cleaned his ears and gave him a whole body clip. Poor kid was transferred to a poodle rescue partner.

Before:

6Y SMALL DOG WHITE N POODLE MIN



After:



Kenzo, A224546. Came in as a stray and staff noted very irritated eye. Clinic staff noted an abnormal eye that caused constant discharge. Eye removed during neuter. As of 4/11/24, pup is still available for adoption.

KENZO 5M MED DOG BLACK N BORDER COLLIE



Field Services Report (from Valiska Lujan, Field Services Supervisor)

Number of calls received city vs county.

TABLE 1: CALL FOR SERVICE

Month	County of Monterey	City of Salinas
February	218	230
March	234	231

Potentially Dangerous Cases.

1 PDD in city of Salinas

No PDD in County, animals were surrendered or after investigation PDD was not applicable.

Any neglect cases in progress or where animals were confiscated.

- County dog vs. livestock A24-060856
- County dog vs. livestock A24-061249

Permit status's (all) – current, pending, citations sent.

For County only.

- 1 permit violation citation is still pending in court.
- Boarding Permits 2, 1 current / 1 expired.
- Kennel Permits 20. 2 current, 18 expired.
- Pet Shop Permits 1 current, none expired.
- Rooster permits 56 total, 1 current, 55 expired.

Citations written in the time frame, broken out by City and County.

TABLE 2: CITATIONS ISSUED

Feb	March
City Salinas 11	City Salinas 26
County 2	County 5

Any cases headed to DA for prosecution.

2 County, 3 City cases are pending and in process to be prepared to go to DA.

Complaint cases in mediation:

7 cases, all for barking/ nuisance dogs.

Regular Agenda Item VII.B

TO: Hitchcock Road Animal Services Advisory Committee

FROM: Cindy Burnham, Animal Services Administrator

DATE: May 9th, 2024

SUBJECT: Ad Hoc Sub-Committee updates

Recommendation:

It is recommended to receive Ad Hoc Sub-Committee updates.

Discussion:

Sub-Committees:

- a. Ordinance Review – Mary Arnold, Chair
- b. Facilities – Mike Richards, Chair
- c. PR/Marketing – Briana Sanford, Chair

Regular Agenda Item VII.C

TO: Hitchcock Road Animal Services Advisory Committee

FROM: Cindy Burnham, Animal Services Administrator

DATE: May 9th, 2024

SUBJECT: Consider new meeting schedule (action item)

Recommendation:

It is recommended to consider new meeting schedule (action item)

Discussion:

This Committee had previously selected the 3rd Thursdays of every other month as a regular meeting time. However, the JPA Board of Directors has moved to meeting every month on the 3rd Thursday of the month at 3pm at 160 Hitchcock Road. The HRAS conference room and staff are no longer available for the Advisory Committee to meet on the 3rd Thursday of the month.

While it at the committee's discretion, it is recommended to move regular advisory meetings to the 2nd Thursday of every other month at 3:30pm for the rest of the calendar year. Staff and the HRAS conference room are available during that time.

As review, the Advisory Committee By-laws, Section 5.01, do require the Committee to establish a regular meeting date and time:

5.01. Regular Meetings – Time and Place. The Advisory Committee shall establish a regular meeting date and time, which shall not be less than quarterly, and shall establish a regular place for holding meetings.

The action of this committee today will set the remaining schedule for the rest of the year.