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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Community Health Agency – Department of Animal Services

**SUBMITTAL DATE:**  
December 8, 2004

**SUBJECT:** Monthly Update on HSUS Task Force and Director Recruitment

**RECOMMENDED MOTION:** Receive and File Attached Reports

**BACKGROUND:** The Executive Office hired the Humane Society of the United States to audit the Animal Services Department. The audit was conducted in April 2004 and the results of the audit were reported to the Board of Supervisors in August. The Board referred the report to a select committee for review and recommendations on how to improve operations at the shelter in Riverside and elsewhere in the county. The attached report provides an update on the Task Force progress to date.

The previous Animal Services Director resigned in May 2004. The Agency and Human Resources have been working collaboratively to identify and select a new director. The attached report provides a status on the recruitment as of Dec. 7, 2004.

Departmental Concurrence

*[Signature]*  
GARY M FELDMAN, M.D.  
Director Community Health Agency

*[Signature]*  
ROGER UMINSKI II  
Interim Animal Services Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** **APPROVE**

**County Executive Office Signature** *[Signature]*

- Dep't Recomm.:  Consent  Policy
- Per Exec. Ofc.:  Consent  Policy

**Monthly HSUS Task Force Update  
From the Community Health Agency  
To the Board of Supervisors  
December 7, 2004**

**BACKGROUND**

The Executive Office hired the Humane Society of the United States (HSUS) to audit the Animal Services Department. The audit was conducted in April 2004 and the results of the audit were reported to the Board of Supervisors in August. The Board referred the report to a select committee for review and recommendations on how to improve operations at the shelter in Riverside and elsewhere in the county.

The department had projects in place prior to the audit that addresses some of the audit findings. Air circulation in the shelter was a primary concern that was substantially complete by August. Other recommendations identified by the HSUS as critical concerns were verbally provided to the department in April. The department responded to those concerns immediately and completed them by September. They included a thorough cleaning and disinfecting of the shelter, exchanging the evaporative cooling units on the truck boxes to air-conditioning and better security of controlled substances.

The department initiated a Service Operations Review Team (SORT) to review and update policies/procedures and to improve communications between divisions. Many of the audit recommendations have been or are being addressed by this group.

A labor-management committee was formed to improve communication between staff and management. Some of the specific audit recommendations are being addressed in this forum. The existence of the labor-management committee addresses recommendations in the "Governance, Management and Leadership" section of the audit report.

**CURRENT STATUS**

The Task Force has met three times. Prior to the first meeting, each member was provided with the audit report and other material such as recent Grand Jury reports and news articles that led up to the HSUS being contracted to conduct the audit.

The initial meeting was mostly organizational. Decisions were made to elect a chair, determine a quorum, how the members would conduct business, meeting frequency and venue. The members were provided with a formal proposal the department prepared with recommendations to the Board as a response to the HSUS Audit recommendations. Discussion led to the task force requesting the department to pull the recommendations until such time as the task force could review and discuss the entire audit. It was agreed that the Board intended for this group to formulate recommendations on which of the HSUS recommendations should be implemented and in what fashion. One of the department recommendations was to implement a spay and neuter voucher program.

Most of the task force determined that this program would have a profound positive effect on the departmental goal of reducing euthanasia in the county. The members voted to have the department move forward with that single recommendation. After the meeting Craig Manning resigned citing that he was uncomfortable with the process.

The second and third meetings have been used to review and discuss the recommendations in the audit. The task force has prioritized the areas to review and discuss as follows: "Shelter Operations", "Euthanasia", "Adoptions", "Community Outreach" and "Field Services/Animal Control". The HSUS recommendations, status of completion and notes are available on the county web site:

<http://www.riversideshelter.com/HSUS/HSUSRvw.html>. Minutes from each meeting are sent to each Supervisor's office and the Executive Office via e-mail.

The department is seeking a replacement for Craig Manning. We desire a person with strategic planning skills, has no affiliation with the County of humane organizations and is acceptable to both the Board and the City Council. The department has approached a number of veterinarians to serve on the task force. Most reported to have practices that are too busy to allow them to participate. The president of the Orange Belt Veterinary Society, Dr. Andrews, expressed interest if he could share the duties with another member. Dr. Hammerlaun expressed interest in serving with Dr. Andrews and attended the December 6 meeting as an observer.

**Animal Services Director Recruitment Update  
To the Board of Supervisors  
From the Community Health Agency  
December 7, 2004**

The Executive Office, Human Resources and the Community Health Agency met with CPS, a head hunting firm contracted by the county, on Dec 2. This firm has been hired to assist the county to find candidates to the DPSS, Mental Health and Animal Services Director positions. Animal Services has been given first priority.

We agreed that the schedule for the Animal Services Director position will be as follows:

All resumes due to HR by:	Dec. 20, 2004
CPS will prescreen interview (by phone):	Dec. 22, 2004-Jan. 7, 2005
Certified list delivered to CHA:	Jan. 10, 2005

Human Resources received over sixty resumes and letters of interest for this vacancy since the recruitment officially opened in October. Thirty candidates meet the minimum qualifications.

Human Resources developed a full-color brochure to promote this position. It is being printing and is scheduled to be mailed to every shelter in California by Dec. 17.

This recruitment will be held open until a selection is made.