

Washoe County Regional Animal Services Advisory Board

Minutes

Thursday, November 30, 2017 ~ 2:00 p.m.

**WASHOE COUNTY REGIONAL ANIMAL SERVICES CENTER
CLASSROOM
2825 LONGLEY LANE, RENO, NEVADA**

MEMBERS

Charlene Bybee
Jill Dobbs
Naomi Duerr
Jeanne Herman
Jennifer Linn
Irene Payne
Anette Rink

1. CALL TO ORDER/ROLL CALL [Non-action item]

Shyanne Schull – Director, opened the meeting at 2:06 p.m. A quorum was established.

PRESENT: Charlene Bybee, Jill Dobbs, Naomi Duerr, Jeanne Herman, Irene Payne and Anette Rink.

ABSENT: Jennifer Linn.

Jen Gustafson – Deputy District Attorney, was also present.

2. PUBLIC COMMENT (Non-action item)

There were no public comments.

3. BOARD ORIENTATION [Non-action item] – *An informational review and discussion of the duties and responsibilities of the Washoe County Regional Animal Services Advisory Board, monthly staff report and format.*

Shyanne Schull - Regional Animal Services Director, welcomes the new board and suggested that each person introduce themselves and identify the agency they represent.

Jill Dobbs commented that she is the director of represents the SPCA of northern Nevada and is an attorney by training and involved in animal services for the past 12-years.

Naomi Duerr introduced herself explaining that she represents Ward 2 on the Reno City Council. Member Duerr noted that both she and Reno Mayor Hillary Schieve are both animal lovers and had adopted both cats and dogs from the facility. Additionally, Member Duerr had the opportunity to meet Shyanne Schull while in the process of developing the ordinance that created this body.

Irene Payne – Communications Outreach, Washoe County School District, stated that she was applied for the position and was subsequently appointed by the BCC (Board of County Commissioners). Member Payne noted that she had volunteered with a number of other organizations before moving to this area and was proud to be part of the board.

Jeanne Herman – Washoe County Board of County Commissioners, Ward 5 noted that the BCC had appointed her due to the large number of animals in her District.

Anette Rink – veterinarian, commented that she had applied for a position when she learned of the board and was subsequently appointed by the BCC.

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Charlene Bybee – Sparks City Council Ward 4, stated she has lived in the City of Sparks for more than 50 years and that Ward 4 in the City of Sparks is the largest Ward in the City and includes perhaps the largest number of animals. Ms. Bybee noted that she lives with a Standard Poodle as well as a diabetic dog and Cockatiel.

Ms. Shull noted that she had moved to the region in 2015 at which time the position of Director was open. Ms. Shull provide a brief overview of her experiences in Kern County working in other facilities including positions as Control Officer and volunteer sometimes in high kill facilities. The intent of this particular body is to provide a platform wherein both the public and those involved in animal services discussion and formulation of policies and procedures some of which the public might not be familiar with. Ms. Schull noted that the Washoe County Animal Control Board reviews contested kennel permit applications and related issues.

Member Duerr commented that she has had to become involved in the wild horse issues noting that those issues were generally handled by the Nevada State Department of Agriculture. Member Duerr asked whether Animal Services was also involved in wild horse issues.

Ms. Schull commented there is some overlap wherein the department assists when wild horses and other animals are involved. However, the department does not have jurisdiction. Ms. Shull noted there are several interface issues as well. Ms. Schull then narrated a PowerPoint® presentation (copy on file) and drew attention to primary focus of the Department noting that tours of the facility are available. The facility is shared with the Nevada Humane Society. In the past the Department has been a part of the Washoe County Sheriff's office and Community Services until 2014. As a stand-alone department a strategic plan was developed that provides for greater flexibility in responding and modifying programs and services. The Nevada Humane Society and the Department share a number of services with separate goals and mission statements. Additionally, the partner organizations provide a model for other jurisdictions. While the Department handles mainly stray and lost animals, other functions include licensing and vaccination certifications. The Nevada Human Society handles adoptions for the Department. The ultimate goal is to better serve the community and address owner surrendered animals and related animal welfare issues. Ms. Schull noted that there are 40 positions, including office staff, field officer, veterinarian and 24/7 kennel staff that is responsible for the care of the animals. Other functions include emergency and disaster assistance with larger animals. The facility can handle up to 150 larger animals and was used extensively during this past summer due to the number of wildfires.

Ms. Schull then played a short video (copy on file) noting that the elderly horse in the video ultimately had to be euthanized as it could no longer stand alone. Ms. Schull explained that the Department conducts ongoing training on the use of equipment and how to remain safe. Animal Control Officers are also considered special law enforcement and issues 1,677 notices of civil penalty and conducts at large investigations, vaccination and licensing issues. Additionally, the department also addresses animal cruelty issue and responds to dogs left in vehicles during the summer months. A variety of cages, kennels and cages are available that house a wide range of reptiles and other animals including birds and large animals. Ms. Schull commented that volunteers sometimes need to be reminded that animals being housed in the facility do not belong to them and are available for adoption through the Nevada humane Society. Additionally, the Department host a number of vaccination clinics both on-site and throughout the community. The Department also collaborates with TMCC to assist students in their veterinarian education. Ms. Schull reiterated that the function of the

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WCRASAB is to provide a platform for the community to have an open dialogue. One of the major challenges is the continued growth in the region that will need an increase in staff and services to accommodate the continued growth.

4. OPEN MEETING LAW AND ADVISORY BOARD ETHICS PRESENTATION [Non-action item] - An information training on the basic tenets of Nevada's Open Meeting Law (NRS 241) and Advisory Board ethical requirements/considerations (NRS 281A), and how these laws apply to the Washoe County Animal Services Advisory Board.

Jennifer Gustafson – Deputy District Attorney, explained that she is assigned to this Board with the primary goal of preventing a violation of the Nevada OML (Open Meeting Law). Ms. Gustafson noted that while some of the Board member are elected officials and are undoubtedly familiar with the requirement of open public meetings, some other members might not be. Ms. Gustafson narrated PowerPoint® presentation (copy on file) and provided handouts (copies on file) of the Open Meeting Law PowerPoint ®, Washoe County Code (“WCC”) 55.035, Public Officers and Public Employees check-list, the 10 Commandments of Ethics for Washoe County Citizen Advisory Boards, and a copy of NRS 241.

The meeting recessed at 2:59 p.m. and reconvened at 3:04 p.m.

Ms. Gustafson explained that the OML is also applicable to any Subcommittee and other offshoots of the ACB. Ms. Gustafson outlined the minimum quorum requirements to conduct business and emphasized that a meeting can also be held via teleconference or videoconference. Ms. Gustafson then outlined potential violations of the OML including serial meetings or discussions of future agenda items among and between what could be construed as a serial meeting of a quorum of board members. Ms. Gustafson cautioned members not to use the “Reply All” function on email when replying to any emails marked Attorney Client Privilege or any other group email that may involve a quorum to avoid a violation of the OML. Ms. Gustafson cautioned about the discussion of any future Board business with other members. Deliberation on board business must at all times be discussed in the properly noticed Open Meeting.

Responding to Member Duerr’s comment about whether members can lobby each other, Ms. Gustafson stated that members could lobby other so long as the collective lobbying activity and discussion involved less than a quorum. Accordingly, members should be very careful when discussing board business with another member outside of a properly noticed open meeting, as it is difficult to know whether the other member will continue the discussion with additional board members. Ms. Gustafson also noted that while a quorum of members may be at social functions they cannot collectively discuss any future business that may come before the board. Ms. Gustafson then outlined the public noticing and posting requirements. During the public comment sections of the meeting agenda the public is welcome to talk about any topic on or off the agenda and that all viewpoints are welcome. In the event an issue is identified during the course of a meeting that is not on the agenda, it should be added to a future agenda without further discussion.

Member Duerr noted that the Reno City Council has found that many times the public feels unfulfilled when the public body is not allowed to respond.

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Ms. Gustafson suggested that the topic be added to a future agenda for discussion and possible action. Ms. Gustafson explained that her primary role is to assure that the Board does not cross the line into what could be a violation of the OML, and discussed the penalties involved for OML violations. Additionally, any action taken that is in violation of the OML will be voided and have to be revisited at a future meeting. Additional questions on the OML and process can be sent to Ms. Gustafson via email jgustafson@da.washoecounty.us.

Ms. Gustafson then provided an overview of Ethics in Government and the Ten Commandments of Ethics (copies on file). Ms. Gustafson noted that the only time a member should abstain or recuse themselves from a vote is where there is a clear conflict, which must be disclosed.

5. SELECTION OF FUTURE MEETING DATES [For possible action] – *A review, discussion and possible action to select future meetings dates.*

After a brief discussion a consensus was reached to meet quarterly on the last Thursday of February, May August and November. The calendar of meetings will be added to the February meeting agenda for additional discussion.

There were no public comments.

It was moved by Member Duerr, seconded by Member Bybee, to meet at 2:00 p.m. on February 22, May 31, August 30 and November 2, 2018. The motion carried unanimously with Member Linn absent.

6. WASHOE COUNTY REGIONAL ANIMAL SERVICES ADVISORY BOARD MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – *Limited to items not addressed elsewhere on the agenda. The Washoe County Regional Animal Services Advisory Board may not engage in discussion or take action on any item identified under this topic and items may be placed on a future agenda for discussion and possible action. The next regular meeting of the Washoe County Regional Animal Services Advisory Board to be determined.*

The February meeting agenda may include, but is not limited to: 1) Election of Officers: Chair and Vice-chair; 2) Review of the Linda Peri investigation

7. PUBLIC COMMENT [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the Washoe County Advisory Board agenda. Comments are to be made to the Washoe County Regional Animal

Linda Peri provided a handout (copy on file) and expressed her appreciation to the board for their willingness to review the matter.

8. ADJOURNMENT [Non-action item]

Shyanne Shull adjourned the meeting at 3:53 p.m.

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AS APPROVED BY THE ANIMAL SERVICES ADVISORY BOARD IN SESSION ON FEBRUARY 22, 2018.