



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Public Health  
**Department No.:** 041  
**For Agenda Of:** Nov. 1, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Takashi Wada, MD, MPH, Director  
Director(s) Public Health Department  
Contact Info: Jan E. Glick, M.S., Director of Animal Services (934-6953)

**SUBJECT:** MOU Between Partner Organization and Animal Services

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management  
As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

- a) Approve and authorize the Chair of the Board to execute a Memorandum of Understanding Agreement between the Santa Barbara County Animal Care Foundation and Santa Barbara County (Attachment A) that annually renews after an initial period through June 30, 2017.
- b) Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guideline Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activities may have a significant effect on the environment, and direct staff to file the Notice of Exemption (Attachment B).

**Summary Text:**

This item is on the agenda for approval and execution of a Memorandum of Understanding Agreement between a long time non-profit partner and County Animal Services. The MOU Agreement for approval today is with the Santa Barbara County Animal Care Foundation (SBCACF) organization. This agreement serves to clarify the relationship between the organization and County Animal Services.

**Background:**

County Animal Services has been fortunate to have the support of a number of non-profit partners that work with the department to provide care, enrichment, medical procedures, capital improvements, adoption counseling and various other services and supplies to establish and maintain a safe and healthy environment between humans and animals in Santa Barbara County. The American Humane

Association Program Assessment made recommendations that were specific to making the relationships between County Animal Services and the internal partners more formal. These recommendations were:

12.1A Configure structured relationships with internal partners. Work to create unified command structure. Establish and follow a clear chain of command.

12.1C Develop specific MOU's with internal partners that include and define accountability and supervision.

This is the first of four MOU agreements that are being developed with the internal partner organizations. Negotiations and discussions are ongoing with the other three internal partner organizations for their individual MOUs. Additional agreements with the Companion Animal placement Assistance (CAPA), the Animal Shelter Assistance Program (ASAP) and Bunnies Urgently Needing Shelter (BUNS) organizations will be recommended to the Board of Supervisors when they are completed and have had final County staff review. This is anticipated to occur by January of 2017.

**Performance Measure:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: N/A

**Fiscal Analysis:**

There is no fiscal impact by approving and authorizing the Memorandum of Understanding Agreements.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please execute two (2) original MOU Agreements for SBCACF and retain one (1) original of each Agreement and one (1) Minute Order for pick-up by the department. Please email [phdca@sbcpd.org](mailto:phdca@sbcpd.org) when available for pickup.

**Attachments:**

- A. Animal Services Partners MOU – SBCACF
- B. CEQA Exemption

**Authored by:**

Jan E. Glick, MS, Animal Services Director