

ANIMAL SERVICES ADVISORY COMMITTEE

Thursday, April 27th, 2023 - 11:00 a.m. – 1:00 p.m.

In Person at:

511 W 3900 S Salt Lake City, UT 84123
Auditorium

Meeting recording is available at the following link:

<https://slco.webex.com/slco/ldr.php?RCID=6f0e02e515ffc7253fd660ca9d1ac47c>

MEETING MINUTES

Members Present:

Dustin Gettel – Midvale
Kevin Severson – Copperton
Rita Lund – Millcreek
Gary Bowen – Emigration Canyon
Jeff Bossard – Brighton

Linda Price – White City
Alan Peterson – Kearns
Arlyn Bradshaw – SLCO Council
Grant Crowell – Bluffdale

Members Absent:

Holly Smith – Holladay
Scott Baird – SLCO Mayor
Brian Wright – Murray

Audrey Pierce – Magna
Carmen Bailey - SLC

Non-Members Present:

Talia Butler – Animal Services
Carrie Sibert – Animal Services
Jared Steffey – Public Works (present
in place of Scott Baird)

Juli Ulvestad – Humane Society
Ryan Lambert – SLCO District
Attorney
Brian Hartsell - GSLMSD

1. CALL TO ORDER, ROLL CALL – Dustin Gettel, Chair

- 1.1. Welcome new members:
- Linda Price, representing White City Metro Township
 - Juli Ulvestad from the Utah Humane Society as our tentative Industry Expert.
- Members went around for introductions and roll call.

2. CONSENT AGENDA

- 2.1. [Approval of 1-26-23 Meeting Minutes](#)
2.2. [Approval of 11-3-22 Meeting Minutes](#)

Members voted on the minutes. Kevin Severson motioned, Arlyn Bradshaw seconded.

Dustin Gettel – Aye	Linda Price – Aye
Kevin Severson – Aye	Alan Peterson – Aye
Rita Lund – Abstained	Arlyn Bradshaw – Aye
Gary Bowen – Aye	Grant Crowell – Aye
Jeff Bossard – Aye	

3. DISCUSSION AND POSSIBLE ACTION ITEMS

- 3.1. **Open Meetings Act Training**, Ryan Lambert, SLCO District Attorney
Ryan conducted the open meetings act training.

- 3.2. **Updates to Bylaws**, Carrie Sibert, Liaison Coordinator
- Review updated language regarding meeting frequency and alternates.

Members reviewed the updates to the bylaws that included updating the meeting frequency from monthly to

quarterly and adding in a clause to allow for alternates if the primary representative is not available to attend a meeting.

Members voted on the updates. Arlyn Bradshaw motioned to approve, Jeff Bossard Seconded.

Dustin Gettel – Aye

Kevin Severson – Aye

Rita Lund – Aye

Gary Bowen – Aye

Jeff Bossard – Aye

Linda Price – Aye

Alan Peterson – Aye

Arlyn Bradshaw – Aye

Grant Crowell – Aye

3.3. 2023 Contracts, Carrie Sibert, Liaison Coordinator

Carrie Sibert updated the committee regarding the updates to contract terms in regard to the 2022 audit recommendations. Every jurisdiction received their contract price for 2023-2024. The updates to the contracts pertain to: addressing the interest clause as Animal Services does not want to charge interest to the jurisdictions, clarifying which services are contract funded versus regionally funded by the County, and updating terms that have been updated over the years so every jurisdiction receives the same contract terms and everyone is on the same page. New contract terms will be sent to jurisdictions for review.

3.4. Ten Year No-Kill Anniversary Dog-tail Events, Carrie Sibert, Liaison Coordinator

Carrie Sibert explained that Animal Services will be hosting celebrations at each jurisdiction, and we have reached out to get those scheduled. The events are to celebrate Animal Services' achieving a decade of no-kill sheltering.

3.5. Budget, Talia Butler, Division Director

Talia Butler explained this year's budget updates. Talia explained that in efforts to be as transparent as possible she explained the increases in contract price in a public forum. The cost per citizen includes a 4% increase due to salary increases to calculate to \$9.36 multiplied by the jurisdiction's population we gathered from the Kern C. Gardner's institute.

Talia explained that coming this year there will be salary adjustments as there are vacant positions that are hard to fill without a competitive salary, for example the additional Veterinarian position.

3.6. Division Updates, Talia Butler, Division Director

Talia went over upcoming events. Talia also explained that citizens/areas being affected by flooding can receive support through Ruff Haven rescue to house their pets. Citizens need to go through Animal Services to receive this support. Talia highlighted our social media that features the hashtag #microchipmonday to view a number of animals that have been reunited thanks to microchips and highlighted our free microchip program that is available to citizens across Salt Lake County. Talia highlighted a redemption that involved a dog that got lost from another state. Talia encouraged jurisdictions to share the microchip program to citizens and Animal Services has been issuing scanners and training various departments at each jurisdiction so there are more options to help reunite lost pets.

Talia explained that we are conducting a TNR study in efforts to make trapping more efficient through camera equipment in the field.

Salt Lake County Animal Services was chosen by Best Friends Animal Society as a Super Mentor that will assist and mentor other shelters across the country in achieving a no-kill status.

Talia also updated the committee on the successes of this year's legislative session for Animal Services including the passing of the gas chamber bill that outlines that cats and dogs cannot be euthanized in gas chambers.

Talia announced that Animal Services received a 2023 Best of State award making it our 15th time winning this award.

4. MEMBER REPORTS

4.1. Updates from member's jurisdictions that may impact Animal Services.

- Alan Peterson – Kearns – [UPD at the Kearns precinct has been using the scanners.](#)
- Grant Crowell – Bluffdale – [No updates.](#)
- Rita Lund – Millcreek – [No updates. They have the scanners at a few locations.](#)
- Dustin Gettel – Midvale – [Still trying to decide where to place the scanners. They did recently increase the numbers of chickens allowed.](#)
- Carmen Bailey – Salt LakeCity – [N/A](#)
- Holly Smith – City of Holladay – [N/A](#)
- Lt. Brian Wright – Murray – [N/A](#)
- Kevin Severson – Copperton – [Copperton is working on updating several ordinances. Kevin had questions regarding domestic fowl as the definitions vary and they want clarifications. Talia explained that our goal is to follow whatever the jurisdiction's land use ordinances are and address the care and maintenance.](#)

[Talia explained we would like to remove land use ordinances/involvement from title 8 so there is no confusion and to help refine it and encourage every jurisdiction to adopt title 8 with approved exceptions if needed.](#)

- Jeff Bossard – Town of Brighton – [No updates.](#)
- Linda Price – White City – [Linda explained that they would like to give the scanners to code enforcement. White City is also working on updating ordinances.](#)
- Audrey Pierce – Magna – [N/A](#)
- Gary Bowen – Emigration Canyon – [Gary updated the metro township council on Animal Services' work. Gary would like to utilize the microchip program and feature it at an upcoming event. Gary will send Carrie Sibert the event information.](#)
- Scott Baird – Salt Lake County Mayor – [Jared Steffey – no updates.](#)
- Arlyn Bradshaw – Salt Lake County Council – [No updates.](#)
- Juli Ulvestad – Industry Expert – [Juli explained she is excited to participate. Talia went over her credentials and explained how Juli will be a great value to the committee.](#)

5. FUTURE AGENDA ITEMS

- [Follow-up on the scanners](#)
- [Spayghetti Donations](#)

6. SHELTER TOUR (optional)

ADJOURN

[Rita Lund motioned; Kevin Severson seconded. All say Aye.](#)

Open and Public Meetings Act

RULE AND PURPOSE

- ▶ Generally, meetings are open to the public.
- ▶ Why?
- ▶ State and local agencies exist to conduct the people's business.
 - ▶ Government Must Take Actions Openly
 - ▶ Government Must Deliberate Openly

Who must follow the Open and Public Meetings Act?

- ▶ Public Body is any body of the State or its political subdivisions that:
 - ▶ Is created by constitution, statute, rule, ordinance or resolution;
 - ▶ Consists of two or more persons;
 - ▶ Expends, disburses, or is supported by tax revenue; and
 - ▶ Is vested with the authority to make decisions about the public's business

What is a meeting?

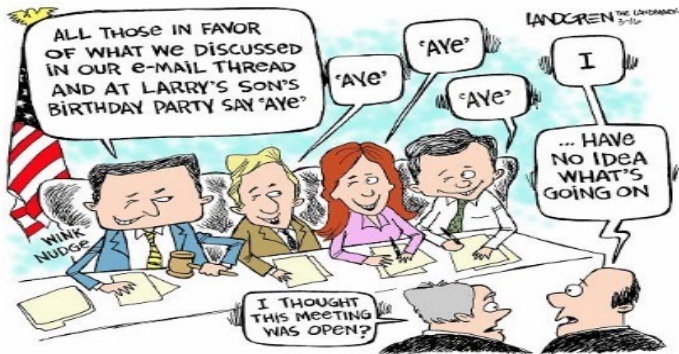
- ▶ **Meeting:** means a convening of a public body with a quorum present to discuss, receive comment, or act on a matter under its jurisdiction or advisory power.
- ▶ **Not a Meeting:** social gatherings or chance meetings.

When in doubt, err on the side of following the Open and Public Meetings Act.



Open Actions and Deliberations

Not an Open Meeting



Example of Open Meeting



- Any person in attendance may record the meeting as long as the recording does not interfere with the meeting
- You may remove any person from a meeting if they are willfully disrupting the meeting to the extent that its orderly conduction is seriously compromised

Electronic Meetings



Electronic meetings (phone, computer, etc.) may only be held once the public body has adopted a resolution, rules governing electronic meetings.

To convene an electronic meeting:

- ▶ Notice Requirements Apply
- ▶ Public Must Have Means to Attend or Participate
- ▶ Have Anchor Location (normal meeting site)

Can A Meeting Be Closed?

If So, When?



YOU ARE NEVER REQUIRED TO CLOSE A MEETING; IT IS ALWAYS OPTIONAL.

A Meeting May Be Closed For:

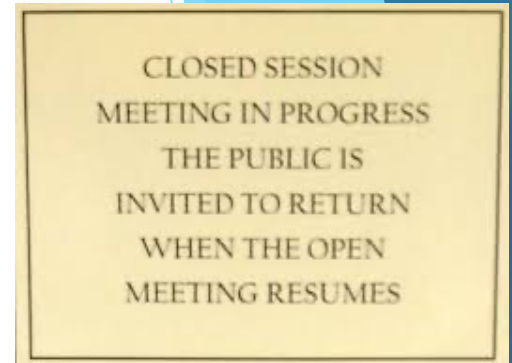
- ▶ Discussions of a person's character, professional competence, or physical or mental health
- ▶ Discussions of security personnel, devices or systems
- ▶ Investigative proceedings regarding allegations of criminal misconduct
- ▶ Strategy sessions for pending/imminent litigation
- ▶ Strategy sessions for collective bargaining
- ▶ Strategy sessions to discuss purchase, exchange, lease or sale of real property, if public discussion would prevent best terms

▶ Public notice of terms and public notice of approval of sale required

Is there a process to close a meeting?

Yes:

- A properly noticed public meeting must be held before entering into a closed session;
- A quorum must be present;
- 2/3 must vote to close the meeting; and
- The body must publicly announce and enter on the minutes:
 - Reason(s) for holding the closed meeting
 - Location where closed meeting will be held
 - Vote by name of each member, for and against, on the motion to have a closed meeting





Public Notice Requirements

- ▶ At least 24 hours notice before each meeting.
- ▶ The public notice must:
 - ▶ Include the date, time, and place of the meeting
 - ▶ Include an agenda that lists topics to be considered, specific enough to inform the public
 - ▶ You may discuss a topic raised by the public that is not listed on the agenda, but may not take final action on the topic
 - ▶ Be posted in specified places, including the Utah Public Notice Website <http://www.utah.gov/pmn/index.html>; and
 - ▶ Be provided to a newspaper or local media correspondent (this is satisfied by the Public Notice Website's subscription service).
- ▶ **Must give public notice at least once each year of annual meeting schedule**

What About Emergencies?

- ▶ Meetings to consider urgent or emergency matters are allowed if:
 - ▶ An attempt is made to notify all members; and a majority approves of holding the meeting.
 - ▶ The best notice practicable is given of:
 - ▶ Time, place and location of emergency meeting
 - ▶ The topics to be considered at the emergency meeting
 - ▶ The minutes include a statement of the unforeseen circumstances that made the meeting necessary



What are the requirements for recording meetings?

Open Meetings

- ▶ A complete unedited recording of all open public meetings from commencement to adjournment
 - ▶ Made available to the public within 3 business days of the open meeting and labeled with date, time, and place of meeting
 - ▶ Not required for site visit or travel tour, if no vote/action taken
- ▶ Written Minutes -
 - ▶ Pending minutes made available to public within reasonable time and clearly identified as “unapproved”
 - ▶ Approved minutes made available to public within 3 business days of approval
 - ▶ Are the official record of the meeting

Closed Meetings

- ▶ A complete unedited recording for closed portion from commencement to adjournment
 - ▶ Except when discussing character, health, etc or security matters, then presiding person signs sworn statement as to purpose of closed meeting.
- ▶ Both Recording and Minutes are Protected records under GRAMA, but may be released with a court order

What are the minute requirements?



Open Meetings

- ▶ Date, Time and Place
- ▶ Names of members present and absent
- ▶ Substance of all matters proposed, discussed or decided
 - ▶ **May** include summary of comments by members
- ▶ Record by each member of votes taken
- ▶ Name of any non-member who is recognized and comments or provides testimony
 - ▶ The substance, in brief, of the comments or testimony given
- ▶ Any other information that a member requests to be part of the record

Closed Meetings

- ▶ Minutes and Recordings shall include:
 - ▶ Date, Time and Place
 - ▶ Names of members present and absent
 - ▶ Names of all others present except if disclosure infringes on necessary confidentiality to fulfill purpose of closed meeting

What Happens if Someone Violates OPMA ?



- It is a class B misdemeanor to violate, abet, or advise a violation of any closed meeting provision.
- A court may void any final action in violation of the law
- You may have to pay court costs and attorney fees
- Sometimes a violation can be “cured” by discussing and taking a public vote in a subsequent meeting



Questions?

The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side and bottom of the frame, creating a modern, dynamic feel. The word "Questions?" is centered in the upper left area in a clean, blue, sans-serif typeface.

SALT LAKE COUNTY
ANIMAL SERVICES ADVISORY COMMITTEE
BYLAWS

Article 1
Name and Authority.

Section 1. The Salt Lake County Animal Services Advisory Committee (hereinafter “Committee”) is established under Salt Lake County Ordinance 2.99.010.

Section 2. Definitions. Hereinafter, the word “County” shall refer to Salt Lake County; the word “Committee” shall refer to the Salt Lake County Animal Services Advisory Committee; the words “County Mayor” shall refer to the Salt Lake County Mayor; the words “County Council” shall refer to the Salt Lake County Council; the words “Contract Jurisdiction” shall refer to each jurisdiction within Salt Lake County that contracts with Salt Lake County Animal Services to receive animal control services for the current fiscal year; and “Division” shall refer to Salt Lake County Animal Services.

Article 2
Purpose.

Section 1. It is the purpose of the County to create a volunteer advisory committee which will bring a regional and county-wide perspective to the management and operation of the Division to the citizens of Salt Lake County. The Committee shall review, deliberate, and make recommendations to the Division, County Mayor and County Council regarding issues of concern and importance related to animal control and shelter services provided to citizens of the County. The committee's authority and power is advisory to the division, Mayor and County Council, and decisions do not bind Salt Lake County or any participating jurisdictions.

Section 2. The Committee shall perform the obligations and responsibilities as set forth in Salt Lake County Ordinance 2.99.050.

Article 3
Membership.

Section 1. Members. Pursuant to Salt Lake County Ordinance 2.99.040, membership on the Committee shall consist of the following:

- A. One member from each of the County’s Contract Cities, each of whom shall be the city’s Mayor or city manager or designee.
- B. One member from each metro township, each of whom shall be that township’s mayor or designee.
- C. The Salt Lake County Mayor or designee.

- D. One member of the Salt Lake County Council or its designee.
- E. One member of the public with technical expertise in the field of animal control or shelter services appointed by the Salt Lake County Mayor with advice and consent of the County Council.

Section 2. Designation of Members.

A. An elected official under Article 3.1(A), (B), or (C) that chooses to designate a party to participate in the Committee on the elected official's behalf may do so by submitting a signed written statement to the Committee that indicates the elected official's selection of the individual as his or her designee. Such designation shall be effective through the end of the elected official's term.

Each elected official may designate an alternative representative who may participate in the Committee if the elected official or designee appointed under Article 3.2(A) are unavailable. Alternative representatives must be designated in a signed written statement to the Committee that indicates the elected official's selection of the alternative representative. Such designation shall only be effective for a specific meeting of the Committee. Only one representative from each member jurisdiction may participate in a Committee meeting or be counted to determine whether a quorum is present.

B. Member under Article 3.1(E) shall be appointed by the Salt Lake County Mayor with advice and consent of the County Council.

Section 3. Terms. Pursuant to Salt Lake County Ordinance 2.99.040, terms of the Committee members shall be as follows:

- A. Members required to be elected officials shall serve until the expirations of the current term of their elected office and may be reappointed for periods to coincide with subsequent terms of their elected office. If the elected official appoints a designee to sit on the Committee, that designee shall serve until the expiration of the current term of the elected official's office.
- B. The member of the Committee selected for his or her technical expertise in animal control or shelter services shall be two (2) years. This member may be reappointed by the County for additional (2) year terms.
- C. Attendance at each committee meeting is strongly encouraged to ensure that members are apprised of ongoing issues and can act accordingly and with correct and up-to-date information.

Article 4 Officers.

Section 1. Officers. The officers of the Committee shall include a Committee Chair and Vice Chair. The Committee Chair shall be selected from the membership, and shall preside at and conduct all Committee meetings. The Vice Chair shall be elected from the membership on an annual basis. In absence of the Chair, the Vice Chair shall serve as the substitute Chair. Additional offices may be created at the discretion of the Committee and upon a motion from the membership. Animal Services will provide staff to perform secretarial duties.

Section 2. Elections. The first Committee Chair and Vice Chair shall be elected at the first regular meeting. Thereafter, officers shall be elected at a regular Committee meeting prior to January of each year. Each officer shall be elected by a majority vote of the Committee, and shall

serve for a term of one year. Officers may be re-elected to additional one year terms each January.

Section 3. Committee Chair. The Committee Chair shall be selected by and from the general membership of the Committee. The Committee Chair shall have general and active management of the business of the Committee and shall see that all recommendations of the Committee are submitted to the proper policymakers.

Section 4. Vice Chair. The Vice Chair shall have the same powers vested in the Committee Chair, but shall not exercise said powers unless acting under the delegation, authority, or direction of the Chair, or in the absence or incapacity of the Chair.

Section 5. Resignation. Any member of the Committee may resign by submitting written resignation to the Committee Chair and the County Mayor.

Section 6. Vacancies. When a vacancy arises, the vacancy shall be filled by majority vote at the next regular meeting of the Committee. If the next regular meeting has already been noticed in accordance with the Utah Open and Public Meetings Act, the election shall be held at the next scheduled meeting that has not yet been noticed.

Article 5 Meetings.

Section 1. Regular Meetings. Committee meetings shall be held ~~monthly~~ quarterly on the last Thursday of each month. With prior written notice, the Committee may by majority vote reschedule or cancel any regular Committee meeting, however the Committee shall at minimum meet at least once quarterly.

Section 2. Special Meetings. Special Committee meetings may be called by the County Mayor or a majority of Committee members upon three of more days' notice to all members at any reasonable date, time, and place. Special meetings may include any matter properly brought before the Committee consistent with the required notice and agenda.

Section 3. Quorum. A quorum is required to conduct any official business at any regular or special Committee meetings. At least fifty-one percent of the total number of current Committee members present at a regular or special Committee meeting will constitute a quorum.

Section 4. Open Meetings and Transparency. All regular, special, or other meetings shall be noticed and conducted in compliance with the Utah Open and Public Meetings Act. The Committee Chair shall ensure that Committee members are provided with training annually in compliance with the Utah Open and Public Meetings Act. Records regarding the completion of training will reside with the designated Secretary.

Section 5. Agenda Preparation and Submission. Advisory Committee members shall be allowed to make recommendations by making motions accordingly and receiving a majority of the votes. Advisory Committee members shall not be allowed to vote on any issue that is not on the posted agenda.

Committee members or agency personnel may submit a proposed agenda item to the Chair for consideration no less than fourteen (14) days prior to a scheduled meeting. The Chair will either approve or deny the request. Topics that are denied by the Chair for agenda posting may still be discussed as "Committee Member Reports," however, voting will not be permitted on items not on a posted agenda.

Section 6. Electronic Participation. Committee members may participate telephonically, with notice to the Committee Chair. A minimum of 48 hours' notice is required in order that equipment arrangements may be made. Electronic participation must be made in a medium that is audible for recording purposes, such as telephonically or via video conferencing technology. Emailed or texted participation is prohibited because of the difficulty in capturing the record. A quorum of the committee must be physically present in order to conduct any official business, and the quorum shall vote on the record their permission of the electronic meeting and inclusion of members who cannot be physically present.

Article 6
Amendments.

Section 1. These Bylaws may be amended only by a vote of two-thirds of the Committee Membership in attendance at the meeting. Amendments to these Bylaws may be proposed at the annual meeting set aside for the election of officers or at any other regular meeting. Any amendments must be in full compliance with all federal, state, and local laws.

Section 2. Written notice, setting forth the proposed amendment(s), shall be mailed or given to each Committee member at least fourteen (14) business days prior to the meeting during which they are to be considered.

Approved by the Committee this ____ day of _____, 2018.

By: _____
Committee Chair

Date: _____

Dog & Cat Food

For those in need of pet assistance

Apr 29, 8AM - 10AM



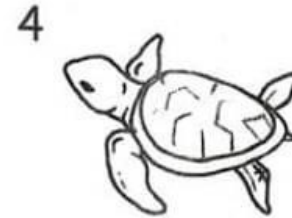
TATS FOR CATS

Fallen Angel Tattoos MAY 6

SL SALT LAKE
COUNTY
ANIMAL SERVICES



Tats for Cats 2023



- ❖ **Flooding Support**
- ❖ **#microchipmonday**
- ❖ **TNR Study/ Super Mentor**
- ❖ **Legislation**

CONGRATULATIONS!

Your nomination is

officially a

2023

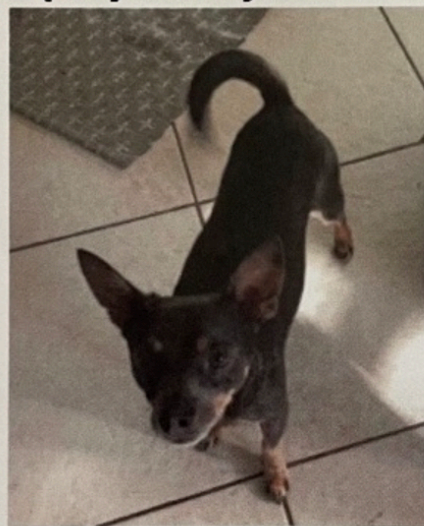
Best of State Winner



LostMyDoggie.com

LOST DOG

"Ralphie" (8 years) Lost 05/19/21



Breed: Chihuahua

Color: Black, Brown

Sex: M

Details: Friendly...view more at lostmydoggie.com

Last Seen: Mission Blvd & The Beach
SAN DIEGO, CA 92109

REWARD

9736990677 or 862-703-1978

info@lostmydoggie.com

Pet ID:
322598



