CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD MEETING
Wednesday, January 23, 2019
5:30 – 7:00 P.M.
Everett Animal Shelter
333 Smith Island Rd, Everett, WA 98201

Roll Call
Adoption of Meeting Agenda
Acceptance of Minutes: November 28, 2018
Member Reports – Introduction of All Board Members
Animal Shelter Manager Report
Parks Director Report
Council Liaison Report
Citizen Comments

DISCUSSION ITEMS
Board Rules of Procedure
Lori Cummings
Election of Chair and Vice Chair
Lori Cummings
2019 Agenda Item Request
Lori Cummings

INFORMATION ITEMS
Potential WA State Legislation Affecting Animal Shelters
Glynis Frederiksen
2019 Work Plan Highlights- Top Three Priorities for Q1
Glynis Frederiksen
Animal Shelter Video – Animal Shelter Models
Glynis Frederiksen

Other Business
Adjourn

Next Meeting
Wednesday, March 27, 2019
Everett Animal Shelter

MISSION STATEMENT:
Everett Animal Services provides for the well-being of animals and the community through progressive animal sheltering, education, and municipal code enforcement.
The meeting was called to order at 5:31 PM.

**Shelter Advisory Board members present:** Nathan Shelby (Chair), Kara Langus, Alyssa Russell, Eddie Jones, William Morgan, Leslie Shattuck, Emmy Hoff

**Board members not present:** Miles Kendrick, Susan Killary

**City Council Liaison not present:** Councilmember, Ethel McNeal

**Staff present:** Lori Cummings, Parks Director; Glynis Frederiksen, Shelter Manager; Danielle Marks, Parks Admin Asst.

**Acceptance of Meeting Agenda:** A motion was made to accept the agenda for November 28, 2018. Motion/Second/Approved (m/s/a) unanimously to accept the agenda for November 28, 2018 as presented.

**Review and Acceptance of Minutes:**
Due to a lack of quorum at the September meeting the July minutes were presented for acceptance. A motion was made to accept the minutes from July 25, 2018. Motion/Second/Approved (m/s/a) unanimously to accept the minutes from July 25, 2018 as presented.

A motion was made to accept the minutes from September 26, 2018. Motion/Second/Approved (m/s/a) unanimously to accept the minutes from September 26, 2018 as presented.

**Member Reports**

**Alyssa Russell** – Potential volunteers for the in-home foster pet program options were discussed. An idea to promote the program to high school students to foster animals was brought to both Everett and Kamiak high schools. The volunteer program would allow students to earn community service hours while fostering animals at their home. Both high schools agreed to promote this volunteer opportunity to their students. An advisor also suggested to promote this program through the Sno-Isle Vet Tech program.

**William Morgan** – Shared his story of a recent adoption of a shelter dog.

**Shelter Manager Report**

**Glynis Frederiksen** reported on the following items:
- **Thank Eddie Jones** – In appreciation of 5 years for service on the Shelter Advisory Board.
- **Guest speaker – Mary Crawford** will be a guest speaker to share information about ARF.
- **Staffing shortage** – A couple DLs have recently vacated their positions. An Animal Care and Assistant Customer Service hybrid job class spec has been proposed and is currently being considered by the AFSCME Union.
• **Facility flooring project** – The second fix is complete and is now beyond the warranty period.
• **Security issues** – Parking lot lighting is being evaluated for lighting upgrades.
• **Cat population** – is currently under control.
• **Parvo** – EAS is seeing more litters of puppies from the community than usual coming in with parvo.
• **Shelter annual revenue** – is up 20% over last year.
• **Shelter volunteers** – The 303 volunteers for 2018 breaks the previous volunteer record of 256 volunteers in 2013.

**Upcoming Events**
- **Santa Paws** – Everett Animal Shelter will partner with Save-a-Mutt for 2018. This event will be held on December 1.
- **Walking in a KittenWonderland** – An upcoming adoption event sponsored by Diamond Veterinary Associates will take place on December 15.
- **Mud Bay stores’ pet food drive** – to be held through December at Mud Bay pet stores to help local shelters. EAS will be the recipient of three local stores.

**Boards and Commissions Holiday Reception** – Reminder of the Boards and Commissions Holiday Reception on Thurs, Dec 13 held at the Everett Transit Station in the Weyerhauser Room.

**January meeting** – Election of officers will take place at the January meeting.

**Parks Director Report**

**Lori Cummings** –

- **2019 Overview of Budget spending** – Planning for 2019
  - **Org structure**
  - **Volunteer work to recruit volunteer project teams**
  - **Liz Vogelli has replaced Ethel McNeal on City Council.**

**Council Liaison Report** – Not present.

**Citizen Comments** – No citizens present.

**Guest Speaker, Mary Crawford, ARF President** - Shared an update on the Animal Rescue Foundation (ARF) and the future of the organization. In the current state, the Executive Director of ARF is a non-compensated position due to the lack of funding available. Annual donations consistently ranged between $15K - $20K. It was presumed it would take approximately $15K-$16K to pay for an Executive Director position and be able to retain someone in that position. Donations and fundraising paralleled this amount very closely. For this reason the ARF Board decided to dissolve the foundation effective December 31, 2018. Furthermore, the ARF Board has decided to donate all the funds to Everett Animal Shelter.

The Animal Rescue Foundation has been a huge supporter in helping the Everett Animal Shelter with funding for veterinary services, and reaching the vision that EAS has come to recognize today. ARF will extend the Everett Animal Shelter volunteer opportunities to their current volunteers, as well as make the donor list available to EAS in order to reach out for continued support.

Appreciation was expressed to Mary for ARF’s support for future, as well as a clearer vision of the future operations at the Everett Animal Shelter.
Informational Briefing & Discussion Item
Strategic Work Plan Overview, presented by Glynis Frederiksen

A work plan outline showing necessary areas of focus to improve efficiencies throughout the shelter, including organization, operations, volunteer involvement, as well as financial resources.

Goals outlined:
1 – Review and update shelter operations to reflect industry best practices
2 – Review and revise organizational structure and roles to expand volunteer program and supervision.
3 – Expand volunteer involvement throughout EAS.
4 – Implement effective public policies and ordinances.
5 – Secure needed financial resources through community support.

Board member input is strongly encouraged to assist with determining areas of focus in this process.

Adoption Items
2019 Animal Services Fees, presented by Glynis Frederiksen
An advisory board recommendation of the 2019 Animal Services Revised Fees will be taken to Council Budget Committee on Dec 5th with an effective date of January 1, 2019.
A motion was made to propose the fees as presented. Motion/Second/Approved (m/s/a) unanimously to accept the 2019 Animal Services Fees as presented.

2019 Meeting Time and Location Determination, presented by Glynis Frederiksen
As outlined in the Rules of Procedure, the current meeting location is Everett Animal Shelter. The meeting date and time is currently listed as the 4th Wednesday of the month from 5:30 – 7:00pm. A motion was made to propose the meeting location, date and time to remain the same as outlined in the Rules of Procedure. A motion was heard to schedule January meeting and make a more formal schedule at the January meeting. Motion/Second/Approved (m/s/a) to set the January meeting location, date and time as outlined in the Rules of Procedure and make a more formal schedule at the January meeting.

Discussion ensued about Skype or telephone attendance for Advisory Board meetings and the requirement to attend in person, or if remote attendance is acceptable.

The January meeting agenda will also include the review the Rules of Procedure and suggest necessary changes.

Other Business

Motion was made to adjourn the meeting. M/S/A unanimously.
Meeting Adjourned @ 6:31PM

Next meeting: January 23, 2018 at Everett Animal Shelter

Respectfully submitted,

Danielle Marks, Administrative Assistant
Parks & Community Services
<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Adoption</th>
<th>Recommendation</th>
<th>Discussion</th>
<th>Information</th>
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<tbody>
<tr>
<td>Rules of Procedure Review</td>
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| Staff:                             | Lori Cummings |
| Phone:                             | 425-257-8353  |
| Date:                              | January 23, 2019 |

DESCRIPTION SUMMARY:
On an annual basis, board members and staff review the current rules of procedure for potential changes. The rules are adopted by the board on an annual basis.

The attached rules of procedure, signed by Advisory Board members on March 28, 2018, will be reviewed. Based on board member suggestions at the January meeting, staff will bring back the final document for approval and signature at the March Animal Shelter Advisory Board meeting.

RECOMMENDATION
Review Rules of Procedure and suggest modifications as appropriate for board consideration.
## Rules of Procedure 2018

**City of Everett Animal Shelter Advisory Board**

<table>
<thead>
<tr>
<th>Number</th>
<th>Rule of Procedure</th>
<th>Rationale</th>
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<tbody>
<tr>
<td>1.0</td>
<td><strong>Meeting Length</strong></td>
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<tr>
<td>1.1</td>
<td>The length of board meetings and workshops shall not exceed two hours unless the board approves an extension.</td>
<td>Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.</td>
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<td>1.2</td>
<td>The length of special board meetings will be jointly determined by the Everett Animal Services Manager (&quot;Manager&quot;) and the Animal Shelter Advisory Board Chair (&quot;Chair&quot;).</td>
<td>This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.</td>
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<tr>
<td>2.0</td>
<td><strong>Meeting Day, Time and Location</strong></td>
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<tr>
<td>2.1</td>
<td>The regular meeting of the board shall be the fourth Wednesday of every other month at 5:30 p.m., based on a January meeting with no meeting in December. The Manager and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.</td>
<td>The fourth Wednesday has been the traditional day for the regular meeting.</td>
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<td>2.2</td>
<td>Special meetings may be called by the Manager, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.</td>
<td>On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.</td>
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<td>2.3</td>
<td>Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting in November for the subsequent year.</td>
<td>This gives Everett Animal Services and the board flexibility to balance a variety of factors that can affect attendance.</td>
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<td>2.4</td>
<td>All meetings and workshops shall be held at the same location throughout the year at the Everett Animal Shelter unless otherwise agreed to by the Manager and Chair, and posted on the City's website at least one week in advance of the meeting date. The meeting location will be decided at the</td>
<td>This gives EAS and the board the ability to establish the location(s) on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.</td>
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<td><strong>2.5</strong></td>
<td>When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Manager and Chair shall jointly determine if the regular meeting will be canceled or rescheduled.</td>
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<td></td>
<td>Necessary because occasionally, a conflict will occur.</td>
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<td><strong>3.0</strong></td>
<td>Meeting Agenda</td>
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<td><strong>3.1</strong></td>
<td>All regular meetings, workshops and special meetings shall have an agenda prepared by the Manager to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting.</td>
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<td>This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.</td>
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<td><strong>3.2</strong></td>
<td>The Chair has the authority to alter the order of the agenda.</td>
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<td>Provides the needed flexibility to account for any issue.</td>
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<td><strong>3.3</strong></td>
<td>Regular meeting agenda shall include, at the minimum, the following in the order stated:</td>
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<td>1) roll call of members;</td>
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<td>2) acceptance of minutes from the previous meeting;</td>
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<td>3) adoption of the meeting agenda;</td>
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<td>4) Manager report;</td>
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<td>5) board member comments;</td>
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<td>6) city council liaison report;</td>
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<td>7) public comment;</td>
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<td>8) board action items (adoption, public hearings and/or recommendation to the Manager);</td>
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<td>9) discussion items;</td>
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<td>10) information items;</td>
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<td>11) new business as time allows and as allowed by the Chair; and</td>
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<td>12) adjournment.</td>
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<td>Under board member comments, members may include requests to have an item placed under new business to</td>
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<td>This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new business section without necessarily needing to speak to these types of items under their board member comment’s section.</td>
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<td>There may be other meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.</td>
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<td>3.4</td>
<td>Special meeting agenda shall only include action items (adoption and/or recommendation to the Manager). No other item is discussed.</td>
<td>By its nature a special meeting is for a more narrow purpose than a regular meeting.</td>
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<tr>
<td>3.5</td>
<td>Workshop agenda shall only include items for discussion and tasks to be performed. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.</td>
<td>Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.</td>
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<td><strong>Meeting Conduct</strong></td>
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<td>4.1</td>
<td>In all practical cases, Robert's Rules of Order will govern the conduct of meetings and workshops.</td>
<td>This is to help ensure fairness and protection of speech by all board members.</td>
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<tr>
<td>4.2</td>
<td>Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to the Manager) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote. Board member alternates are voting members in the absence of a regular member.</td>
<td>Motions apply to formal board activity. All other activity involves discussion and consensus.</td>
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<td>4.3</td>
<td>Board member, city council liaison and general public comments are limited to</td>
<td>This is to help ensure that the gist of the comment is identified and</td>
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Rules of Procedure 2018
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tr>
<td>three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 20 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Manager and Chair. Information items shall not exceed 10 minutes in length unless otherwise arranged ahead of time between the Manager and Chair.</td>
<td>discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.</td>
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<tr>
<td>4.4</td>
<td>Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).</td>
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<tr>
<td>4.5</td>
<td>It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.</td>
</tr>
<tr>
<td>4.6</td>
<td>The public can speak on any item not on the agenda as the seventh agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.</td>
</tr>
<tr>
<td>4.7</td>
<td>Everett Animal Services shall keep minutes of all regular meetings, special meetings and workshops, including actions of the board, all of which shall be housed at the Everett Animal Shelter. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.</td>
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<tr>
<td>4.8</td>
<td>All board members, staff and guests are expected to comport themselves with respect and collegiality.</td>
</tr>
<tr>
<td>4.9</td>
<td>Any board member who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.</td>
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| 5.0 | **General Meeting Responsibilities** |  |
| 5.1 | Each board member commits to read agendas and agenda packet materials prior to the start of a meeting or workshop. | Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action. |
| 5.2 | During discussions, the Chair "officiates" (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Robert's rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting time. | The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Manager. |
| 5.3 | The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting if the Chair or Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so. | Provides additional clarity regarding procedure. |
| 5.4 | The Chair will restate all motions to help ensure that board members understand the intent of the motion. | Avoids a situation when someone might say he/she didn’t realize what was associated with the vote. |
| 5.5 | Board members commit to frame discussion around Everett Animal Services’ vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or “how” to implement policies and/or programs/facilities. | This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define “policy advocacy” from “administration.” |
| 5.6 | Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Manager to place the issue on an upcoming agenda. | This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance. |
| 5.7 | Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced. | No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting. |
| 5.8 | Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases. | This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations. |

### Meeting Attendance

<p>| 6.0 | Meeting Attendance |
| 6.1 | Board members are volunteers appointed by the Mayor and confirmed by City Council. Their service is voluntary. Notwithstanding the volunteer nature of the membership, board members are expected to attend a minimum number of meetings per calendar year. As soon as known, unique circumstances adversely affecting minimum and/or consecutive attendance requirements stated in (6.2) and (6.2) below shall be discussed with the Manager &amp; Chair. | This statement identifies the nature of the position and the general philosophy. It also helps to ensure that there are always quorums (at least 4 members present). |
| 6.2 | Board members commit to respond to the Manager or his/her administrative | This helps to ensure that the Manager and Chair are aware if agenda items need to |</p>
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<tbody>
<tr>
<td>liaison by 5:00 p.m. the day before a meeting, workshop or special meeting if they cannot attend.</td>
<td>be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.</td>
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<tr>
<td>6.3</td>
<td>Board members commit to attending a minimum of 67% (4 of 6 meetings) of all regularly scheduled meetings, workshops and special meetings during a rolling 12 month period.</td>
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<tr>
<td>6.4</td>
<td>In addition to the requirement of 6.3 above, board members commit to not missing more than two consecutive board meetings, in any combination of sequence of regular meetings, workshops or special meetings.</td>
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<tr>
<td>6.5</td>
<td>Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Manager and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.</td>
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<tr>
<td>7.0</td>
<td>Officers</td>
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<tr>
<td>7.1</td>
<td>The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.</td>
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<td>7.2</td>
<td>The election of the officers shall take place annually in the month of November. The term of office shall run until the next subsequent election.</td>
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<tr>
<td>7.3</td>
<td>In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.</td>
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</table>
Approved this 28th day of March, 2018

Nathan Shelby, Chair

Edwin Spencer Jones, Vice Chair

Kara Langus, Member

Emmy Hoff, Member

Leslie Shattuck, Member

William Morgan, Member

Miles Kendrick, Member
**CITY OF EVERETT**  
**ANIMAL SHELTER ADVISORY BOARD**  
**AGENDA ITEM COVER SHEET**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Adoption</th>
<th>Recommendation</th>
<th>Discussion</th>
<th>Information</th>
<th>Other</th>
<th>Staff</th>
<th>Lori Cummings</th>
<th>Phone</th>
<th>425-257-8353</th>
<th>Date</th>
<th>January 23, 2019</th>
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**DESCRIPTION SUMMARY:**
The Animal Shelter Advisory Board elects Board Officers once a year for a term of one year.

**RECOMMENDATION**
Elect 2019 officers.
CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

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<tbody>
<tr>
<td>2019 Animal Shelter Advisory Board Agenda Development</td>
<td></td>
<td>X</td>
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<tr>
<th>Staff</th>
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<tr>
<td>Phone</td>
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</tr>
<tr>
<td>Date</td>
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DESCRIPTION SUMMARY:
Staff are soliciting Board input prior to the development of the 2019 Board agendas and priorities.

RECOMMENDATION
Provide input and recommendations.
### Title:
Potential Washington State Legislation Affecting Animal Shelters

<table>
<thead>
<tr>
<th>Action</th>
<th>Yes</th>
<th>Adoption</th>
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<th>Discussion</th>
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<th>Other</th>
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Staff: G. Frederiksen  
Phone: 425-257-6013  
Date: January 23, 2019

### Description Summary:
Staff will provide the Board an update on relevant Washington State legislative bills in discussion that may affect animals and animal shelters.

### Recommendation:
Provide comments and input.
### CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET

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<td>2019 Animal Services Work Plan Quarter 1 Priorities</td>
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<td>Glynis Frederiksen</td>
<td>425-257-6013</td>
<td>January 23, 2019</td>
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</table>

### DESCRIPTION SUMMARY:
Glynis Frederiksen will share with the Board work plan priorities for the first quarter of 2019.

### RECOMMENDATION
No recommendation. Information and discussion.
**TITLE:**
January Video Feature – Animal Shelter Models

<table>
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<tr>
<th>Adoption</th>
<th>Recommendation</th>
<th>Discussion</th>
<th>Information</th>
<th>Other</th>
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</thead>
</table>

**Staff:** Glynis Frederiksen

**Phone:** 425-257-6013

**Date:** January 23, 2019

**DESCRIPTION SUMMARY:**
From time to time staff may elect to share an industry relevant video intended to generate conversation about EAS mission and operations. Staff will share a 10-minute video specific to different animal shelter models and encourage discussion.

**RECOMMENDATION**
No recommendation. Information and discussion.