



**Esteban Rodriguez**  
Director

**Donna Gillesby**  
Deputy Director

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**Ventura County Animal Services Commission  
Regular Commission Meeting  
Meeting Minutes November 21, 2024**

**1. Call to Order at 9:05 a.m.**

**2. Roll Call:**

**Members Present:** Dee Dee Cavanaugh, City of Simi Valley; Rene Delgado, City of Moorpark; Tony Trembley, City of Camarillo; Mark Austin, City of Fillmore; Steven Gama, City of Port Hueneme; Suza Francina, City of Ojai; John Zaragoza, City of Oxnard.

**Members Absent:** Matt LaVere, County of Ventura Board of Supervisors; Liz Campos, City of Ventura.

**VCAS Staff present:** Donna Gillesby – Deputy Director of Animal Services, Phil Rarick – Administrative Services Director; and Sandra Ropes – Animal Services.

**3. Pledge of Allegiance led by Mara Malch from the City of Simi Valley.**

**4. Review/Reordering of the Agenda:** None.

**5. Consent Calendar**

A. Consider approval of the minutes of the regular Ventura County Animal Services Commission meeting of May 16, 2024

RECOMMENDATION: Approve minutes of the regular Ventura County Animal Services Commission meeting of May 16, 2024.

Initially there was no quorum at the beginning Motion Made by Commissioner Tony Trembley 2<sup>nd</sup> by Commissioner Rene Delgado

Roll Call vote: 6 – YES, 0 – NO, 1 – ABSTAIN

**6. Presentation, Proclamations, and Commendations:** NONE.

**7. Public Comments:**

No Public Comments

**8. Business Items:**

A. Approve VCAS Commission Meeting Dates for 2025

VCAS Staff: Esteban Rodriguez, Director

Action Taken: 2025 meeting dates were approved.

B. Receive Updates on New Animal Services Shelter

VCAS Staff: Donna Gillesby, Deputy Director

Action Taken: Update received. Commissioner Gama shared his fundraising concerns and additional concerns with ASPCA fundraising. Commissioner Trembley suggested a letter to the contract cities advising the current status of the project and the cost estimates and anticipated timing. Commissioner Delgado suggested using Giving Tuesday as a funding source for the New Shelter build. She further suggested the creation of an Ad Hoc committee.

C. Receive Update on Docupet

VCAS Staff: Donna Gillesby, Deputy Director

Action Taken: Received Update. Ms. Gillesby shared that it is expected that Docupet will have Spanish language documents and letters in January 2025. VCAS is looking into recovery letters to reach out to animal owners so they do not drop off Docupet's lists.

D. Receive Update on City Contracts

VCAS Staff: Phil Rarick, Administrative Services Director

Action Taken: Update received. Mr. Rarick shared that the 5-year contracts were about to expire. VCAS would most likely engage in a 1-year contract extensions per Section 6.2 of the contracts.

**9. Commissioner Comments:**

- A. Commissioners Trembley and Francina requested that a report on the Animal Services Foundation of Ventura County be placed on a future agenda.
- B. Commissioner Francina requested that the meetings are formally recorded, and the recording be accessible to the public. She further requested online access to commission meetings for public speakers.
- C. Commissioner Gama requested that staff research into if the commission meetings can be held at other City Hall locations and even other County agencies. He thanked VCAS staff for their hard work and all that they do for the County's animals.
- D. Commissioner Francina requested that the Commission investigate Mandatory Spay/Neuter in each of the contract cities.

- E. Vice-Chair Cavanaugh thanked Commissioner Francina for her service as this was her last commission meeting.
- F. Commissioner Delgado thanked staff for their extensive work on the Mountain Fire and for keeping the community informed.
- G. Commissioner Trembley thanked the staff and echoed what Commissioner Delgado shared. He requested individual staff reports on the specific items presented in the agenda. He additionally requested that the minutes be a little fuller with the individual items. Lastly, he requested a copy of the Animal Services Foundation by-laws to be shared at the next agenda item.

**10. Director's Report**

- A. Director Esteban Rodriguez gave a brief history of his career in animal services, beginning from being an animal control officer all the way to becoming a director. He shared his hopes for the future of VCAS.
- B. The Mountain Fire video was shared with the Commissioners. Commissioners requested the video so they could share with their constituents.

**11. Adjournment:** Meeting adjourned at 10:30 a.m.

**Next meeting is scheduled for: Thursday, February 20, 2025, 9:00 a.m.**