

**Sonoma County Animal Services Partnership  
Shared Data Systems Workgroup – Meeting Notes**

January 15, 2014 8-10am

415 Humboldt Street, Santa Rosa – Humboldt Conference Room

**Present:** Ellen Bauer, PH Division Director; John Wise, DHS IT Manager; Jennifer Milligan, Analyst; Becky Lunders, facilitator

Topic	Discussion	Action/Decision
Review Survey Results	The survey went out to the partnership. Only six members responded. From that, John developed a priority list of what would be of the greatest interest as function of the proposed website.	These are the top priorities based on the survey results: <ul style="list-style-type: none"> <li>• Adoptable animal search</li> <li>• Lost animal search</li> <li>• Spay/Neuter services</li> <li>• On-line licensing</li> <li>• Statistics based on data exchange and reporting</li> </ul>
Draft RFP for Data System Development	<p>The workgroup discussed the elements that need to be built into the RFP so the respondents get a clear picture of what we want. John and Jennifer came with a draft of system architecture and functional requirements.</p> <p>We are looking to take the existing site, migrate functions and content and build a new site that will be user-friendly to the public. Possibly model after Service Alliance of Portland with tabs across the top for ADOPT / LOST / SERVICES (Spay &amp; Neuter) / LICENSING and STATISTICS.</p> <p>A search capability to search based on location would be helpful.</p> <p>There was also discussion around who will maintain the site. Optimally, we'd like the vendor provide hosting, with the ability of the ASP to make content updates.</p>	<p>John will make amendments to the draft. Be sure to add:</p> <ul style="list-style-type: none"> <li>• Use common standard interfacing applications</li> <li>• Include spay/neuter under “animal resources and services” as a functional requirement</li> <li>• Add examples to clarify the data exchange vision, including named systems currently used by shelters</li> </ul> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• 1/20 finalize draft</li> <li>• 2/6 deadline for submitting</li> <li>• 2/10 review proposals</li> <li>• 2/13 present at ASP meeting</li> </ul>
Reporting Template	<p>Ellen shared a reporting template she created to track data <u>annually</u> (as we've committed to do in the annual report). She developed one template for shelters to submit data around engagement and intake; and another template for jurisdictions to report in an effort to increase compliance.</p> <p>There is a desire to be able to track and share spay/neuter rates year over year, as the Spay/Neuter group would like to be able to show forward progress when approaching major donors to contribute to the effort.</p>	<p>Becky will submit to Sara the agenda item for the Feb 13<sup>th</sup> ASP meeting, letting her know the Data workgroup needs the bulk of time (30 minutes?). Topics for discussion include:</p> <ul style="list-style-type: none"> <li>• Jurisdictions &amp; reporting by category</li> <li>• Shelters and reporting – buy-in, process</li> <li>• How to report spay/neuters</li> </ul>

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Funding	<p>We don't have funding for this yet. We want to get an idea of what it will cost so we can look at potential grants to apply for funding.</p> <p>Ideas for potential grant funding include those build around:</p> <ul style="list-style-type: none"> <li>• Public access and collaboration</li> <li>• Community engagement</li> <li>• Innovation and use of technology to help us solve our problems</li> <li>• Grants with an interest in animal welfare</li> </ul>	<p>Jennifer will look into the Alliance for Innovation for possible grant opportunities.</p> <p>John will talk to the Sausalito firm who worked on the Alameda project to ask who we can talk to.</p> <p>As we head down this road, we want to make sure we are guided by the Action Plan (page 6) which states the ASP is exploring "ways to improve outcomes and achieve efficiencies." In everything we do we need to strive for the solution to:</p> <ul style="list-style-type: none"> <li>• save time and money</li> <li>• provide added value for the public</li> <li>• have an effect on the overall animal welfare</li> </ul>
Next Meeting	<p>Monthly meetings are scheduled for the 3<sup>rd</sup> Wednesday of each month, 8-9 a.m. at 415 Humboldt St, Suite B, Santa Rosa.</p>	<p><b>We have added a meeting to finish the RFP.</b></p> <p><b>The next meeting is Monday, 2/10 from 9-9am to review proposals (Jennifer, John &amp; Ellen).</b></p> <p><b>The workgroup will meet again on Wednesday, Feb 19, 2014 from 8:00-9:00am.</b></p>