ACTION PLAN

Animal Advisory Commission Audit

Rec #	Recommendation	Concurrence and Proposed Strategies for Implementation	Status of Strategies	Proposed Implementation Date
01	The AAC Chair and Animal Services Officer should adopt measures to ensure open meetings are documented according to relevant laws and policies.	CONCUR The Executive Liaison, Staff Liaison and Commission Chair will each take responsibility for ensuring that meeting minutes include the proper level of detail and that attendance forms have the correct date on them. We will work with the City Clerk's Office to determine whether corrections can be made to incomplete minutes cited in the Auditor's report based on staff and commissioners' notes of the meetings in question. Further, we will adopt a revised retention schedule for audio tapes of the meetings while we seek to find a location to hold our meetings where they may be videotaped and broadcast live. Executive and Staff Liaisons have completed the required OOC training related to boards and commissions.	UNDERWAY/ IMPLEMENTED	The next meeting of the Animal Advisory Commission is scheduled for April 10, 2013. At this meeting we will approve revised meeting minutes if possible, as well as minutes from the February meeting of the Commission, both with spilt vote detail where applicable. The attendance form will be dated correctly. Liaisons have completed the required training.

Rec #	Recommendation	Concurrence and Proposed Strategies for Implementation	Status of Strategies	Proposed Implementation Date
02	The AAC Chair should create a formal mechanism, such as a written report, to advise Council on compliance with Chapter 823 of the Texas Health and Safety Code on at least an annual basis.	CONCUR A written report relating to Austin Animal Center's compliance with Chapter 823 of the Texas Health and Safety Code will be provided to Council on an annual basis. The Executive Liaison will bring to the Commission's attention at regular meetings any concerns relating to compliance with the Code.	UNDERWAY	April 10, 2013