SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, April 13, 2015 3:00 PM
Board of Supervisors Chambers, Fifth Floor
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: M = Mauriello, P = Phares, V = Vega, S = Shull, C = Clark, W = Weiss, Mc=McCartney, L = Lansdowne
First initial indicates maker of motion, second initial indicates the "second"; upper case letter = "yes" vote; lower case letter = "no" vote; () = abstain; // = absent

1.0 Call to Order and Roll Call: Lt. Greg Lansdowne called the meeting to order at 3:05 pm. Board member Vega was absent.

2.0 Introductions: none

3.0 Late Addition or changes to agenda: Ms. Sobel noted that page 74 audit letter was not the current letter for this year's audit. She also noted that the Exhibit A budget spread sheet was inadvertently omitted from the packet. Hard copy was given to each Board member.

4.0 ORAL COMMUNICATION – one person addressed the Board on matters unrelated to the day's agenda.

5.0 <u>CONSENT AGENDA</u>

5.1 Approved minutes of the February 9, 2015 ASA Board Meeting
5.2 Accepted reports of the General Manager and Management Team for February 2015 and March 2015
5.3 Accepted statistics for the months of February 2015 and March 2015
5.4 Accepted and approved quarterly report for all claims under $10,000
5.5 Accepted and approved Journal Entry payments with the County of Santa Cruz
5.6 Authorized General Manager to appropriate funds from the unassigned fund balance for development and education program services in the amount of $46,500
5.7 Authorized General Manager to sign contract for education program services with Julie Hitchcock for a term through June 30, 2016
5.8 Continued to next meeting the revision of SCCAS policy and procedures #210 and #220

Board Member Joe Phares congratulated Ms. Sobel on her appointment to the Board of the California Animal Control Directors Association.

Board Action on Consent Agenda items 5.1 through 5.8
MCPSWMcL/V/

6.0 <u>REGULAR AGENDA</u>

6.1 General Manager's Oral report presented by Melanie Sobel.

Melanie Sobel presented 12-year old Aiden Tapiz and his dog Lego a certificate in recognition of their work as a service dog team as part of Operation Freedom Paws.

6.2 Approved financial reports for the months of February 2015 and March 2015.

Ms. Sobel noted that the based on estimated actuals, the year-end deficit is estimated at $220,460. The original budgeted deficit was at $332,197.

Board action on Regular Agenda Item 6.2: WMPSCMcL/V/

6.3 Consider General Manager's proposed budget for FY 2015-16

Ms. Sobel presented three different proposed budget plans: Plan A reflects a 2% member contribution increase, Plan B reflects a 4% member contribution increase and Plan C a 6% member contribution increase. All three plans use the unassigned reserve fund balances from SB-90 funds and a small amount from the Muriel R. Butler trust fund.

Ms. Sobel noted that this includes a 9.9% salary and benefit increase as a result of adding one new Animal Control Officer position and increasing the rate of pay of the registered vet techs based on a recent desk audit.

She also noted that the two contract positions in the budget are not under salaries and benefits. They are under professional and special services and are funded through the bequest ASA received. The hope is that the new positions in development and education will help grow existing programs, provide community outreach and bring in additional revenue and grants.

Revenue and general donations are currently up, in addition to revenue from the Cottage Shop and the new summer camp programs.

Ms. Sobel is also requesting minor changes to the fee schedule, eliminating the current owner surrender fee for Santa Cruz County residents. She is also recommending adding a $1 service fee for dog licenses processed by mail.

The Board questioned Officer Todd Stosuy regarding the work flow, resource allocation and scope of work of the Animal Control Department.

Four members of the public addressed the Board regarding the need to increase funding for the Animal Control Department, the need to increase fines for violations, and giving their support for the proposed fee changes.

Board member Mauriello suggested eliminating the fine for failure to display license tag.

Board member Phares encouraged approval of the 6% member contribution increase.

Motion was made to further discuss the budget proposals at the June 8, 2015 meeting. CMPSWMcL/V/

6.4 Consider and approve report on Audit of SCCAS for the year ended June 30, 2014

Board Action on Regular Agenda Item 6: motion was made to approve the report on the audit. WSMPCMcL/V/

Ms. Sobel introduced ASA staff, Tricia Breen to the Board and spoke about her years of shelter experience, her animal behavior evaluation skills and the great mentoring and outreach programs she has initiated with shelter staff and volunteers. Ms. Sobel thanked Ms. Breen for her outstanding service to the Santa Cruz County Animal Shelter.

7.0 Meeting adjourned at 3:53pm. Next regular meeting is scheduled for June 8, 2015 at 3:00pm.