

**SANTA CRUZ COUNTY ANIMAL SHELTER**  
**BOARD OF DIRECTORS MEETING**  
Minutes of Monday, June 11, 2018 3:00 PM  
Board of Supervisors Chambers, Fifth Floor  
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: C=Coburn, P = Phares, S = Shull, Vi = Vides, Mc=McKinley, W=Walpole, F=Flippo, B=Booth, Ca=Carney

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: Board Chair Nicole Coburn called the meeting to order at 3:05 pm. Board members Flippo and Walpole were absent. Chief Terry McManus was sitting in for Board Member Booth from Capitola.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: On page 53 of the agenda packet, the text should be changed to read "Extend all limited term positions until June 30, 2019".
- 4.0 ORAL COMMUNICATION – None.
- 5.0 CONSENT AGENDA
  - 5.1 Approved minutes of the April 9, 2018 ASA Board Meeting
  - 5.2 Accepted reports of the General Manager and Management Team for April and May 2018
  - 5.3 Accepted the statistics for the months of April and May 2018
  - 5.4 Appointed officers of the Board of Directors for FY 2018-19
  - 5.5 Approved and authorized General Manager to sign master contract for veterinarian contract services not to exceed \$86,000 from July 1, 2018 to June 30, 2019
  - 5.6 Approved and authorized General Manager to sign contract for development contract services not to exceed \$50,000 from July 1, 2018 through June 30, 2019
  - 5.7 Approved continuing agreements for FY 2018-19
  - 5.8 Authorized General Manager to accept a gift in the amount of \$80,000 from the Royce J. Scherf Trust and direct that the check be deposited
  - 5.9 Authorized expenditure for compact utility tractor with funds from the B. Jean Adams Trust in the amount of \$18,082

Board action on Consent Agenda 5.0: SPCViMcWFBCa

- 6.0 REGULAR AGENDA

- 6.1 General Manager's Oral report presented by Acting General Manager, Ben Winkleblack.

Mr. Winkleblack reported that a new Animal Control Officer has been hired and is expected to start work in early July. He also noted that a new Volunteer Coordinator has been hired. In addition, the Shelter's Planned Pethood program is up and running again with new relief spay/neuter veterinarians on board.

6.2 Approved financial report for the months of April and May 2018.

Board action on Regular Agenda Item 6.2: SPCViMcWFBCa

6.3 Approved General Manager's proposed budget for FY 2018-2019.

Acting General Manager Winkleblack stated that the Shelter is recommending the proposed 6% budget increase for FY 2018-19 maintaining current programs and staffing levels. He also recommended approval of the supplemental budget which proposes using \$91,000 from the new Santa Cruz County Animal Shelter Foundation to fund the Education Coordinator position, increased hours for the Behavior and Training Consultant and the new Development contract position.

Board Member Phares inquired about the projected increase in Licensing revenue for FY18-19. Mr. Winkleblack indicated that the Shelter is planning to utilize dog vaccination information to send licensing packets out to dog owners. In addition, there are plans to create a more targeted license renewal program for unaltered animals and animals deemed vicious.

Board Member Shull thanked CAO Analyst Sven Stafford and Shelter staff for their work in preparing the budget.

Board Member Vides stated concerns about costs for Watsonville Shelter maintenance being passed on to the City of Watsonville in addition to the City's member contribution.

A motion was made to approve the proposed budget with a 6% increase for FY 2018-19.

Board action on Regular Agenda Item 6.3: SPCViMcWFBCa

6.4 Approved report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2017 and the Management Letter

Board action on Regular Agenda Item 6.4: BPCSViMcWFCa

7.0 Regular meeting was adjourned at 3:17 pm. Board members re-convened in a closed personnel session.

The next regular meeting is scheduled for Monday, August 13, 2018 in the Board of Supervisors Chambers at 701 Ocean Street.