

SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, May 11, 2020, 11:00 AM
Santa Cruz County Board of Supervisors Chambers
701 Ocean Street, 5th Floor, Santa Cruz, CA 95060

VOTING KEY: C=Coburn, V= Vides, M=McKinley, W=Walpole, R=Randolph, S=Schmidt, Cl=Clark, D=Dally, E=Escalante

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 Mike McKinley called the meeting to order at 11:00am. Board Members Vides, Walpole, Randolph, Schmidt, Clark, Dally and Escalante joined the meeting via remote connection.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: on Page 22 of the packet in the cover sheet for the Financial Report, the second paragraph should be removed from the report.
- 4.0 ORAL COMMUNICATION – none
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the February 10, 2020 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for February, March and April 2020
 - 5.3 Accepted the statistics for the months of February, March and April 2020
 - 5.4 Approved quarterly report for all claims under \$10,000
 - 5.5 Approved Journal Entry payment with the County of Santa Cruz
 - 5.6 Accepted a donation in the amount of \$5,000 to the Campus Expansion Fund from an anonymous donor
 - 5.7 Accepted a donation in the amount of \$5,000 from the SCCAS Foundation for St. Pittie’s Day merchandise purchase
 - 5.8 Accepted an unrestricted donation in the amount of \$10,000 from the Robert C. and Robin Fox Fund via Silicon Valley Community Foundation
 - 5.9 Accepted a donation in the amount of \$20,000 to the Campus Expansion Fund from Vera M. Wilson in honor of her late husband Robert “Red” Wilson of Madison, WI

Board action on Consent Agenda 5.0: W C V M R S Cl D E

6.0 REGULAR AGENDA

6.1 General Manager's Oral report

General Manager Melanie Sobel gave a re-cap of current services being provided to the community. She reported that the Watsonville Shelter is currently closed, and all services are being provided through the Santa Cruz facility in Live Oak.

The Santa Cruz Shelter continues to be open 7 days a week for the public and the hours of operation have not changed. Animal Control Officers are currently only handling essential services. We have been continuing to offer our service curbside for surrender, stray drop-off and lost pet search. Adoptions are being offered by appointment only, fosters and transfers by appointment as well. Volunteers are on a scheduled basis due to low animal population at the Shelter.

Low cost spay/neuter surgeries and in person licensing, vaccination and microchips are not currently being offered.

Ms. Sobel reported that she hopes to resume the spay/neuter program slowly. Staff will try to re-schedule surgeries that were previously scheduled but were cancelled due to COVID situation.

All Training and Humane Education programs have been cancelled. The Shelter's free pet food pantry has serviced about 300 people and the program continues to grow each week.

ASA staff continue to serve as Disaster Service Workers for the County. Each employee is scheduled for one day each week at different service sites. Animal Control Officers are delivering meals to the emergency shelters.

Lindsay McCall, the new Shelter Manager is scheduled to start work on June 1.

The only current vacancy is for an Animal Care Worker position and recruitment is in process for that position.

The Capital Improvement Project plan is being re-considered. Staff is currently assessing costs and looking at phases to determine a reasonable plan going forward. The SCCAS Foundation did a spring donation campaign. The Foundation has raised about \$200,000 to date to help fund the expansion project. Donations have declined significantly during the COVID-19 crisis.

The new Model Ordinance was scheduled to go before the Board of Supervisors on May 12, 2020. Since there was some confusion regarding some of the language in the ordinance, the decision was made to pull the Model Ordinance from the BOS agenda in order to clarify some of the language. Ms. Sobel thanked Melissa Shaw for her help with the model ordinance.

Board Chair McKinley asked when the Watsonville Shelter is expected to re-open. General Manager Sobel replied that at this time we are taking it day by day. The Shelter's animal population is quite low right now. She also noted that we have one Animal Control Officer stationed at the Watsonville Shelter in case anyone does come to that shelter. The Office also handles calls in the Watsonville area. The decision as to when to open will depend on how the animal flow progresses.

6.2 Approved financial report for the months of March and April 2020.

Ms. Sobel reported that revenue had been going strong before the crisis happened. Revenue is currently at 92% of potential 83% and expenditures at 77%. Revenues for spay/neuter and for licensing were up before the crisis, so we had a little bit of a cushion.

Shelter has had some salary savings with the Shelter Manager position being vacant and an Animal Care Worker position being vacant.

Ms. Sobel stated that revenue across the board has been hit due to the crisis. Ms. Sobel stated that she feels the overall revenue is in a downward trend at this time. License revenue dropped from March to April, there have been few animals adopted, very few animals returned to their owners and Officers are not issuing citations.

Board action on Regular Agenda Item 6.2: C W V M R S C I D E

6.3 General Manager's presentation on budget for FY 2020-21

Ms. Sobel reported that the spreadsheet included in the packet is information about our current state. The budget was prepared with status quo and staff tried to project revenue loss which is very difficult since we do not know when things will be back up and running or if there will be another shelter-in-place in the fall. Right now, revenue is decreasing rapidly. The numbers were kept in place to show what the deficit is going to be with those numbers.

Staff is currently waiting for County to give direction regarding budget scenarios going into the next fiscal year. If budget is adopted, we may have to come back in August and adjust it depending on how revenues and expenditures are being played out.

Motion was made to direct staff to develop a FY20-21 budget proposal with various scenarios including one with the status quo and one with a 10% reduction.

Board action on Regular Agenda Item 6.3: C V M W R S C I D E

7.0 Regular meeting was adjourned at 11:26 am to closed session.

The next regular meeting is scheduled for Monday, June 8, 2020 at 11:00am at the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz.