

**SANTA CRUZ COUNTY ANIMAL SHELTER**  
**BOARD OF DIRECTORS MEETING**  
Minutes of Monday, June 8, 2020, 11:00 AM  
Santa Cruz County Board of Supervisors Chambers  
701 Ocean Street, 5<sup>th</sup> 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 11:01am. Board Members Vides, Walpole, Randolph, Schmidt, and Dally joined the meeting via remote connection. Board Members Clark and Escalante were absent.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: There was a revision to the Addendum Item 6.5. The revision replaces the Addendum that was previously sent to Board Members.
- 4.0 ORAL COMMUNICATION – none
- 5.0 CONSENT AGENDA
  - 5.1 Approved minutes of the May 11, 2020 ASA Board Meeting
  - 5.2 Accepted reports of the General Manager and Management Team for May 2020
  - 5.3 Accepted the statistics for the month of May 2020
  - 5.4 Approved appointment of officers of the Board of Directors for FY 2020-21
  - 5.5 Approved continuing agreements for FY 2020-21

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

6.0 REGULAR AGENDA

6.1 General Manager's Oral report

General Manager Melanie Sobel reported that there have been no significant changes to the services offered at the Shelter. Staff has recently been able to open more Planned Pethood surgery appointments. The Shelter's Registered Vet Tech remains out on leave so appointments have been limited.

The Watsonville Shelter location remains closed at this time. Staff is hoping to reopen that location within the next few weeks contingent on the number of animals at the Shelter. The animal population at the Shelter remains very low.

The Animal Control Offices have resumed proactive patrols and the Benefit Shop is scheduled to open this week subject to all appropriate distancing protocols.

The Shelter's Summer Camp has been cancelled and registration fees refunded to clients resulting in approximately \$20,000 in revenue lost due to the cancellation.

The Shelter's free Pet Food Pantry has been held each Tuesday. Shelter volunteers are working to bag up the food to be distributed and are also manning the booth. As of June 1, 2020, Shelter staff is no longer needed for Disaster Service Worker shifts.

The new Shelter Manager, Lindsay McCall started work last week and is getting acclimated and doing well so far.

## 6.2 Approved financial report for the month of May 2020.

Ms. Sobel reported that revenue is currently at 91% of potential 94% and expenditures at 83%. Revenues for licensing were up from this period last year due to the post cards sent to dog owners at the beginning of the year. The responses have dropped significantly in the past month, the YTD figure remains high due to gains early in the year.

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

## 6.3 Approved report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2019.

General Manager Sobel reported that there were no findings in the annual audit.

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

## 6.4 Approved General Manager's proposed budget for FY 2020-21

Ms. Sobel reported that the proposed budget has two plans, Plan A and Plan B. Ms. Sobel stated she has been working closely with the CAO's Office and the decision was made to follow what the County is doing -- to approve the second year of a two-year budget and going back in August to revise the budget. She stated that she recommends this as well since staff does not have enough information or data to make an appropriate budget for entire year. Animal Shelter employees are County employees so the Shelter needs to align with what the County is doing as far as negotiations with the Unions.

General Manager Sobel is requesting approval of Plan B which is status quo member contributions with very few staff changes, unfunding the only current vacancy, an Animal Care Worker position and extending all limited term employees through June 30, 2021.

Ms. Sobel stated that she understands that the Board asked for a 10% decrease and this budget does not reflect that; however, when the Board meets in August, staff will have more information and a better sense of how to propose a more realistic budget.

Ms. Sobel stated that she hopes to craft a plan that will avoid using the private fund balance because it will be extremely important going forward to fund the Shelter's progressive programs. Ms. Sobel stated she recommends approval of Plan B.

Board Member Coburn stated that the CAO's Office has been working with the General Manger because County employees will be affected by the results of labor negotiations which could include furloughs and other concessions the Unions agree to. She stated that staff will have more information over the summer to assist in developing budget scenarios.

Board Member Schmidt asked where the unfunding of the vacant Animal Care Worker position in Plan B as well as furloughs would leave the Shelter operationally. Ms. Sobel stated that it would be difficult to say at this time. She indicated that extra help positions help to supplement the job duties of that class. She also stated that any loss of staff will affect operations; however, the deficit is pretty severe, so she is working on creative plans to address that.

Motion was made to approve General Manger's proposed budget for FY20-21 option B

Board action on Regular Agenda Item 6.4: W R C V M S /C/ D /E/

#### 6.5 Accepted report on the Santa Cruz County Early Retirement Incentive Program

County Counsel Melissa Shaw stated that this is an accept and file report since the Early Retirement Incentive program is for all County employees, and the employees at the Animal Shelter are County employees. The County may not seek to refill position; however, that does not prevent the JPA board from hiring their own employee to fill a vacancy. That employee would be a JPA employee and would not be a County employee.

Board Member Coburn stated that this Early Retirement Incentive has been instituted by the County in hopes of minimizing lay-offs for the County. The request form must be submitted by end of June and we will know then what impact this would have on the Animal Shelter. The General Manager and the CAO will review any requests by Shelter employees. Should they approve the Early Retirement Incentive for any Shelter employees, those positions would remain vacant through June 30, 2022. She also stated that the ASA Board could look at other ways to backfill those positions.

Board Member Vides clarified that if a position is approved for Early Retirement, the ASA Board would need to make alternate plans to fill that position. Board Member Coburn stated that if the Early Retirement request was approved, that position would remain vacant; however, ASA Board could choose to make alternate plans to back fill the position so could potentially augment staffing if it were needed.

Board action on Regular Agenda Item 6.5: C S W R V M /C/ D /E/

#### 7.0 Regular meeting was adjourned at 11:28 am.

The next regular meeting is scheduled for Monday, August 10, 2020 at 11:00am at the Watsonville City Council Chambers, 275 Main Street, 4<sup>th</sup> Floor.