

SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, August 10, 2020, 11:00 AM
Redwood Room and Coastlines Room, Fifth Floor
701 Ocean Street, 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 Laura Schmidt called the meeting to order at 11:00am. Board member Clark was absent, all other Board Members attended via remote connection.
- 2.0 Introductions: none
- 3.0 Late Additions or changes to agenda: none
- 4.0 ORAL COMMUNICATION – none
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the June 8, 2020 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for June and July 2020
 - 5.3 Accepted the statistics for the months of June and July 2020
 - 5.4 Approved quarterly report for all claims under \$10,000
 - 5.5 Approved journal entry payments with the County of Santa Cruz for FY19-20 fourth quarter
 - 5.6 Approved fixed asset inventory for 2020
 - 5.7 Approved FY20-21 Capital Reserve budget
 - 5.8 Accepted a donation in the amount of \$8,000 from the Santa Cruz County Animal Shelter Foundation
 - 5.9 Accepted a donation in the amount of \$10,454 from the Santa Cruz County animal Shelter Foundation

Board action on Consent Agenda 5.0: VWCMRS /CI/ DE

6.0 REGULAR AGENDA

6.1 General Manager's Oral report

General Manager Melanie Sobel reported that the Watsonville Shelter was re-opened on July 1 but was closed again by mid-July due to the low number of animals at that location and the need to pool the Shelter's limited resources. An Animal Control Officer is still stationed at the Watsonville Shelter seven days a week to respond to emergency calls.

All services continue to be offered to the public at the Santa Cruz Shelter with new guidelines in place. Clients are not permitted to walk through the Shelter, and potential adopters meet with the dogs outdoors to minimize foot traffic through the Shelter.

Ms. Sobel reported that some of the Shelter revenues that were expected to be lost, have come back due to services offered at the Shelter. In addition, the Shelter received a FEMA reimbursement for the Shelter staff's disaster service work. The reimbursement was approximately \$58,000. The Shelter also received a \$15,000 grant from the CA Department of Food & Agriculture for public spay/neuter services.

Ms. Sobel reported that donations continue to be down, and the Shelter is unable to hold special events at this time. Staff is considering virtual fundraising activities as well as direct mail campaigns.

6.2 Approved financial report for the months of June and July 2020.

General Manager Sobel reported that fiscal year end revenue was at 98% of a potential 100% and expenditures were at 93%. Licensing revenue was stronger than expected by year end.

For the period ending July 31, the Shelter revenue was at 17% of a potential 9%. Revenues were high due to the member contributions that posted during July. Expenditures were at 5% of potential 9% and licensing revenue for July of this year is lower than it was in July of last year.

There was no public comment on Item 6.2.

Board action on Regular Agenda Item 6.2: CRVWMS /CI/ DE

6.3 Approved General Manager's budget revisions for FY 2020-21.

General Manager Sobel presented three different budget revision plans and recommended approval of Budget Revision Plan C which shows a 10% decrease in member contributions along with the County's finalized furlough plan. All three of the budget revision plans have the same components that were approved by the Board at the June meeting: unfunding a vacant Animal Care Worker position, extending all limited term employees through June 30, 2021, continuing a \$101,000 contribution to the asset reserve fund and providing the required 4% contingency contribution, and projected revenue losses.

There was no public comment on Item 6.3.

Board action on Regular Agenda Item 6.3 approving revised budget Plan C:
VWCMRS /CI/ DE

7.0 Regular meeting was adjourned at 11:30 am.

The next regular meeting is scheduled for Monday, October 19, 2020 at 11:00am in the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz, CA 95060.

ATTEST: _____
Chairperson Schmidt

Juanita Gunter, Clerk