

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes of Monday, October 18, 2021, 11:00am

In-Person Meeting

VOTING KEY: Co=Coburn, V=Vides, M=McKinley, W=Walpole, R=Randolph, S=Schmidt, C=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” ()=abstain; /=absent

Abbreviations: Board Member (BM), General Manager (GM), Field Services Manager (FSM)

1.0 Call to Order and Roll Call: Meeting was called to order at 11:05 am by ASA Board Chair Walpole. BM Vides and Schmidt were not present for the meeting.

2.0 Introductions: None

3.0 Consideration of late additions or changes to the Agenda: None

4.0 Oral Communications: None

5.0 Consent Agenda

- 5.1 Approved minutes of the August 9, 2021 meeting
- 5.2 Accepted reports of the General Manager and the Management Team for August and September 2021
- 5.3 Accepted and filed the statistics for the months August and September 2021
- 5.4 Accepted and approved quarterly report for all claims under \$10,000
- 5.5 Accepted and approved Q1 journal entry payments with the County of Santa Cruz
- 5.6 Accepted a gift in the amount of \$10,000 from an anonymous donor
- 5.7 Accepted a gift in the amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation
- 5.8 Approved an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$20,000 from Capital Improvement Fund to build new fences and fix gates on existing fences at the Santa Cruz shelter location, and authorize the General Manager to contract with Abercherli Fencing Company to perform the work
- 5.9 Approved a .20 FTE increase in the Accountant II position

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Item approved unanimously.

Vote: Co C M W R D E /V/ /S/

6.0 Regular Agenda

6.1 General Manager's Report - GM Sobel discussed that the Animal Shelter continues to operate on reduced hours and that the Watsonville Shelter remains closed due to a shortage of staffing. She explained that the Joe Phares is working closely with County Personnel to complete recruitment and hiring, and we will be filling most of our vacancies by the end of November. New staff will require significant training so the Shelter won't be operating at full strength at least until the end of the calendar year. GM Sobel also discussed the current nationwide veterinarian shortage. The Shelter has suspended the Planned Pethood program as well as the One-Stop vaccination program due to a lack of availability of vet services. The Shelter has hired four contracted veterinarians to provide spay/neuter services for Shelter animals up for adoption. However, each of these vets is only able to commit to a few days of work per month. The Shelter is working on a Request for Proposals for veterinary services. The RFP would be brought to this Board for review and approval at a later board meeting. Shelter Admin. Svcs. Officer Joe Phares provided an update on the Santa Cruz Shelter Expansion Project. The Project is currently progressing on-schedule and on-budget. The Project Team consisting of the General Contractor, the Architect, the contracted Project Manager, DPW Project Manager, and Joe Phares meet weekly. A number of change orders have been approved to improve the overall project and will add some cost to the Project. The Shelter will work with CAO and this Board for authorization to use other budgeted funds to finance change orders that surpass the existing budget.

Board Comment: Chairman Walpole commented on how staffing shortages have impacted many organizations during COVID. Director Coburn commented that she would work with GM Sobel on the project financing for any cost over-runs.

6.2 Approved financial report for the months of June and July 2021. GM Sobel stated that significant salary savings has been realized due to vacancies. Revenues and expenditures are both down do to reduced spay/neuter service availability and the suspension of Planned Pethood and One-Stop vaccine programs.

Public Comment: None

Board Comment: None

Board action on Regular Agenda Item 6.2: Item approved unanimously.

Vote: E R Co M W C D /V/ /S/

6.3 Considered the Animal Shelter Model Ordinance, adopted resolution recommending the adoption of the ordinance by each member jurisdiction and direct the General Manager to take related actions. GM Sobel provided a brief background on the model ordinance. She stated that FSM Todd Stosuy had worked extensively with a variety of stakeholders listen to concerns, provide education, and make adjustments to

the ordinance as needed. The goal of this outreach was to achieve transparency. FSM Stosuy reports that he has received extensive support from these stakeholders. An attachment showing all proposed updates to the ordinance was included with the this item.

Public Comment: None

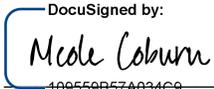
Board Comment: Chairman Walpole asked about the timing of the request for approval of the ordinance from the County and the four municipalities. Director Coburn indicated that the ordinance could be brought before the County Board of Supervisors in November or December to gain approval, at which point the cities could bring it to their respective councils for approval. Chairman Walpole commented that gaining County approval first would help improve the odds of approval by the cities.

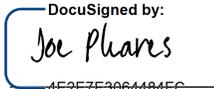
Board action on Regular Agenda Item 6.3: Item approved unanimously.

Vote: Co C M W R D E /V/ /S/

7.0 Adjourn Board Meeting at 11:24 am

The next regular meeting is scheduled for Monday, December 13, 2021 at 11am to be held in person.

ATTEST:  12/14/2021
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Chairperson: Nicole Coburn (Substitute)

 12/16/2021
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Clerk: Joe Phares