

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes of Monday, December 13, 2021, 11:00am

In-Person Meeting

VOTING KEY: Co=Coburn, V=Vides, M=McKinley, W=Walpole, R=Randolph, S=Schmidt, C=Clark, D=Dally, B=Bush

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 11:20 am by ASA Board Substitute Chairperson Coburn. BM Vides, Walpole, Schmidt, and Clark were not present for the meeting. New BM Bush replaced BM Escalante as one of the two BM's representing the City of Santa Cruz.

1.1 BM Randolph made a motion to authorize BM Coburn to act as the Substitute Chairperson due to both Chairperson Walpole and Vice Chairperson Clark being absent for the meeting.

Vote: R M C D B

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 October 18, 2021 meeting

5.2 Accepted reports of the General Manager and the Management Team for October and November 2021

5.3 Accepted and filed the statistics for October and November 2021

5.4 Approved recommendation of General Manager to set the 2022 Board of Directors meeting dates

5.5 Accepted a gift in the amount of \$10,000 from John and Amy Fowler via Fidelity Charitable

5.6 Accepted a gift in the amount of \$12,000 from the Santa Cruz County Animal Shelter Foundation

5.7 Approved an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$198,000 from the Capital Reserve Fund to fund a change order for the Santa Cruz Shelter Expansion Project Phase I.

- 5.8 Approved an AUD-74 and authorize the General Manager to transfer appropriations in the amount of \$7,500 from Regular Pay to Fixed Asset Office Equipment to fund the purchase of a new copier for the Santa Cruz Shelter.
- 5.9 Accepted and approved draft Request for Proposals (RFP) for Veterinary Services and authorized the General Manager to work with General Services Department to finalize and launch the RFP.

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Item approved unanimously.

Vote: BM Randolph recommended a motion to append the underlined text in 5.9 and approve the Consent Agenda.

Vote: R D C M B

6.0 Regular Agenda

6.1 General Manager's Report - GM Sobel stated that the Phase I construction is well underway and progressing nicely. She stated that the construction noise as prompted the switching of the Adoptable Cat Room and the Staff Breakroom. . The project team consisting of the General Contractor, the Architect, the contracted Construction Manager, DPW Project Manager, and Joe Phares meet weekly. She 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 SCCAS has filled a number of positions and that she expects the four remaining positions to be filled by the end of January. She acknowledged Joe Phares's efforts in overseeing recruitment and hiring. GM Sobel hopes to open the Watsonville Shelter in late January or early February if the remaining positions are filled and staff are trained. GM Sobel indicated it may be possible to open part time if staffing is still limited. GM Sobel also stated that once SCCAS is fully staffed she plans to expand the Santa Cruz Shelter hours from 12-5 back to the regular operating hours of 10-6. GM Sobel introduced Program and Development Manager Erika Smart who gave a brief update on SCCAS's Santa Cruz Gives campaign. Ms. Smart announce that SCCAS is once again the leading fundraiser and is expecting a large donation soon, which will push SCCAS well past last year's winning amount.

Board Comment: BM Dally thanked Erika for stepping up to handle both her program management duties as well as the volunteer coordinator duties she has handled for the past few months due to a staffing vacancy. BM Randolph thanked Erika for her efforts and fundraising success. BM McKinley thanked

GM Sobel for all her efforts. BM Coburn requested more detail on the Watsonville Shelter re-opening and GM Sobel provided additional information and options.

6.2 Approved financial report for the months of October and November 2021. GM Sobel stated that significant salary savings has been realized due to vacancies.

Public Comment: None

Board Comment: None

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

Vote: R M C D B

7.0 Adjourn Board Meeting at 11:45 am

The next regular meeting is scheduled for February 14, 2022 at 11am in Watsonville.

The meeting will be held in person.

DocuSigned by:
Nicole Coburn 3/2/2022
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ATTEST: _____
Substitute Chairperson: Nicole Coburn

DocuSigned by:
Joe Phares 3/2/2022
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Clerk: Joe Phares