

**Santa Cruz County Animal Shelter**  
**Board of Directors Meeting**  
**Minutes**

June 13, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, Cz=Czerwin, Dean=D,  
F=Figueroa, M=Moreno, S=Schmidt

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 11:00 am by ASA Board Vice Chairperson Clark. BM’s Ryan and Walpole were not present for the meeting. Leo Moreno sat in for BM Ryan, and Mike Dean sat in for BM Walpole. New BM Chung replaced BM Randolph as one of the three County representatives.

2.0 Introductions: Mike Dean and Leo Moreno were introduced as substitute BM’s.

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 April 11, 2022 meeting.
- 5.2 Accepted reports of the General Manager and the Management Team for April and May 2022.
- 5.3 Accepted and filed the statistics for April and May 2022.
- 5.4 Appointed officers of the Board of Directors for FY 2022-23.
- 5.5 Approve continuing agreements for FY 2022-23.
- 5.6 Accept designated and undesignated donations totaling of \$ \$8,972 from the SCCAS

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Vote: Co S B Ch Cl Cz D F M

Item approved unanimously.

6.0 Regular Agenda

6.1 General Manager’s Report –

- GM Sobel announced her resignation effective July 1, 2022. She thanked the Board for their support over the past 11.5 years. She indicated she enjoyed working with the entire Board, in particular BM Coburn.
- The Animal Ordinance is under review with the various jurisdictions, and the ordinance has been slated for review by Santa Cruz and Capitola city councils this summer.
- The Planned Pethood Program was scaled back last year and continues to be scaled back due to veterinarian and RVT shortages.
- SCCAS continuous to recruit for the position of RVT which has been open since last fall with very few applicants.
- SCCS launched an RFP earlier this year for veterinary services but has received no proposals to date.
- GM Sobel recommended the Board consider hiring an employee vet as another avenue in conjunction with soliciting for contract vets, to cast a wider net. That said, she indicated that finding a vet who can perform high volume spay neuter is very difficult.
- Phase I of the SC Shelter expansion project has been completed. Next steps included installation of an epoxy floor in late June, and the purchase and installation of a variety of equipment early next fiscal year. The Foundation is paying for these costs.
- SCCAS currently has three vacancies: an Animal Control Officer I, an RVT, and an Extra Help Animal Services Assistant. SCCAS is planning for another vacancy at the ACO II position due to one of the officers moving out of state. Recruitments are underway for all openings.

Board Comment:

BM Coburn thanked GM Sobel for her work over the years.

BM Clark thanked GM Sobel for her good work, especially in recent years with COVID and the fire.

6.2 Approved financial report for the months of April and May 2022.

- BM Clark reported on the written financial report.

Public Comment: None

Board Comment: None

Board action on Regular Agenda Item 6.2: Vote: Co B Ch Cl Cz D F M S

Item approved unanimously.

6.3 Considered the General Manager's proposed budget for FY 2022-23

GM Sobel reviewed the budget key points:

- SCCAS is requesting the same member contribution as initially requested at the April Board meeting which is a 10% increase over FY 21-22.
- Inventoriable Items was increased by \$15,000 for new medical equipment and supplies. This will be funded by the SCCAS Foundation.
- Rents and Leases were increased by \$48,000 to fund a upcoming lease agreement with the Watsonville Airport for use of the Watsonville Shelter property.
- Professional Services was increased by \$32,800 to fund a contract with a recruiting firm in order to find a replacement for GM Sobel. This contract.
- Fixed Asset Equipment increased by \$45,000 for medical equipment for the SC Shelter. This will be funded by the SCCAS Foundation.
- All other items are unchanged.

Public Comment: None

Board Comment: BM Coburn confirmed that the budget as presented represents no change to the member contribution from the April draft budget.

Board action on Regular Agenda Item 6.3: Vote: Co S Ch Cl Cz D F M

Item approved unanimously.

6.4 Appointed Erika Smart as Interim General Manger

Public Comment: None

Board Comment: BM Coburn indicated that the County CAO has done their due diligence to speak with a variety of people and explore options for an Interim General Manager and supports the GM Sobel's recommendation to appoint Erika Smart. BM Clark echoed BM Coburn's comments and indicated he supports GM Sobel's recommendation.

Board action on Regular Agenda Item 6.3: Vote: S B Ch Cl Co Cz D F M

Item approved unanimously.

6.5 Approved an agreement with WBCP for recruitment services and authorized formation of a hiring subcommittee.

Public Comment: Bob Sidell: Peace of Mind volunteer, Shelter volunteer, but here representing himself. Bob provided an example of the good work Peace of Mind does in coordination with the SCCAS. Bob indicated that the collaboration,

fostering, saving lives, and saving money are key aspects of sheltering. Bob encouraged that the hiring subcommittee and recruiting firm work in a transparent manner and ensure there is appropriate representation from the large variety of stakeholders including volunteers, Shelter employees, other rescue/shelter agencies and others. Bob also listed a variety of recommended focuses for the new GM including collaboration, employee retention, and expansion of a variety of services including spay/neuter, fostering, and others.

Board Comment: BM Coburn indicated that she worked closely with this vendor on a previous recruitment and was confident the contractor will work closely with the stakeholders, and that their process was thorough and well done. BM Coburn indicated the subcommittee would be composed of Board members but would encourage input from the stakeholders. BM Coburn also requested that the subcommittee be composed of the three largest board members which are the County, the City of Santa Cruz, and the City of Watsonville.

Vote: Co S B Ch Cl Cz D F M

Item approved unanimously.

7.0 Adjourn Board Meeting at 12:27 pm

Note: a closed personnel session followed the meeting to complete GM Sobel's annual evaluation.

The next regular meeting is scheduled for August 8, 2022 at 11am at the Watsonville City Council Chambers located at 275 Main St., 4<sup>th</sup> floor. The meeting will be held in person.

ATTEST:  8/10/2022  
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Vice Chairperson: Chris Clark

 8/9/2022  
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Clerk: Joe Phares