

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

August 8, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, D=Dally, F=Figueroa, S=Schmidt, T=Thul, V=Vides, W=Walpole

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 Vice Chairperson Bush. BM’s Clark and Figueroa were not present for the meeting. Sergeant Donny Thul sat in for BM Figueroa.

2.0 Introductions: Sergeant Donny Thul was introduced as a substitute BM’s.

3.0 Consideration of late additions or changes to the Agenda: GM Smart informed the Board that Item 6.5 had been updated to reflect change in total request from \$22,000 to \$20,000. Clerk Phares indicated the change had been made the morning of the meeting. The updated item had been posted to the website. Clerk Phares provided the board members with a printed copy of the updated item.

4.0 Oral Communications: None

5.0 Consent Agenda

- 5.1 Approved minutes of the June 13,2022 meeting.
- 5.2 Accepted reports of the General Manager and the Management Team for June and July 2022.
- 5.3 Accepted and filed the statistics for June and July 2022.
- 5.4 Accepted and approved quarterly claims report
- 5.5 Accepted and approved journal entry payments
- 5.6 Accepted a gift in the amount of \$10,000 from the Silicon Valley Community Foundation

Public Comment: None

Board Comment: None

Board action on Consent Agenda 5.0: Vote: W Co B Ch /Cl/ D /F/ S T V

Item approved unanimously.

## 6.0 Regular Agenda

### 6.1 General Manager's Report –

- Campus expansion project completed and spaces are occupied.
- Landscaping project in front of Shelter completed (funded by Foundation)
- Both shelters fully open for regular hours, adoptions end at 5 pm
- Chamber of Commerce open house a success
- 90 Cats available for adoption; 200 animals in foster to adopt status pending spay/neuter surgery due to lack of vet services. We continue to work with contract vets including Dr. Jeff Fankhauser utilizing his new clinic in Prunedale. A big concern is the suspension of Planned Pethood low cost spay/neuter program
- Fundraising: completed annual calendar contest raising \$20,000
- Completed the summer camp program, brought in \$10,800
- Continue monthly Healthy Pets for All community pop-up clinics
- Personnel: numerous job openings including 3 Animal Control Officers, Registered Vet Technician, Extra Animal Health Specialist, and Extra Help Animal Services Assistant
- New contract with Humane Wildlife Control to cover emergency after hours calls while we are short-handed
- Scheduling Animal Control Ordinances

Board Comment: BM Dally: how fast can Animal Control Officers be trained? GM Smart: about two months. BM Vides: with ACO shortage, is Watsonville receiving coverage? GM Smart: with full staffing we have officer dedicated to Watsonville. Currently one officer is covering the whole county. BM Coburn: What has been the call volume to Humane Wildlife Control for after hours response. GM Smart: only one call in two months requiring emergency. BM Bush: Thanked GM Smart for the tour of the Santa Cruz Shelter.

### 6.2 Approved financial report for the months of June and July 2022.

Public Comment: None

Board Comment: BM Chung: are revenues lower than usual? GM Smart: there is an ebb and flow in revenues, especially licensing revenues. We run a rabies report that will help us identify new info for residents that may not have licensed their dog yet. BM Vides: offered to include a spot in the City of Watsonville's newsletter reminder residents to license their dogs. The newsletter goes out to all residents. GM Smart: said she would that would be great and will follow up with her.

Board action on Regular Agenda Item 6.2: Vote: V Ch /Cl/ Co D /F/ S T W

Item approved unanimously.

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

GM Sobel reviewed the budget key points:

- No change to member contributions
- Propose to fund a new full-time Animal Services Coordinator to manage the Shelter foster program and a full-time Animal Care Worker to provide coverage when we have staff out sick or on vacation. The ASC will run the foster care
- Added \$5,500 for increased cost of Chameleon
- Added \$32,500 for GM recruitment contract
- Added \$1,000 for small tools
- Added \$20,000 for a new security camera system
- Added \$28,755 for specialized cages and equipment for new animal control vehicle
- Anticipating \$70,000 in additional revenue from the SCCAS Foundation

Public Comment: None

Board Comment:

BM Coburn: how many vehicles does the Shelter own and how old are they?

Clerk Phares: roughly six vehicles most were purchased between 2007 and 2010. SCCAS does not anticipate replacing any vehicles in the next two years. Also, we do not fund replacement through the County vehicle replacement program so new vehicles would need to be completely funded at the time of purchase.

BM Chung: The SCCAS Foundation will be funding part of the cost of the new Animal Services Coordinator this year, how will you fund it in future years?

GM Smart: the SCCAS Foundation would have the capacity to support the position in future years, it will depend on SCCAS Foundation members.

BM Chung: Will the new Animal Services Coordinator's foster program oversight increase revenue due to increasing the rate of adoption?

GM Smart: I don't know at this moment, but I can see a large fund-raising campaign to support the foster program.

BM Vides: the report is unclear as it sounds like two FTE's are being added but the report indicates one FTE. Will salary savings cover future expenses. Also, what happened to animal licenses budget.

Clerk Phares: we moved the licensing revenues to a new section to match where we are actually booking the revenues. There is no difference to the budget revenue.

BM Vides: Is SCCAS confident it can fund the two positions on an ongoing basis?

GM Smart: Yes, donations are increasing, the SCCAS Foundation funding can be better utilized for this type of support as it wants to support the operations of the Shelter.

Clerk Phares: SCCAS is reliant on extra help staff and overtime to cover staffing shortfalls. Our goal to hire more full-time staff and pare back on extra help and overtime. Salary savings from this year will cover the two positions. In future years, if we feel we will not make budget we would hold vacant positions open in order to ensure we make budget.

BM Vides: the budget summary is unclear as it indicates adding 1.0 FTE but SCCAS is asking for 2.0 FTE.

Clerk Phares: the personnel summary is reflecting total FTEs, whether funded or unfunded, so our total FTE's is only increasing by 1.0 FTE in that table. However, you are correct there are two newly funded positions.

BM Schmidt: recommended the motion be amended to adopt the revised budget with staff providing a report clarifying the FTE's being added as well as the impact of the new positions on future budgets appropriation.

BM Vides: asked the County definition of "unfunded position".

BM Coburn: explained that it means the position exists but is not funded for the current year.

BM Schmidt: restated the motion

Board action on Regular Agenda Item 6.3: Vote: S Co B Ch /Cl/ D /F/ T V W

Item approved unanimously.

6.4 Considered and approved a lease agreement with the City of Watsonville for continued use of the Watsonville Animal Shelter Facility.

Public Comment: None

Board Comment:

BM Coburn: SCCAS has a capital reserve budget for the Santa Cruz Shelter. SCCAS should consider a capital reserve budget for Watsonville. BM Coburn recommends SCCAS authorize a study to assess Watsonville capital improvements needs. The capital reserve budget may need to be increased to account for Watsonville needs.

GM Smart: SCCAS has a major donor that is interested in funding capital improvement projects for the Watsonville Shelter. An assessment report would be helpful to identify key projects to be funded.

BM Chung: stated that SCCAS should improve the Watsonville Shelter to create a more inviting atmosphere, similar to what has been done to the Santa Cruz Shelter.

BM Coburn: moved to approve the recommended action and requested that the SCCAS staff obtain a capital improvement study and return to the Board with the results of the study and the impacts on future budgets.

Board action on Regular Agenda Item 6.3: Vote: Co D Ch /CI/ D /F/ S T V W

Item approved unanimously.

6.5 Considered and Approved an agreement a proposal from Bandit Systems Inc. for the purchase and installation of a new security camera system.

GM Smart: increasing vandalism and inappropriate client behavior have necessitated installation and use of a security camera system.

BM Bush: Is the system monitored.

Clerk Phares: No. It was cost-prohibitive to have it monitored.

BM Schmidt: recommended pooling resources to obtain volume pricing.

BM Chung: expressed concern for staff safety and wondered how staff feel about cameras and safety.

GM Smart: staff have expressed the desire to have a camera system.

Public Comment:

Board Comment:

Vote: T D B Ch /CI/ Co /F/ S V W

Item approved unanimously.

7.0 Adjourn Board Meeting at 11:57 am

The next regular meeting is a Special Board Meeting scheduled for September 26, 2022 at 8 am at the Sheriff Community Room located at 5200 Soquel Ave., Santa Cruz. The meeting will be held in person.

DocuSigned by:  
*Jon Bush* 10/17/2022  
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ATTEST: \_\_\_\_\_  
Vice Chairperson: Jon Bush

DocuSigned by:  
*Joe Phares* 10/17/2022  
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Clerk: Joe Phares