

Santa Cruz County Animal Shelter
Board of Directors Meeting
Minutes

October 17, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, CI=Clark, Co=Coburn, D=Dally, F=Figuroa, S=Schmidt, 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 11:03 am by ASA Board Chairperson Clark. BM’s Chung, Figuroa 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 8,2022 meeting.

5.2 Accepted reports of the General Manager and the Management Team for August and September 2022.

5.3 Accepted and filed the statistics for Q1 FY 2022-23.

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 \$21,801.94 from the SCCAS Foundation

Public Comment: Jean Brocklebank: requested that animal control citations and beach patrols be added back into the statistics in future agendas. She stated the Animal Control presence on the beaches makes a big difference.

Board Comment: BM Coburn: Acknowledged SCCAS staff’s hard work in dealing with ring worm outbreaks during the summer.

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

Item approved unanimously.

6.0 Regular Agenda

6.1 General Manager’s Report –

- GM Smart announced this would be her last Board meeting due to taking accepting a new position with the City of Santa Cruz. She will continue to remain on the SCCAS Foundation Board of Directors and has already completed fundraising campaign through the end of the year.
- Shelters are open regular hours.
- Planned Pethood remains on hold due to lack of vet services. 200 shelter animals still awaiting spay/neuter.
- One Stop Vaccination program is on hold due to lack of vet on site
- Health Pets for All cancelled in October due to staffing. GM Smart hopes SCCAS Shelter Manager Rudy Manriquez will continue to provide that service moving forward.
- Dr. Jeff Fankhauser continues to provide spay/neuter services for SCCAS utilizing his new facility in Prunedale. Additionally, Dr. Clay and Dr. Sullivan continue to provide spay/neuter services on site.
- SCCAS Foundation has provided funding for new stainless steel kennels to replace some of the existing kennels which have been identified as a major contributing factor toward the recent ring worm outbreaks. The new kennels should arrive in 7-12 weeks.
- 6 out of 7 staff vacancies have been filled leaving only the RVT position which has been open for one year. Two staff started in September, four are starting by the end of October. The new hires include: four Animal Control Officers and two Animal Health Specialists.
- Long lengths of stay continue to be an issue with shelter adoptables. Ideally, SCCAS would like to get the length of stay down to two weeks. The longer an animal stays with SCCAS, the more an animal's behavior can deteriorate and the less likely the animal will be adopted.

Public Comment: none.

Board Comment: BM Coburn thanked GM Smart for her service to the Shelter and thanked her for staying on the SCCAS Foundation. BM Clark expressed appreciation to SCCAS for filling vacancies in light of the recruitment issues with difficult to recruit positions. BM Vides thanked GM Smart for her service and recognized the difficult nature of the job.

6.2 Considered and approved a financial report for Q1 FY 2022-23

Public Comment: None

Board Comment:

BM Coburn: Asked why revenues are tracking higher than budget in Q1.

Clerk Phares: indicated that SCCAS had significant extra donations from the SCCAS Foundation and that the member billing is higher in first quarter than other quarters and spikes the revenues in Q1 which level out in later quarters.

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

6.3 Accepted and filed a report on the General Manager recruitment and approved a salary range increase for the position.

BM Coburn provided a report on the recruitment. WBCP, an outside consulting firm, was hired to manage the recruitment process. WBCP conducted extensive outreach and also solicited feedback from the various stakeholder groups. The recruitment was opened in August. Screening was completed. A special meeting was held on 9/26/22 to interview the two candidates selected as finalists. One finalist was offered the position but did not accept the job offer. The recruitment will re-open November 2. WBCP indicated that based on the initial outreach, the salary was a deterrent for some candidates. A study was done on surrounding city and county shelters and BM Coburn proposed a 20% increase in the salary range.

BM Clark asked when the position last received a salary increase.

BM Coburn responded there was a 3% COLA in September but no salary range increase in many years other than COLA's. The raise lands the position's salary in the middle of the salary range of the comparison counties.

Public Comment: Jean Brocklebank commented that the public is not an audience to watch the Board members work but are members of the public who are in attendance to engage with government. She complemented BM Coburn on her report on the recruitment. She also stated that the Board has a tough assignment finding a new GM due to the cost of housing etc. and she is hopeful that the salary increase will help with the recruitment. Joan DeNeff commented that she has been a long-term volunteer and she supports the proposed salary increase for the GM position in order to be competitive in the recruitment. She stated that SCCAS is a great organization and deserves a high-quality GM.

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

Item approved unanimously.

6.4 Appoint Jeff Gaffney, County Parks Director, to serve as Interim General Manager.

Mr. Gaffney: Indicated he is available if anyone has thoughts or questions or concerns. He has had a long partnership with former GM Sobel and GM Smart over the years.

BM Clark: Indicated he appreciated Mr. Gaffney stepping in and that he is a perfect fit.

BM Walpole: stated that these recruitments take up a lot of time and these transitions between GM's are time-consuming. It would have been great to have an internal candidate that could have been reported. He is hopeful Mr. Gaffney has the capacity to run the shelter considering he is already running Parks. Also there has been a lot of turnover at SCCAS.

BM Coburn: Mr. Gaffney has a lot of experience as a department head and will be able to navigate SCCAS issues. Also, SCCAS counsel Cara Townsend will also be onsite each week for some hours to assist as well. BM Coburn is confident that this team will be able to manage the Shelter until a new GM is hired, hopefully in January.

Public Comment: Sandy Ettinger from Peace of Mind Animal Rescue spoke on behalf of POM Executive Director Carie Broecker who has offered to assist Mr. Gaffney and SCCAS in any way needed until a new GM has been hired. He also indicated that POM may be able to assist with spay/neuter services as they have a vet clinic.

BM Walpole: asked if there is a charge for Mr. Gaffney's time.

BM Coburn: Mr. Gaffney's time assisting SCCAS will be billed to SCCAS. SCCAS will have salary savings due to vacancies to cover the cost.

BM Vides: thanked Mr. Gaffney for helping and confident that his experience will be very helpful. She also recognized SCCAS talented and passionate staff that will also keep SCCAS running during the recruitment.

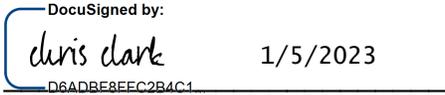
BM Clark: stated he hopes the 20% salary increase will attract a larger pool of candidates and the Board can find the right fit.

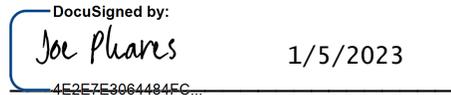
Vote: V D B /Ch/ Cl Co /F/ /S/ W

Item approved unanimously.

7.0Adjourn Board Meeting at 11:41 am

The next regular meeting is scheduled for December 12, 2022 at 11 am at the Santa Cruz County Board of Supervisors Chambers located at 701 Ocean Street, Rm. 525, Santa Cruz, CA 95060. The meeting will be held in person.

ATTEST: 
Chairperson: Chris Clark


Clerk: Joe Phares