

Santa Cruz County Animal Shelter
Board of Directors Meeting
Minutes

December, 12, 2022, 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, D=Dally, F=Figuroa,
R=Rutherford, S=Schmidt, V=Vides,

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 Chairperson Clark. Chief Walpole was absent
- 2.0 Introductions: Captain Jason Rutherford was introduced and sat in to represent Scotts Valley and replace Chief Walpole for this meeting
- 3.0 Consideration of late additions or changes to the Agenda: Regular Agenda Item 6.6 was added as a late addition. Copies of the item were distributed to the Board members at the start of the meeting
- 4.0 Oral Communications: None
- 5.0 Consent Agenda
 - 5.1 Approved minutes of the October 17, 2022 meeting
 - 5.2 Accepted reports of the General Manager and the Management Team for October and November 2022
 - 5.3 Accepted and filed the statistics for October and November FY 2022
 - 5.4 Accept a gift in the amount of \$5,000.00 from Char Williams
 - 5.5 Accept a gift in the amount of \$39,298 from the SCCAS Foundation
 - 5.6 Approved a .30 FTE increase in the Accountant II position

Public Comment: None

Board Comment: None

Vote: Co B Ch Cl D F R S V

Item approved unanimously.

- 6.0 Regular Agenda
 - 6.1 General Manager’s Report –

- Interim GM commented on the volume of business the shelter does on a daily basis and how many other counties other than Santa Cruz are also relying on our Shelter for services.
- The volunteers are very dedicated and impressive
- The SCCAS Foundation has been instrumental in our success.
- The new surgery suite should be open in January and will replace the annex as the primary spay/neuter site
- Recognized Juan Hidalgo Ag. Commissioner as well as the Sheriff's Office for assisting on a poisoning case as well as t
- Informed Board that some of the cat condos that are vectors for disease and very difficult to clean are being replaced with new units purchased by the SCCAS Foundation.
- Recognized the efforts of Admin. Svcs. Officer II Joe Phares and Cara Townsend and the great work that they do on a daily basis.

Board Comment:

BM Clark: thanked Jeff Gaffney for stepping in to run the shelter on an interim basis.

Public Comment: none.

6.2 Consider and approve financial report for October and November of FY 2022-23

GM Gaffney: SCCAS is exploring ways to increase licensing fee revenues.

Board Comment:

BM Chung asked when fees are reviewed/evaluated.

GM Gaffney: fees have remained unchanged for many years now. Dog licensing compliance is typically on 20%. SCCAS will work on marketing and public awareness of licensing requirements as well as rabies vaccination compliance as well. SCCAS will also consider increasing some fees.

Public Comment: none.

Vote: S D B Ch Cl Co F R V

Item approved unanimously.

6.3 Ratify an addendum to an agreement with Cara Townsend

GM Gaffney: Cara serves as legal counsel for SCCAS and will also assist with shelter management oversight. Cara's services are critical to the shelter.

Board Comment: none.

Public Comment: none.

Vote: Co Ch B Cl D F R S V

Item approved unanimously.

6.4 Approve payment of an invoice for medical equipment

GM Gaffney: listed the surgery suite items and thanked Admin. Svcs. Officer II Joe Phares for his work obtaining all the equipment.

Board Comment:

BM Clark: the new surgery suite is amazing and a huge upgrade over what was in place previously.

Public Comment: none.

Vote: B D Ch Cl Co F R S V

Item approved unanimously.

6.5 Consider and approve report on audit of Santa Cruz County Animal Shelter for the year ended June 30, 2021

GM Gaffney: SCCAS appreciates the opportunity to have the shelter financials reviewed annually by an outside CPA firm.

Board Comment: none.

Public Comment: none.

Vote: Co V B Ch Cl D F R S

Item approved unanimously.

6.6 Consider and approve recommendation of General Manager to set the 2023 Board of Directors meeting dates (this is a late addition to the agenda)

GM Gaffney: Based on board member feedback, he proposed to add a regular agenda item for the February Board meeting to discuss the board meeting day and consider moving from Mondays to another day of the week.

Board Comment: none

Public Comment: none

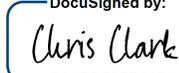
Vote: Ch D B Cl Co F R S V

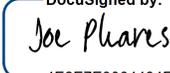
Item approved unanimously.

7.0 Adjourn Board Meeting at 11:15 am

Special Meeting - The Board convened a closed session to discuss various SCCAS personnel items. There were no reportable actions taken during closed session.

The next regular meeting is a Special Board Meeting scheduled for January 20, 2022 at 8 am at the Sheriff Community Room located at 5200 Soquel Ave., Santa Cruz. The meeting will be held in person.

ATTEST:  2/15/2023
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Chairperson: Chris Clark

 2/15/2023
DocuSigned by:
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Clerk: Joe Phares