

Santa Cruz County Animal Shelter

Board of Directors Meeting

Minutes

February 13, 2023 11:00am

In-Person Meeting

VOTING KEY: B=Bush, C:Chung, Cl=Clark, Co=Coburn, Cn=Conelly D=Dally,
F=Figueroa, 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 Called to Order and Roll Call: Meeting was called to order at 11:05 am by ASA Board Chairperson Clark. BM Bush, BM Chung, and BM Schmidt were absent.
- 2.0 Introductions: Pam Conelly was introduced and sat in to represent the County and replace BM Chung for this meeting
- 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 September 26, 2022 special meeting
 - 5.2 Approved minutes of the December 12, 2022 meeting
 - 5.3 Approved minutes of the January 20, 2023 special meeting
 - 5.4 Accepted reports of the General Manager and the Management Team for December 2022 and January 2023
 - 5.5 Accepted and filed statistics for December 2022 and January 2023
 - 5.6 Accepted and approved 2nd quarter report for all claims under \$10,000
 - 5.7 Accepted and approved 2nd quarter journal entry payments with the County of Santa Cruz
 - 5.8 Ratified acceptance of four gifts totaling \$52,531.92
 - 5.9 Accepted a gift in the amount of \$6,381.94 from the SCCAS Foundation

Public Comment: None

Board Comment: None

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

Item approved unanimously.

6.0 Regular Agenda

6.1 General Manager's Report –

- Interim GM thanked staff, volunteer and Board for their hard work and support and offered services moving forward once new GM starts in March.
- SCCAS wants to initiate a recruitment for a full time Veterinarian to replace Dr. Gleason who is extra help through June.
- Announced the Shelter will focus more time on exposure and fundraising
- Thanked Erika Smart for serving as SCCAS Foundation president. Erika recently resigned from this position.
- Looking forward to upcoming St. Pittie's Day to help market the Shelter
- An RVT has resigned to accept employment in Oakland

Board Comment: BM Clark thanked GM Gaffney for his service. BM Coburn thanked Jeff for his hard work, particularly considering he is also serves as the Parks Director and was also highly involved in the Emergency Operation Center during the storm. BM Vides also thanked Jeff for his efforts.

- 6.2 Considered and approved financial report for December 2022 and January 2023GM 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: Joan DeNeff commented that the shelter should incentivize vet clinics to work with the Shelter to assist with dog licensing outreach and rabies vaccination compliance.

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

Item approved unanimously.

- 6.3 Considered and approved a hiring and retention bonus system for licensed staff

GM Gaffney: Recommended the adoption of the hiring and retention incentive program for RVT staff. The County has used this tactic in recent years to hire and retain staff in key positions. The RVT position has been vacant for 18 months. The one current Shelter RVT is leaving the Shelter to accept employment at another Shelter. The incentive program should help attract new RVT staff and retain existing staff.

BM Coburn: Request GM Gaffney share data gathered regarding RVT pay difference between the Shelter and other agencies.

GM Gaffney: Data shows a 15-30% disparity between the Shelter and some other agencies.

BM Coburn: Supports the incentive program and would like to see the Shelter test the program for a while to determine effectiveness of the program, and also cap the program to a maximum of five participants.

BM Clark: Supports a test period.

GM Gaffney: Reiterated the cap is for number of participants and that the program only applies to the RVT position.

BM: Vides: Supports the incentive program and evaluating Shelter staff compensation.

GM Gaffney: Informed Board disparities exist not only for RVT but all Shelter-specific positions.

Clerk Phares: Provided example of disparity with Animal Services Assistant pay is less than Receptionist and Clerk I/II positions which are far less complex positions.

Public Comment: none.

Board Motion (Coburn): Adopt a resolution authorizing the ASA to establish a \$15,000 hiring and retention incentive program for general representation employees possessing an RVT license; limit the program to a maximum of five employees, whether new hire or existing employees; and direct Shelter administration to work with County Personnel to complete a salary comparison study for Shelter positions.

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

Item approved unanimously.

6.4 Considered and approved the appointment of Amber Rowland as General Manager.

BM Coburn: Reviewed hiring process utilized and detailed the employment agreement for Amber Rowland. Amber's start date will be March 23, 2023.

BM Clark: Supported the hire.

Board Comment: none.

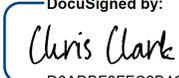
Public Comment: none.

Vote: W F /B/ CI Co Cn /D/ F /S/

Item approved unanimously.

7.0 Adjourned Board Meeting at 11:35 am

The next regular meeting is scheduled for April 10, 2023 and to be held at the Santa Cruz County Board of Supervisors Chambers located at 701 Ocean St., 5th floor, Santa Cruz. The meeting will be held in person.

ATTEST: 
DocuSigned by:
Chris Clark
D6ADB8E8EFC2B4C1

Chairperson: Chris Clark


DocuSigned by:
Joe Phares
4E2E7E3064484EC

Clerk: Joe Phares