

**Santa Cruz County Animal Shelter
Board of Directors Meeting
MINUTES
August 14, 2023 11:00am
In-Person Meeting – Santa Cruz County BOS Chambers**

VOTING KEY: Bu=Burnett B=Bush, Ch=Chung, Cl=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 Called to Order and Roll Call: Meeting was called to order at 11:07 am by ASA Chairperson Bush. BM Clark was absent and was replaced by BM Burnett. BM Schmidt was absent.
 - 2.0 Introductions: Lieutenant William Burnett, Santa Cruz County Sheriff, was introduced.
 - 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 June 12, 2023 Board meeting
 - 5.2 Accepted reports from the General Manager and Management Team for June and July 2023.
 - 5.3 Accepted and filed statistics for June and July 2023
 - 5.4 Approved revision of SCCAS Change Fund Policy and Procedure #360
 - 5.5 Accepted and approved quarterly report for all claims under \$10,000
 - 5.6 Accepted and approved journal entry payments with the County of Santa Cruz
 - 5.7 Accepted gifts totaling \$14,196 from the SCCAS Foundation

Board Comment: None

Public Comment: None

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

Item approved unanimously.
 - 6.0 Regular Agenda
 - 6.1 General Manager’s Report – GM Rowland summarized comments:

- Highlighted statistics, much higher intake statistics during this period as compared to last year. Increased intake may be due to reduced access to affordable spay/neuter services during and after COVID.
- Additional statistics have been added, and new charts have been added. More changes will be made in the future to align with Shelter Animals Count.
- Secured a grant from CalAnimals and UC Davis for new cat portals
- The Benefits Shop is contracting to a smaller footprint as the Parks Dept. (from whom we rent the space) needs to reclaim the garage bay we had used for inventory storage. Inventory reduction sales are underway and will continue.
- Financials: SCCAS ended the fiscal year June 30 with a deficit of \$251,000 which is much lower than the budgeted deficit of \$467,000 and an estimated actual of \$397,000. This smaller than budgeted deficit is primarily due to much higher than budgeted donations of \$796,000 when compared to the budgeted revenue of \$460,000.
- Licensing revenue year to date is understated in July by \$9,000 as those funds were not deposited until August. Licensing overall has declined in recent years. SCCAS plans to prioritize license enforcement and sales this year with the support of a fully staffed Animal Control Unit. Voluntary licensing for cat owners could also be considered.
- Animal Control Officer II George De Leon retired after 17 years of excellent service. He is already missed, and SCCAS wants to acknowledge his service.
- SCCAS is in the process of filling the vacant Registered Veterinary Technician position as a job offer was made and accepted.
- SCCAS interviewed a candidate for the Veterinarian position and reference checks are underway.
- A salary study was completed in June for the Veterinarian position, and it is clear the salary must be increased. Board support and direction will be required to implement the increase.
- A meeting is scheduled with County Personnel to discuss parameters for a salary study for SCCAS positions which is expected to be completed in the next 30-60 days. Serious misalignment exists between the salary for Shelter positions compared to similar positions in other County departments.
- The Parks and Rex event is happening Saturday, August 19 at the Simpkins Family Swim Center.
- A 3% COLA is taking effect for all staff in September.

Board Comment:

BM Coburn: Can the statistics be disaggregated to show the impact of animal surrenders coming from out of county. GM Rowland: Out of county surrenders amount to approximately 2% of intake totals.

BM Coburn: Regarding the salary studies, those items will need to be returned to the Board in closed session. If it is helpful, we can establish a sub-committee to assist with reviewing the salary study and determining a course of action.

BM Figueroa: When does the general rep. contract expire?

BM Coburn: September 2024

BM Figueroa: Volunteered for sub-committee

BM Vides: Expressed interest in a sub-committee

BM Chung: Year over year statistics show a regression in intake statistics. What can we do to assist in preventing further population growth?

GM Rowland: A shortage in vets has led to decreased access to vet care and increased retail spay/neuter costs. Vet salaries have also increased quickly in the past few years. Free and low-cost spay-neuter options have been greatly reduced. Local resources are in peril as two non-profits are struggling for funding and space. Also, the cat population has really increased over previous years.

BM Vides: Complemented GM Rowland re: efforts to educate the community.

GM Rowland: We are working to encourage education through our Animal Control Unit and potentially funding an education coordinator position.

Public Comment:

Joanie De Neffe: Staff and volunteers are very dedicated. We need to reach out to the community to emphasize the importance of spaying/neutering their animals. Spay/neuter costs are extremely expensive. SCCAS outreach needs to emphasize that the community plays a role in solving the problem.

Nancie Newbie, SCCAS Foundation Board Member: The Foundation wants to support bringing the Planned Pethood Program back so the shelter can offer low-cost spay-neuter option to the public.

6.2 Considered and approved financial report for June and July 2023.

GM Rowland read the written financial report.

Board Comment:

BM Coburn: With the increase in intakes and adoptions, why are licensing revenues down?

GM Rowland: We are adopting lots of cats, and cats are not licensed. Animal Control Officers are too busy to conduct any outreach or licensing in the field as

in the past. \$9,000 in July licensing revenues are being counted in August due to the timing of the deposit.

Clerk Phares: As GM Rowland stated, much of the July licensing was included in the August deposit so will be counted in the next report. Licensing in general is trending down. The majority of animal adoptions are not handled by the SCCAS but rather privately via Craigslist, etc. and licensing is not part of those transactions. The public needs to be educated that dog licensing is mandatory. Additional outreach via mailers or public service announcements are needed.

BM Coburn: Social media may be helpful in educating the public about licensing.

Public Comment:

Joanie DeNeff: Stated she has experience with cat licensing and it was not a good solution. We need to change the narrative about licensing so the public doesn't think of it as simply a tax but instead as funding to support shelter activities. Also, we can utilize the area vet clinics/hospitals to help with licensing efforts by providing them with licensing informational material that they can pass out to clientele.

Vote: Co Ch Bu B /Cl/ D F /S/ V W Item approved unanimously.

6.3 Accepted and filed audit report for fiscal year 2021-22.

Staff Report: GM Rowland: requested the Board consider and approve the report.

Clerk Phares: we had one finding in the report regarding compliance with the JPA fixed asset disposal procedure. While County asset disposal procedure was followed, SCCAS is also required to request JPA Board approval of asset disposal. SCCAS has since corrected this by requesting the JPA Board ratify disposal of fixed asset vehicles.

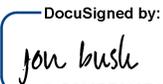
Board Comment: None

Public Comment: None

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

Item approved unanimously

7.0 Adjourned to Closed Session – Public Employee Performance Evaluation [Cal. Govt. Code §54957(b)] Joint Powers Authority Performance Evaluation of General Manager at 11:38.

ATTEST:  10/30/2023
21B668BE669F465...
Chairperson Bush

 10/30/2023
4E2E7E3064404FC...
Clerk Phares