

**SANTA CRUZ COUNTY ANIMAL SHELTER  
BOARD OF DIRECTORS' MEETING  
SUMMARY MINUTES  
February 10, 2025 at 11:00 a.m.**

**Location: Watsonville City Hall Chambers, 400 Main St., 6<sup>th</sup> Floor, Watsonville, CA 95076**

**VOTING KEY: Co=Coburn, Ch=Chung, B=Baldwin\*, G=Garcia, Ma=Manning, M=Murphy,  
R=Ryan, T=Thul, W=Walpole**

Abbreviations: Board Member (BM), General Manager (GM), Field Services Manager (FSM)

**Audio Link:** <https://www.scanimalshelter.org/wp-content/uploads/2025/02/02.10.25-ASA-Board-Mtg.mp3>

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- 1.0 Call to Order and Roll Call:** Chair Emily Chung called the meeting to order at 11:10 am.  
\*Sheriff's Lieutenant Dee Baldwin Proxy for Sheriff's Chief Deputy Dan Freitas.
- 2.0 Introductions:** Deputy Chief Jose Garcia replaces Deputy Chief Jon Bush for the City of Santa Cruz.
- 3.0 Consideration of Late Additions or Changes to the Agenda:** None
- 4.0 Oral Communications:** Nga Trinh-Halperin, Executive Director of the Santa Cruz Animal Shelter Foundation, gave highlights of the Foundation's current projects.

Lea Goodman, The Benefit Shop Manager, shared that they have secured a new location in the East Cliff Shopping Center. She stated it was important for the Shop to stay in Santa Cruz and continue the work of helping the animals in the county. Lea thanked the Parks Department for the years she was allowed to rent out space from them.

- 5.0 Consent Agenda**
  - 5.1 Approve minutes of the December 9, 2024 regular Board meeting
  - 5.2 Accept reports of the General Manager and Management Team for December 2024 and January 2025
  - 5.3 Accept and file statistics for December 2024 and January 2025
  - 5.4 Consider and approve financial report for December 2024 and January 2025
  - 5.5 Approve the second quarter report of all claims under \$10,000
  - 5.6 Approve the second quarter journal entry payments with the County of Santa Cruz
  - 5.7 Accept gifts totaling \$51,693.43 from the SCCAS Foundation
  - 5.8 Accept gifts totaling \$29,715 from donors

**Board Comment:**

**Result:** Items on Consent Agenda Approved; Deputy Chief Garcia abstained

**Moved:** Coburn

**Second:** Thul

**Ayes:** Co, Ch, B, Ma, M, R, T, W

- 6.0 Regular Agenda**
  - 6.1 General Manager's oral report

**Result:** Presentation by GM Rowland

**Public Comment:** None

**Board Comment:** Please refer to the February 10, 2025, JPA Board Meeting Audio for Board Comments beginning at the 0:18:58 minute mark through 0:26:38.

6.2 Report from the Boards' Technical Advisory Subcommittee

**Result:** Technical Advisory Subcommittee Report Recommendation approved unanimously.  
Recommendation:

- 1) Accept and file a status report from the Technical Advisory Subcommittee (Subcommittee) assigned to review and analyze service delivery and organizational change opportunities;
- 2) Direct the General Manager to include \$50,000 in the 2025-26 Proposed Budget for strategic plan development; and
- 3) Approve the extension of the Subcommittee for one year until February 2026, and direct the Subcommittee to return with the next status report no later than August 2025.

**Board Comment:** None

**Public Comment:** None

**Moved:** Murphy

**Second:** Coburn

**Ayes:** Co, Ch, B, G, Ma, M, R, T, W

6.3 Authorize extension of Service Contract with JPA Counsel

**Result:** Approved unanimously

**Public Comment:** None

**Board Comment:** Please refer to the February 10, 2025, JPA Board Meeting Audio for Board Comments beginning at the 0:32:55 minute mark through 0:35:00.

**Moved:** Walpole

**Second:** Murphy

**Ayes:** Co, Ch, B, G, Ma, M, R, T, W

6.4 Authorize appropriation of \$9,000 from B. Jean Trust for fencing in Watsonville

**Result:** Approved unanimously

**Public Comment:** None

**Moved:** Murphy

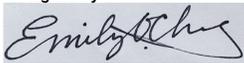
**Second:** Thul

**Ayes:** Co, Ch, B, G, Ma, M, R, T, W

7.0 **Adjournment to Closed Session:** Meeting adjourned to Closed Session at 11:47 am.

7.1 Public Employee Performance Evaluation [per Cal. Govt. Code §54957(b)]  
Joint Powers Authority Board's Performance Evaluation of General Manager

**Correspondence:** None

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 9/15/2025  
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## Signer Events

Emily Chung

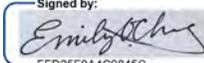
Emily.Chung@santacruzcountyca.gov

Chief of Public Health

County of Santa Cruz

Security Level: Email, Account Authentication (None)

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Signed: 9/15/2025 9:28:33 AM

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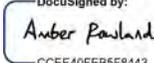
Amber Rowland

Amber.Rowland@santacruzcountyca.gov

General Manager

Santa Cruz County Animal Shelter

Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style

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## Timestamp

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## Status

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Completed	Security Checked	9/15/2025 10:07:49 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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