

SANTA CRUZ COUNTY ANIMAL SHELTER
BOARD OF DIRECTORS MEETING
Minutes of Monday, April 11, 2016 3:00 PM
Board of Supervisors Chambers, Fifth Floor
701 Ocean Street, Santa Cruz, CA 95060

VOTING KEY: M = Mauriello, P = Phares, S = Shull, C = Clark, W = Weiss, Mc=McCartney,
V = Verinsky, Vi = Vides

First initial indicates maker of motion, second initial indicates the "second"; upper case letter = "yes" vote; lower case letter = "no" vote; () = abstain; // = absent

- 1.0 Call to Order and Roll Call: Deputy Chief Steve Clark called the meeting to order at 3:09 pm. Board member Vides was absent.
- 2.0 Introductions: ASA General Manager, Melanie Sobel introduced new Animal Control Officer Rodolfo Manriquez to the Board.
- 3.0 Late Additions or changes to agenda: there were two changes to the agenda; a revision of Exhibit B (Item 6.4), and a revision to Item 6.2 Financials due to last minute changes to the budget.
- 4.0 ORAL COMMUNICATION – Six people addressed the Board on matters unrelated to the day's agenda.
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the February 8, 2016 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for February and March 2016
 - 5.3 Accepted the statistics for the months of February and March 2016
 - 5.4 Accepted and approved quarterly report for all claims under \$10,000
 - 5.5 Accepted and approved journal entry payments with County of Santa Cruz
 - 5.6 Authorized General Manager to sign contract for Cottage Shop management with Leila Dunn for a term through June 30, 2016.
 - 5.7 Continued to next meeting the revision of SCCAS policy and procedures #210 and #220

WVMPSCMc/Vi/

6.0 REGULAR AGENDA

- 6.1 General Manager's Oral report presented by Melanie Sobel.

Ms. Sobel reported on the *Free in February* spay/neuter promotion for Chihuahuas during the month of February. She also spoke about on-going Shelter Outreach efforts including the Cabrillo Farmer's Market. She talked about the recent *Catio Tour* event and indicated that it was very well attended. Ms. Sobel thanked Joanie DeNeffe for her efforts in making this new Shelter event a huge success.

6.2 Approved financial reports for the months of February and March 2016.

Ms. Sobel explained to the Board that we are still seeing a lag in license revenue that correlates with our transition to using a post card renewal notice. ASA has now transitioned to a new reminder notice that will have a return envelope enclosed.

Board action on Regular Agenda Item 6.2: VSMPCWMc/Vi/

6.3 Considered and approved proposed asset reserve plan.

Ms. Sobel presented the Capital improvement plan and thanked Nicole Coburn and Robert Hambelton for their assistance with the report from Ventura Partners. Several Board Members commented on this well-written report. The question was raised regarding the obligation for funding the \$100K per year as outlined in the plan. Ms. Sobel stated that this would be at the discretion of the Board.

MSPCWMcV/Vi/

6.4 Considered General Manager's proposed budget for FY 2016-2017.

Ms. Sobel presented three different proposed budget plans for FY16-17. She recommended that the Board consider approving the 6% increase (Plan A) budget proposal. The proposal will be put to a vote at the June 2016 Board meeting.

7.0 The Board adjourned to closed session at 4:02pm. Next regular meeting is scheduled for Monday, June 13, 2016 in the Board of Supervisors Chambers at 701 Ocean Street.