

SANTA CRUZ COUNTY ANIMAL SHELTER

BOARD OF DIRECTORS MEETING

Minutes of Monday, June 13, 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 3:10 pm. Board member Phares was absent.
- 2.0 Introductions: ASA General Manager, Melanie Sobel introduced Animal Care Supervisor, Andrea Jordan to the Board.
- 3.0 Late Additions or changes to agenda: page 59, 2nd paragraph, on the second line, strike "and contingencies", on the third line strike "and fixed assets". Exhibit D in the original proposed budget was incorrect, revised Exhibit D was distributed to members. On page 8 of the Audit Report there was an error. Page 80 of the Board packet has the corrected information.
- 4.0 ORAL COMMUNICATION – Two people addressed the Board on matters unrelated to the day's agenda.
- 5.0 CONSENT AGENDA
 - 5.1 Approved minutes of the April 11, 2016 ASA Board Meeting
 - 5.2 Accepted reports of the General Manager and Management Team for April and May 2016
 - 5.3 Accepted the statistics for the months of April and May 2016
 - 5.4 Appointed officers of the Board of Directors for FY 2016-2017.
 - 5.5 Authorized General Manger to accept a gift in the amount of \$95,000 from the Mabel "Polly" Hull Trust, directed that the check be deposited and adopted a resolution accepting the gift.
 - 5.6 Approved continuing agreements for FY 2016-2017.
 - 5.7 Approved and authorized General Manager to sign contract with Vargas and Company for Audit Services from July 1, 2016 through June 30, 2019.
 - 5.8 Approved and authorized General Manager to sign contract with Santa Cruz Regional 911 for Communication Services from July 1, 2016 through June 30, 2019.
 - 5.9 Authorized General Manager to sign contract with Leila Dunn for Cottage Shop Management from July 1, 2016 through June 30, 2017.
 - 5.10 Approved and authorized General Manager to sign contract with Carla Braden for Behavior and Training Coordination from July 1, 2016 through June 30, 2017.
 - 5.11 Continue to next meeting the revision of SCCAS policy and procedures #210 and #220.

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6.0 REGULAR AGENDA

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

Ms. Sobel reported on the Shelter's participation in the Human Race fundraiser. The Shelter was the 2nd highest fundraiser of the event again this year. Our team raised over \$18,000 during this event.

Ms. Sobel also reported on the new Behavior and Training Coordinator position. She stated that this will be an important step for the Shelter going forward. This new program will help assess the behavior and stress levels of animals in the Shelter and will also be reaching out into the community to help owned animals and to help owners to communicate humanely with their animals.

She also reported that we are looking into the process of obtaining and relocating two portable classrooms for use by the Behavior and Training programs at the Shelter. She mentioned the possibility of a long term goal of building a new Behavior and Training facility for the community as we have outgrown our current "community room" space.

Ms. Sobel acknowledged and thanked Nicole Coburn for her outstanding service as our Shelter Analyst. Christina Mowrey will be our new Analyst for the coming fiscal year.

Ms. Sobel also thanked Deputy Chief Steve Clark for his service as the ASA Board Chair during the past fiscal year.

6.2 Approved financial report for the months of April and May 2016.

The Board authorized the General Manager to work with the Auditor-Controller to transfer available appropriations in Salaries and Benefits to cover the shortfall in Services and Supplies as noted in the financial report Estimated Actuals. Ms. Sobel indicated that this shortfall was largely due to an increase in banking services, increased IT costs, additional veterinary services and service center charges for vehicle repairs.

Ms. Sobel noted that due to the timing of the deposits for May 2016, this report did not include \$14K in licensing revenue that will be accounted for in the June revenue so the licensing revenue is only about \$5K short from last year.

Board action on Regular Agenda Item 6.2: WSMCMcVVi/P/

6.3 Considered and approved General Manager's proposed budget for FY 2016-2017.

General Manager recommends Plan A of the proposed budget which reflects a 6% increase. Ms. Sobel noted that the ASA deficit is lower than anticipated. Our projected end of year deficit is \$61,385.

Board Member Shull requested a mid-year check in regarding anticipated increases to member contributions for FY 2017-18.

Board Member Mauriello also noted that at the end of September SEIU's contract comes due in the County so there will be some changes as a result of that negotiation.

One member of the public spoke regarding the cat trap fee charged by the Shelter.

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6.4 Approved report on Audit of SCCAS for the year ended June 30, 2015.

Ms. Sobel noted that page 80 of the Agenda packet is the correct info for Page 8 of the Audit report. Page 8 was incorrect in the Audit Report.

MVSCWMcVi/P/

6.5 Approved formation of an ad hoc committee to develop a revised membership contribution formula and authorized General Manager to sign contract with the City of Capitola for animal shelter services from July 1, 2016 through December 31, 2016.

Chairman Clark thanked Board Member Shull for taking on the project of meeting with representatives of the City of Capitola regarding their return to the JPA for sheltering services.

Board Member Shull reported that the representatives of the City of Capitola were very receptive to the conversation regarding rejoining the JPA rather than continuing to use their Police Officers to provide animal services. Board Member Shull noted that the cost to Capitola would increase dramatically if they were to re-join the JPA. Ms. Sobel pointed out that our Animal Control Officers have the skills and experience and are in a better position to serve the animals in the community.

Board Member Shull is recommending formation of an ad hoc sub-committee to discuss the member contribution formula and inviting the City of Capitola to join the discussion. She suggested the committee have a member from each jurisdiction.

Board Member Mauriello recommended that if major changes are made that we have a process for easing them in to minimize fiscal impact.

It is also recommended to authorize the General Manager to sign contract with City of Capitola for animal shelter services from July 1, 2016 through December 31, 2016. The contract reflects a 6% increase this year for Capitola.

One member of the public commented on Capitola re-joining the JPA in regards to enforcement issues.

Motion was made to form an ad hoc committee.

MSCWMcVVi/P/

Motion was made to authorize General Manager to sign contract with the City of Capitola for shelter services for July 1, 2016 through December 31, 2016.

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- 7.0 Meeting was adjourned at 4:01pm. Next regular meeting is scheduled for Monday, August 15, 2016 in the Board of Supervisors Chambers at 701 Ocean Street.