

**THE GOVERNING BOARD  
OF THE JOINT POWERS AGENCY OF THE  
STANISLAUS ANIMAL SERVICES AGENCY (SASA)**  
Meeting Minutes

**Regular Meeting**

**Thursday**

**November 15, 2018**

**Members Present:**

Michael Pitcock, City of Waterford - Chair  
Craig Gundlach, Alt. City of Modesto - Vice Chair  
Raul Mendez, City of Hughson at 9:08  
Jody Hayes, Stanislaus County  
Ken Irwin, City of Patterson  
Toby Wells, City of Ceres

**Members Absent:**

**Staff Present:**

Scotty Douglass, Interim Executive Director      Linda Ford, Confidential  
Deirdre McGrath, Deputy County Counsel      Martha Ruano, Manager  
Dennis Cordova, Interim Operations Manager      Tina Rocha, CEO's Office  
Mavis Williamson, Supervising Acct./Admin Clerk II  
Katherine Fielder, Operations Supervisor

**Guests and Dignitaries:**

Augusta Farley  
Nancy Klein

1. The meeting was called to order at 9:00 a.m. by Mike Pitcock, Chair.
2. **Roll call:** See above
3. **Public Comment:** August Farley of Stanislaus Pet Resource Center shared sample Mission Statements for SASA consideration. Augusta shared how Animal Control agencies began as Public Safety and are evolving toward education and outreach many providing low cost vaccination clinics. Augusta believes managed intake should be imbedded in SASA practices with diversion of animals entering the shelter, allowing only those that need to be here, entrance. Stanislaus Pet Resource Center and Hans can assist in people keeping their pets, therefore keeping pets free from euthanasia and assisting the live release rates to increase.

Nancy Klein presented an agenda for her Public Comment. Included were 5 animals going to 501 (c)3's that had medical issues. Desired action: Investigation and recourse and the establishment of Shelter Medicine Policies and Procedures. As for shelter diagnostic tools, she wonders why the X-Ray machine isn't used to the fullest and why X-Rays cannot be provided to rescues. Desired action: She wants to define what part(s) are needed to provide the ability to share X-Ray information and to determine cost and budget allocation or funding options. Nancy also brought the pet overpopulation ordinance, litter permit, litter permit penalties, sale, adoption and other transfers of dogs and cats and licensing of cats. Desired action: What is being done regarding getting out the message regarding litter permit requirements? (Advertisement /Education / Community outreach.) Are there defined processes and tracking mechanism to approach this activity? Do we have data that shows objective activity in terms of location, method of advertisement, method of enforcement approach, number of cases, fines given, fines collected, and year over year impact on shelter intake and revenue increase or decrease?

#### **4. Minutes of Previous Meetings**

A. Approved the Agency Board special meeting minutes of October 18, 2018. (Ceres/Patterson - 6/0)

#### **5. Correspondence: None**

#### **6. Presentation:**

A. Scotty Douglass provided a presentation of the Stanislaus Animal Services Strategic Business Analysis Report which included shelter statistics, hold times, animal length of stay, intake vs. outcome, existing staff, shelter support calculations and budget overviews. Due to overcrowding at present the Agency Board directs Scotty to work with the Chair to come up with a seasonal special. Those here for longest period to be adopted at no charge. Scotty can report out. In the future, SASA will place this solution on agendas and get the reduced rates approved by the Board of Directors.

#### **7. New Business:**

A. The Board of Directors participated in a facilitated working session to develop the Stanislaus Animal Services Agency Board of Directors Strategic Vision. Scotty facilitated the session which resulted in the following summarized outcome:

- A need to set aside a ½ day strategic planning session – the next strategic planning session is scheduled for 12/20/2018 from 9am – 1pm and will be at County Center III
  - Engagement to invite participants such as SASA's Advisory Committee
- Determined that current time of stay is approximately 45 – 60 days
  - There is a new time structure using the Web-Rescue tool (up to 45 days maximum)
  - Program consistency is needed
  - A grandfathered population of animals will be marketed to the Rescues and potentially be available for a no-fee adoption
  - Need consistency in the process
  - Reduced length of stay
  - Increased communication with Rescues
- Would like to see:
  - When adoptions occur by week, in terms of length of stay
  - A staffing plan developed to support the shelter through managed capacity to support the well-being of the animals
  - The methodology used to set the capacity of the 420 kennels
  - Get a handle on the expense side of the budget, further analysis of programs/personnel/facilities
  - Discuss cost-sharing methodology and consider/evaluate the current process of counting “intake”. Geo-based vs. zip code vs. city name in address
- Kennels have consistently exceeded capacity, not designed for multiple animals
- Canvassing
  - “Are we in or out of canvassing?”
  - Enforcement and prevention are the reasons for canvassing
  - Like to see other canvassing models (use of shelter personnel vs. contracting out)
- There seems to be a disconnect between the cost to care for the animals and conduct business and the community's expectation
- Concept of a “no kill” facility has not been adopted by the Board
  - The community needs to recognize the cost
- Need to develop a mission statement for SASA

- The Board of Directors approved a continuation of the Working Session to Develop the Stanislaus Animal Services Agency Board of Directors Strategic Vision, with the next session to be December 20, 2018 from 9 a.m. to 1 p.m. at County Center III, 917 Oakdale Road, Modesto, CA.
- B. The Board of Directors Appointed Kiley Gravatt to the Stanislaus Animal Services Agency Advisory Committee to represent the City of Hughson. (Hughson/Stanislaus County - 6/0)

**8. Informational:**

- A. **Operations and Staffing Report for October, 2018** – Dennis Cordova gave an overview. Currently SASA is working on a complaint process, with a complaint form that is under review. Volunteer retention, SASA is adding education and consistent training for volunteers. Background checks are also coming. Kathy Fielder has been newly appointed as Training Manager. She will document training for all staff. Staff and volunteers will be provided the same training for uniformity and retention.
- B. **Financial Update for October 2018** – Martha Ruano provided the budget overview, showing revenues and expenses over budget by 4.5 % and year to date unbudgeted expenses currently at \$120,926.
- C. **Purchasing Card Review of Animal Services for Fiscal Year 2017-2018** – Scotty went over the Internal Audit report that holds one finding. There were two trip authorizations that were approved after an expense had been incurred. The department concurs and will estimate the cost of a trip prior to the trip authorization being signed and staff will keep e-mail approvals for signing authority.
- D. **Executive Director Report** – With so much covered in this meeting, Scotty expressed praise to SASA staff for their positive response, team approach, and support since he and Dennis Cordova had been at the agency.

**8. Member Referrals: None**

**Adjourned Regular Meeting at 11:18 a.m.**

ATTESTED: Linda Ford, Clerk  
of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the Clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)