

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

**Regular Meeting**

**Thursday**

**July 20, 2023**

**Members Present:**

Michael Pitcock, City of Waterford-Chair – Present  
Jessica Smart, City of Modesto – Absent  
Jewel Warr, Alternate for Stanislaus County – Present  
Merry Mayhew, City of Hughson – Absent  
Mike Willet, Alternate for City of Patterson – Present  
Doug Dunford, City of Ceres – Present

**Staff Present:**

Jesus Mendoza, Deputy County Counsel  
Vaughn Maurice, Executive Director  
Brian Sterkeson, Business Manager  
Megan Morriss, Confidential Assistant  
Brian Kleiber, Lieutenant-Modesto Police Department  
Bridget Silva, Supervisor

**Guests and Dignitaries:** None

The meeting was called to order at 9:00am by Chair, Mike Pitcock.

1. **Welcome:** Mike Pitcock-Chair. Introductions of those joining us for their first meeting.
2. **Roll Call (Silent):** See above
3. **Presentations:**
  - A. Bridget Silva, Shelter Supervisor

Introduced herself and that she has worked as a RVT in our Hospital for the last 4 years prior to becoming the shelter supervisor as of 6/3/23. Her presentation is about the day-to-day work in the shelter taking care of our animals. The goal of this presentation is to cover the shelters primary goals, cleaning procedures, staff we have to do those duties, additional job duties and opportunities.

Primary goal is to get everything cleaned, food and water, bedding, take dogs outside before we open at 10:00am on most days. Staff come in at 6:30am and begin this process. Every dog in the slide is available for adoption! I have a short video to show you that covers a simple cleaning

procedure. Unfortunately, the video in the presentation is not working. Most dogs we have are in single kennels but as we fill up, we will double up dogs in kennels. We do get a lot of diarrheas here for a lot of different reasons. It could be parasite, disease, stress related or a dietary change such as treats that the public brings in. We can't control who comes in and visits and gives out these treats. We can have a perfectly clean kennel and then 20 minutes later, have it be dirty from one of these causes. We do have a high-pressure water system here that combines water and chemicals we use to clean the kennels. Depending on what the kennel looks like, we will change how we clean that kennel. If it is a fairly clean kennel, we will rinse it and use our pooper scooper. Sometimes dogs do what we call painting the inside of the kennel with their poop. It is either diarrhea or the dog steps in it and tracks it all over the kennel. It is on the walls, doors, it's everywhere. Staff does their best to get them clean, but we do have 200+ dogs here, plus cats, plus barn animals to also clean and take care of. Staff have approximately 12 minutes per dog to clean, feed, and water. Staff do a great job in the time that they have per animal and the tools we have available.

As far as staffing goes, we usually have 4-5 shelter staff here per day. Today we have 3 people due to staff being out sick. Staff work 4, 10 hour shifts per week. We usually have about 200+ dogs and 100 cats. 200 dogs divided by 4 staff equals 12 minutes a day. That is only if all they did was dog care, but they can't do just dog care. They help with hospital staff, barn animals and then when we open, they help the citizens who come in for various reasons. We are open from 10:00am-5:00pm usually and our adoption center closes at 4:30pm. So, helping citizens takes up most of the day. Our shelter staff also does animal intake, rescue, reclaims, adoptions, foster, community cat program, hospital support, vaccine clinics, and play groups.

As far as opportunities go, we do have a lot of volunteer opportunities, Monday-Saturday availability. So, if anyone here wants to volunteer, we have opportunities to drive animals, take care of animals, walk animals and take animals out for the day. We ask that you take pictures and videos of the time out of the shelter so we can promote that animal on our social media. Starbucks pup-cup seems to be a favorite destination for the day out of the shelter! It helps the community see how the dog does outside of the shelter. In the shelter animals are excited, fearful or nervous but out of the shelter they can relax and see their personality come out.

No public comment on this presentation.

4. **Public Comment Period (Limit of 5 minutes per person):** None

5. **Minutes of Previous Meetings:**

- A. Motion to approve the Agency Board Meeting Minutes from June 15, 2023  
(County of Stanislaus/City of Waterford; 4-0)

6. **Correspondence:** None

7. **New Business:**

- A. Motion to approve the SASA JPA Board response with recommended edits to the Stanislaus County Civil Grand Jury (SCCGJ) and the Honorable Carrie Stephens, Presiding Judge, Superior Court of California regarding the Stanislaus County Civil Grand Jury 2022-2023 Case #23-14GJ final report. (City of Ceres/Stanislaus County; 4-0)
- B. Motion to approve the SASA JPA Board recommendation to change the Stanislaus County, California County Code 7.20.010 to amend section A to allocate funds towards supporting public spay/neuter programs and amend section C to allocate funds towards public spay/neuter programs, rather than the previous allocation to pay for vouchers and to fund the Stanislaus County Alternative to Euthanasia (SCATE) program for spaying or neutering cats and dogs respectively. (County of Stanislaus/City of Ceres; 4-0)

8. **Committee Reports:**

A. Executive Director report:

Provided and an updated org chart. I changed the title of 2 positions. Field Supervisor is now Enforcement Supervisor. Also changed Shelter Supervisor to Animal Care Supervisor. We do have a few vacancies unfortunately. We were fully staffed for about 30 seconds, and I celebrated those 30 seconds! It was a good time while it lasted.

Statistics for June-average intake was 18 animals per day which is pretty consistent with the previous 2 months. I can tell you that this will spike in July as we are averaging mid-twenties right now. We looked good in June but not so good in July. Social Media report-nothing new. June 2022 to June 2023 intake comparison, we are up about 200 dogs for the year. The good news is that our adoptions are up 15% year after year and our rescue and transports are up 20% Year to date. Average length of stay is pretty consistent, we are a little bit on the

down trend. The only length of stay that has increased last month is adult cats. It's kitten season and people that come in that are interested in cats, leaves with a kitten and not an adult cat. I did contact one of our long-time donors and she sponsored 25 free adoptions of adult cats. So, we have removed that financial hardship of adopting an adult cat from us. That has helped a little bit on our longest stay adult cats.

Animal intake-dog intake trend over the past 3 years is our dog intake has gone way up. Based on the first half of this year, we should be at about 4500 for the end of the year but there has been an 11% increase over the last year. That is pretty significant and is a lot more animals than previous years. Hopefully that drops off at some point.

Foster programs-most of the foster programs we have been doing for many, many years. We recently added a new program-Transient Tales. When a rescue tags a dog for rescue, they have 7 days to pull the dog if they are a local rescue and 10 days to pull that dog if they are out of state. While that dog is waiting, it is still taking up space in our shelter. What we are trying to do is find fosters for that time period, the transient period. Makes recruiting fosters easier because it such a short amount of time they would have the animal. In regular foster programs, you foster to adopt which could be a 2-week commitment or 2-month commitment. The Transient Tales is a short-term commitment. Foster Ambassador is someone who takes the dog and is not going to bring the dog back to the shelter. Foster Adopt is a category that I hope to get rid of. It is when a dog is unaltered, and the citizen takes the dog home until they can have a surgery appointment. The reason why I would like this program to go away is we should get to a point where every animal available for adoption is fixed before they get adopted. Foster for babies and medical needs...we will always need them. They are the most committed and needed group of Fosters we have. They take some of the hardest cases such as bottle-feeding kittens where you wake up every two hours to feed the kittens. We thank the people out there that do this. Takes a lot of dedication and hard work. Foster Vacay-allow animals to get out of the shelter for the day. The picture on the slide is a dog I took on Fox 40 two months ago. I brought 7 puppies, and they knew when the camera was on because they were rambunctious but settled right down when the camera came on. I'll be on Fox 40 tomorrow as a matter of fact at 12:00pm.

Promotions-we did fireworks safety and free microchip with licensing. Also did our 25 free adoptable cats due to a generous donor. We are doing an event called Woofstock in October. Rescue's have been invited and can bring up to 10 dogs for free. For every 2 dogs they adopt out, they have to agree to take 1 of our dogs the same day. For the first year, we are letting vendors come for free. It is a tough sell for the first year, so we are offering the first year for free. We have Harvest Hall reserved for the vendors. We will have face painting, popcorn, and

other activities. Bridget is working with a classic car group to see if they would also come with their classic cars.

Public Comment-when is the Trunk or Treat event? Answer-October 29<sup>th</sup> at Woofstock.

City of Waterford reminded everyone to promote these events on their Facebook and City/County websites.

**B. Business Manager update:**

I want to make these Budget updates more regularly to there is more transparency in the Budget. Prefaced that we are still closing out our Fiscal Year so these numbers may change. Directed the Board members to the slides that are in their packets. Highlighted a few items as we still have some unrecognized revenue and unrecognized expenses. We have had some staffing challenges and some DocuPet revenue was not captured. We are pretty up to date on the licensing numbers. The billing to the partners has not been fully recognized yet. There were delays in getting the invoices out and the invoices sent out by interim Budget Manager were incorrect for first quarter. Also, the amounts the partners paid did not match what had been invoiced which caused some problems. I will update the partners at the next JPA Board meeting after fiscal year end has closed and we have firm numbers. Review at your leisure the slide that indicates the expenses. The major expenses are staffing costs. This is a growth year from the old fiscal system to Oracle Cloud-the new fiscal system. Some accounts have been blended together. Down the line, we have ways of identifying the different accounts that have been blended together. The expenditures slide is not accurate because I have not recognized all the revenue. We are not overspending. Fund balance carryover slide shows the impact of changing the way we handle the restricted funds. License differential of licensing fees will be in a different cost center, and we will charge the spay/neuter to that cost center. This is a rough estimate of the restricted funds-averaged based on prior months. Restricted funds are fees of unaltered dogs. Spent \$32,000 on vouchers. We had a hard time finding Vets that would take the vouchers, but Valley Pet Care does take them. Charged a fee for the vouchers, \$50 for a dog and \$25 for a cat is what the citizen paid. \$250 value for a dog surgery and \$125 for cat surgery went to the Vet performing the surgery.

Question by Stanislaus County-have you setup Receivables for the City/County that have not paid yet? Answer-yes, we did set those up.

Question by the City of Waterford-did we not ask for payments for FY 22-23? It looks like people are not paying. Answer-the 3<sup>rd</sup> and 4<sup>th</sup>

quarter invoices were delayed going out to the partners and what we have received has not been recognized.

Question by City of Patterson-what are court fines exactly? Answer-citations issued by our Officers, unlicensed dogs, unlicensed litters, loose dogs, etc.

No public comment on the Business Manager report.

**9. Informational:** None

**10. Member Referrals:** None

**11. Closed Session:** None

**12. Adjournment:** Adjourned meeting at 10:14am. (City of Patterson/County of Stanislaus; 4-0)

**Adjourned:** 10:14am

ATTESTED: Megan Morriss, Confidential Assistant  
of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California