

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Monday, March 3 2014

MEETING LOCATION:

Williamson County Regional Animal Shelter, Community Room
1855 SE Inner Loop, Georgetown, Texas 78626

Minutes:

BOARD MEMBERS

Cedar Park, Asst City Manager, Josh Selleck, Chairperson	Leander, Asst Chief of Police Jeff Hayes
Williamson County Commissioner, Valerie Covey	Hutto Assistant City Manager, Micah Grau
Round Rock, Asst City Manager, Bryan Williams	

1. Call to Order

-Josh Selleck called the meeting to order at 2:05 PM

2. Roll Call

-Board members present: CP Asst City Manager Josh Selleck, Hutto, Asst City Manager Micah Grau, Leander, Assistant Chief of Police Jeff Hayes, Williamson County Commissioner, Valerie Covey, (late arrival) Round Rock Asst City Manager Bryan Williams

Visitors Present: Katherine Woerner, Director of Community Affairs City of Cedar Park

3. Citizen Communications- none

4. Board Opening Comments Micah Grau thanks for moving meeting to Monday. Josh Selleck introduced Katherine Woerner as his replacement as shelter board chairperson

5. Approval of Minutes: December 5, 2013

-Motion made by Micah Grau to approve. Seconded by Bryan Williams. Minutes from December 5, 2013 approved

6. Director's Report

- a. Incidents – There was one community service worker bitten by a cat and one visitor who cut their head on a gate.
- b. The shelter passed the annual Texas state inspection performed in December 2013. The shelter was somewhat over capacity on the date of the inspection but the inspector also took into account a review of animal inventory report over time showing numbers of animals present during range of dates.

- c. Upcoming shelter events include the annual Woof Walk & Wrun 5K in April and the ASPCA Challenge this summer. Advertisement post cards and donation letter copies were given to board members. Misty Valenta will be asking the city representatives for help with publicizing these events to raise donation funds for the shelter. Marketing subcommittee members from each city will assist. The shelter will be participating in annual "Strut Your Mutt" fundraising event as well. The shelter also recently received a \$5000.00 grant from Best Friends that will go towards vaccination purchase.

7. Discussion and/or action Veterinary services/procedures/facilities

- a. There was an incident involving Commissioner Birkman's foster dog and complications from neuter surgery performed at the shelter. There was bruising and swelling following surgery that later developed into bleeding and subsequent follow up visit with an emergency vet clinic. The emergency clinic vet told the foster that the surgery was not performed properly. Surgical procedures were reviewed with foster and shelter vet. Post Op instruction sheet was reviewed as well. Staff was advised on methods of review with clients who have questions and complications. Complications from spay/neuter procedure are at 6% on a national average.
- b. Commissioner Covey relayed that Commissioner Birkman was concerned about the number of surgeries typically performed in one shift and also that the monitored recovery time may not be sufficient. Also the information given to the client should be presented better.
- c. Suggestions made by board included: Order E. Collars for post op, Revise post op instruction form to highlight important points, Speak with vet regarding incident (done), have shelter vet speak with the vet at the emergency clinic.

8. Discuss and/or action on budget FY2014-2015

- a. Handout was presented showing intake by jurisdiction for the past year to estimate anticipated charges for each entity next year. Calculations will continue to be done as average of percentages instead of average of exact intake counts to remain consistent.
- b. Handout of Expenditures and Revenues was reviewed. Several personnel requests were added including a surgical technician and changing 2 existing part time desk staff to full time. There are many complaints about the phone going to voice mail machine and not being answered personally and that there are long lobby wait times. There is currently a temporary person paid by an outside source who comes in to help with the phones 3 days per week. Josh Selleck suggested increasing utilization of technology to compensate for personnel labor where possible. Commissioner Covey suggested possibility of revising voice mail message adding sub indexes for different subjects. Josh Selleck suggested researching a way to more efficiently post the stray pets soon after intake. PetPoint shelter database provider will be contacted again regarding auto-posting of stray pets.

- c. Offsite adoption costs were discussed. The costs and possible revenue were presented in a handout. Non-profit rescue group Georgetown Animal Outreach currently takes dogs from our shelter and sets up offsite adoptions at Wolf Ranch Petsmart in Georgetown using their labor and vehicles. Adding a paid offsite adoption person to shelter staff was discussed to work Thursday through Sunday each week 10 hours per day.

9. Discuss and/or action on shelter expansion -Notes from Misty Valenta

- a. Shelter Director presented handouts outlining Facility and Design information including goals, size of shelter, comparisons of Travis to Wilco and intake numbers actual and projected
- b. Handout breaking down distribution of costs for the \$105,928.00 capital contributions was discussed. The \$50,000.00 from Williamson County will not be used for air conditioning replacement/repair but will be put toward capital instead.
- c. Josh Selleck noted that an RFQ for facility design needs to be compiled before next shelter board budget meeting.

10. adjourn

The meeting was adjourned

PASSED AND APPROVED THIS _____ DAY OF APRIL, 2013

Josh Selleck, Chairperson

Linda Gunter, Secretary