

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, May 22, 2013

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, Community Development Director, Jim Bechtol
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 2:00PM

2. Roll Call

-Board members present: CP Asst City Manager Josh Selleck, Hutto, Asst City Manager Micah Grau, Leander, Community Development Director, Jim Bechtol, Williamson County Commissioner, Valerie Covey, Round Rock Asst City Manager Bryan Williams
Visitors Present: Williamson County Budget Officer, Ashlie Koenig

3. Citizen Communications- none

4. Board Opening Comments Josh Selleck summarized points from recent meeting he was invited to by city of Austin regarding future of Austin Animal shelter and possible expansion or additional Austin shelter locations in NW Travis county. Austin Animal Center is operating at maximum capacity and there is a need to expand to handle not only the increasing numbers of animals but also to provide an additional location to allow citizens a shorter distance traveled to access their shelter (as some citizens have over an hour drive)

5. Approval of Minutes: April 24, 2013

-Motion made by Micah Grau to approve meeting minutes from April 24, 2013
Seconded by Jim Bechtol. Minutes approved

6. Director's Report

a. The shelter recently instituted a process of taking appointments for owner surrendered animals. Appointments are made for surrenders on Wed, Fri and Sundays. The total number of animals assigned appointments for the past few weeks was 40. The total number of actual animals surrendered was 34. It is hoped that the additional information given to the customer

in form of handout or website material as well as a defined waiting period will facilitate owner's finding better options consequently lowering overall surrender rate.

- b. Shelter management attended Austin Dog Alliance open house event at their new facility in Cedar Park. ADA is currently offering a free dog training class every Saturday at WCRAS for adopters. A discussion was held at their open house about one or more ADA volunteers doing behavior counseling to shelter dog adopters. Volunteer would call adopter within a few days of adoption to follow up on any concerns or early behavior issues to aid in adopter keeping the pet permanently instead of returning the animal for a trainable behavior issue.
- c. Shelter director sent out presentation to board members recently outlining the shelter's 5 year strategic plan and current status and projected growth. Presentation is planned for city councils in June. Josh Selleck suggested that the shelter board meet to discuss expansion details. Commissioner Covey asked whether maybe there should be a rough budget put together or if they would just be discussing the build out. Jim Bechtol suggested that there be a master plan developed based on projected growth from the cities. There needs to be a joint data analysis between the cities for demographics on long term plan. Williamson County will put together the building cost. Commissioner Covey suggested that it may be time to track and map county intake of animals by smaller specific areas such as cities of Bartlett, Liberty Hill, Florence, Thrall etc to get a more defined sense of demographics. Micah Grau mentioned that maybe during the presentation to cities that the issue of feral cats be discussed. Shelter director commented that city ordinances would possibly need to be revised depending upon any determined need for new cat handling policies.

7. Discuss and/or take action on 2013-2014 Budget

- a. Shelter Director's revised budget worksheet was reviewed. Adjustments were made to FICA and retirement. Ashlie Koenig, budget officer for Williamson County presented figures in current worksheet. Values in the blue column represent basic line requirements without additions. The red column contains items that have been added to the basics such as replacement computers, equipment and building maintenance, 2 new staff members. Workmans comp numbers were taken from last years figures. (it was noted that the amount may have been entered incorrectly and need to be revised by about \$2000) \$24,000 will be taken out of donation to pay for half of community outreach coordinators salary. \$19,000 will be added for possible merit pay increases.
- b. Commissioner Covey asked if red column could be reviewed with the possibility that any of those items listed could maybe be paid for out of donation fund? Shelter director reviewed table included in her presentation which listed items paid for out of donation fund over the past year including operational items such as facility upkeep and repairs. It was decided that one item on the red column that may be logical for use of

donations would be the autoclave used in sterilizing instruments for surgery.

- c. Budget for the participating cities will be finalized sometime between June and August. Cities have presented the numbers from previous worksheet to their councils. Percentages owed by cities will be calculated based on numbers from current worksheet. Ashlie Koenig suggested that shelter director review requested staff positions with Rebecca from auditors office for budget requirements.
- d. Shelter director will revise shelter strategic plan presentation to emphasize the value added to each participating entity and summarizing the status of the shelter in the community reflected in the donations and volunteer hours served. The trend of owner surrenders and pet owner responsibility will also be outlined.
- e. Micah Grau motioned to approve the budget as presented less the autoclave (which will be paid for out of donations) and the \$1289 correction due to workman's comp. Bryan Williams seconded the motion. Budget approved by board as noted.

8. Adjourn

The meeting was adjourned at 4:00 PM

PASSED AND APPROVED THIS _____ DAY OF JULY, 2013

Josh Selleck, Chairperson

Linda Gunter, Secretary