

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, March 17, 2021 at 3:00 PM

MEETING LOCATION:

This WCRAS Board meeting was conducted virtually by video/audio conferencing.

BOARD MEMBERS

Round Rock, Asst Finance Director Lorie Lankford
Williamson County Commissioner, Valerie Covey
Leander, Asst Police Chief Billy Fletcher
Cedar Park, Asst City Manager, Jackson Brockway
Hutto Assistant City Manager, Byron Franklin

1. **Call to Order**
 - a. Meeting called to order 3:00 PM.
2. **Roll Call Board**
 - a. Members present on call: Commissioner Covey, Lorie Lankford, Jackson Brockway
 - b. Board members absent: Byron Franklin, Billy Fletcher
 - c. Visitors: none
3. **Citizen Communications-** none
4. **Board Opening Comments**
 - a. Comm Covey looking forward to everyone getting back together in the future. Jackson Brockway gave kudos to shelter staff for performance during COVID conditions and the recent extreme weather and snow event. Lorie Lankford announced her upcoming planned retirement from City of Round Rock in May 2021.
5. **Review and Approval of Minutes October 28, 2020**
 - a. Valerie Covey moved to approve; Jackson Brockway seconded. None opposed, minutes approved.
6. **Director's Report**
 - a. The recent winter storm caused some damage to the Behavior Center bldg. for which there are parts on order. The shelter lost power once and the temp dropped inside the kennel buildings and the elevator stopped working. Misty is waiting for quote from Doyle Electric for a potential back-up generator.
 - b. The shelter is now open to the public for walk-ins as well as the continued appointment system.
 - c. In preparation for kitten season the shelter is planning 2 temp positions (5 months each) that would be donation/grant funded: Kitten Tech and a Kitten Coordinator. Funds came from the annual FurBall and the Orphan Kitten Club.
 - d. Misty would like to give a shout-out to the animal control officers for really trying to work with the community members in eliminating necessity for some of the shelter

intake. City of Round Rock continues to bring in the highest proportion of dogs labeled as "Dangerous Dog" designation.

- e. Shelter has 2 open part time Animal Care Specialist positions that are continuously difficult to keep filled.

7. Construction/Repair Update

- a. The floor surface finishing is completed in the adoption building. Stray/Hold area has one more floor to be completed.
- b. A meeting will be held with Wilco legal dept and Facilities to assess the direction of repairs to the SMT system. The vendor is claiming that the shelter's hard water is an issue yet there was no initial call out in requirements for operation regarding a scale of hardness when the system was purchased or at time of install.

8. Salary Study

- a. Williamson County HR department recently completed the animal shelter portion of the county-wide salary survey comparing positions both within the county as well as nationwide among similar jobs and facilities. Handouts were reviewed outlining the changes to position titles and salary grades for shelter staff. New organizational chart was also reviewed.
- b. County has already approved position titles and grades in Commissioner's Court. Changes should go into effect May 28, 2021. Total difference to the budget with proposed changes is \$31,593.85. Comm Covey commented that funds will need to be moved over from Wilco general fund to the animal shelter fund to cover changes for the remainder of this fiscal year. Lorie Lankford, Jackson Brockway and Comm Covey agree that the proposed salary and title changes are acceptable from the board's standpoint.

9. Budget

- a. In an effort to reduce intake and increase positive outcomes, such as return of lost animals a draft of a job description for a proposed Animal Services manager was presented. This position would need to be funded by grant and/or donations and would be a grade B23. Comm Covey suggested developing some metrics to evaluate effectiveness of how well we are keeping animals in their homes and how many returns to home there are etc.

10. Shelter Operations

- a. There was an update to the fee portion of the shelter policy manual (handout). Recent addition of new equipment allows testing and xrays not previously available as well as addition of veterinary services from the shelter vet in court cases. A section was also included for rescue groups and community cat programs. Comm Covey moved to approve the new fee schedule. Jackson Brockway seconded. All were in favor and fees were approved.
- b. Shelter hours are currently Mon-Fri noon-6PM and Sat/Sun 11AM-5PM. Director proposed changing to every day noon-6PM starting in May to accommodate an additional hour for adoptions on the weekends. Comm Covey moved to approve change in open business hours. Lorie Lankford seconded and Jackson Brockway agreed. Business hour change is approved.

- c. Director proposes to extend Jail To Jobs program through to end of fiscal year. Jail To Jobs manager Eddie and shelter director Misty will be speaking at the upcoming national Best Friends virtual conference about the existing program success with the shelter. Comm Covey moved to approve extension and Lorie Lankford seconded. Jackson Brockway also agreed and program will be extended to end of FY 20/21.

11. Adjourn 4:26PM

Lorie Lankford, Chairperson

Linda Gunter, Secretary