

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, April 22, 2020 at 3:00PM

MEETING LOCATION:

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

BOARD MEMBERS

Cedar Park, Managing Director, Daron Butler, Chairperson
Round Rock, Asst Finance Director Lorie Lankford
Williamson County Commissioner, Valerie Covey
Leander, Chief Billy Fletcher
Hutto Assistant City Manager, Byron Frankland

1. Call to Order

-Meeting called to order 3:00PM. Meeting was conducted online via Teams due to COVID-19 social distancing protocols in place.

2. Roll Call

-Board members Present on call: Daron Butler, Commissioner Covey, Lorie Lankford, Luana Wilcox standing in for Billy Fletcher

Board members absent: Byron Franklin, asst city manager, Hutto

Visitors Present: Julie Kiley, Melanie Denny Wilco Auditor's Office

3. Citizen Communications- none

4. Welcome new board member Byron Franklin (Byron Franklin absent)

5. Board Opening Comments-none

6. Approval of Minutes February 5, 2020

7. Director's Report

- a. Shelter began COVID planning in February. Shifts were divided into 3 teams working 7AM to 4PM. Fostering was heavily marketed. Intakes were limited to emergency situations or strays that could not stay were they were. TNR surgeries were suspended. Shelter population on-site is currently at an all time low. There was a discussion about how to incorporate some recently implemented COVID response processes and data into future sheltering models.
- b. A new vet Allison Kipp was hired to replace shelter vet Dr Kempf who had resigned.
- c. Applications have been coming in for the Community Coordinator position and interviews are set for next week.
- d. A \$25,000.00 Orphan Kitten grant was received and is being used to hire a seasonal temp "Kitten Nanny" and purchase supplies for this kitten season.
- e. WCRAS lost the PetCo Innovation Showdown Challenge by just 15 votes.
- f. Fundraising committee met to discuss the cancellation of upcoming live events. Several ideas for virtual fundraising events were proposed such as a fundraiser associated with shelter director Cheryl's upcoming retirement, setting up a page to donate \$10 to name a shelter kitten or puppy, photographers taking neighborhood photos of people and their pets in front of their residence while social distancing and posting them.

8. Construction Update

- a. The back building should be completed in 2 weeks.
- b. The flooring is not right in the H building and the Adoption center kennels. The sealing coat or finishing of the floors is not sufficient. The cost of correction will be over \$38000.00. Dale and Tom from Wilco maintenance department are working with Jackson & Ryan and Vaughn

to determine whether the root cause was design or construction and subsequently who should be financially responsible for the costs incurred. Commissioner Covey commented that either of those parties as applicable should pay but the project owner should not be responsible for that cost if it was not due to an oversight on our part.

- c. Timing of the re-finishing of the flooring was discussed in conjunction of gradual re-opening of the shelter. It was agreed that with the current very low dog population and lowered personnel presence that now would be an optimal time to perform any necessary floor reparations prior to re-opening.

9. Discuss and/or take action on FY 20/21 Budget

- a. Handouts outlining 20/21 budget were reviewed including a Budget Worksheet, Budget Justification Information and Breakdown of Operating Costs per Jurisdiction. Comparison of 2020 to 2021 was reviewed.
- b. It was noted that a half vet salary column was added into worksheet as \$71,469.87 and that amount was not previously included. Shelter Director proposed vet salary remaining half be funded from a source other than the previously used general donation fund due to the fact that fundraising functions for 2020 have been greatly diminished with COVID distancing protocols. Possible sources of funding discussed included either grant funds or adding the salary into the general shelter budget.
- c. There was a proposed increase in the budget line for maintenance contracts to support new equipment associated with the recent build-out. There was a decrease in the utilities budget line as the monthly average has adjusted to lower than previously recorded.
- d. The total proposed budget amount of \$2,366,238.22 listed on the worksheet will be adjusted higher in June by county due to projected increases in insurance and retirement.
- e. Director recommended that some funds be put aside in a temporary position line to utilize if an employee is out on FMLA. In the past, staffing coverage has been compromised due to employee absence due to FMLA incident. Possible current sources of funding may be grant funds. It was concluded that if or when that occurs the shelter director can take the proposal to the shelter board for a vote to move funds.
- f. All 4 board members on the team call agreed that the proposed FY 20/21 \$2,366,238.22 total amount excluding the future increase due to retirement and insurance additions be entered for the use of the Wilco budget officer in moving forward with the county budget development. Before the end of this fiscal year a vote will be made via email with the purpose of attaining a finalized 5-0 board member vote on WCRAS FY 20/21 budget.

10. Adjourn

Shelter Director Cheryl Schneider who is retiring on May 7, 2020 expressed her thanks to the shelter board for all of their continuing support throughout her years as director. Board members returned their gratitude.

Meeting was adjourned at 4:00 PM.

Daron Butler, Chairperson

Linda Gunter, Secretary