

REGULAR MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Wednesday, April 27, 2022 at 3:00 PM

MEETING LOCATION:

Williamson County Georgetown Annex, 100 Wilco Way, Georgetown, Room 222

BOARD MEMBERS

Williamson County Commissioner, Valerie Covey
Leander, Lt. Jackson Mitchell for Asst Police Chief Billy Fletcher
Round Rock, Finance Manager Erica Solis
Cedar Park, Lt. Bobby Vernengo
Hutto, VACANT

1. **Call to Order**
 - a. Meeting called to order 3:11 PM.
2. **Roll Call Board**
 - a. Members present: Commissioner Covey, Lt. Mitchell, Erica Solis, Bobby Vernengo
 - b. Board members absent: Hutto representative
 - c. Visitors: Melanie Denny and Julie Kiley, Wilco Auditor's Office
3. **Citizen Communications**- none
4. **Board Opening Comments** - none
5. **Review and Approval of Minutes February 17, 2022**
 - a. Comm. Covey moved to approve; Bobby Vernengo seconded. None opposed, minutes approved.
6. **Director's Report**
 - a. The shelter has hired Felix Carmona DVM to the position of staff veterinarian.
 - b. There were a couple of bites to both a staff member and shelter volunteer.
 - c. There was a kitten who tested positive for rabies.
 - d. The Bets For Pets Casino Night fundraiser is April 30 at Nyle Maxwell's Vehicles Unique in Georgetown.
 - e. The shelter's March save rate was 97.5%
 - f. There is a sketch artist who has asked to come sketch shelter animals for a book she is writing. Comm. Covey advised that the request be reviewed by Hal Hawes for liabilities and will they be using shelter name and logo?
 - g. Shelter took in 18 animals from a single household on April 27.
7. **Shelter Fees**
 - a. Rabies quarantine is required by law. Misty is getting more calls from ACO's because private vets offices do not have room or just are not taking quarantine clients. Misty is proposing a sliding fee scale of \$200-\$600 (handout). The board recommends getting evaluation in writing from ACO regarding appropriate fee for each case.

Bobby Vernengo motions to approve the sliding fee scale for rabies quarantine payments \$200-\$600. Lt Mitchell seconded. None opposed. Motion approved.

8. New Jurisdiction Update

Misty has not heard any recent news from Florence about joining the shelter. Comm. Covey mentioned the need to re-visit the current ILA if new entities are to join.

9. Budget

- a. Budget handouts for proposed budget FY23 were reviewed. Janitorial line increase due to increased cost of gloves and increased use of SMT system.
- b. Increase to immunization line to provide rabies pre-exposure shots to health techs. Price of the 3 shot series is \$1410 per employee.
- c. There was an increase to line 4500 due to maintenance contracts going up and also possibly adding a contract for washer/dryers.
- d. Proposed increase to line 4505 Software Maintenance for the possible addition of a Stripe contract. The current credit card merchant system and the shelter software PetPoint do not link and are consequently inefficient. Stripe would integrate with PetPoint and allow for higher efficiency and accuracy. The switch to a new less expensive Volunteer management software has enabled part of this cost to be defrayed.
- e. Increase to line 4968 to account for cost of microchips which for the past 3 years have been augmented by the PetCo grant. There was a discussion regarding the ACOs holding public microchip clinics partnering with the shelter.
- f. Increase to line 4975 medical supplies due to increase manufacturer costs for pharmaceuticals, clinic supplies and vaccines.
- g. Salary costs were discussed including funding of new positions from grant and donations and from general budget. Requested making 2 current PT Animal Care Specialist positions to FT, one seasonal employee for cat care, one FTE Asst Manager for intake diversion, and one FTE Health Specialist. There are plans to continue partial funding from the work the Asst Mgr and Health Specialist provided from organizations that give funding back for vaccinations and rehoming of pets.
- h. Bobby Vernengo made a motion to approve that proposed 2023 budget be presented to the county. Lt. Mitchell seconded. None opposed. Motion approved.

10. Closed Session

- a. Executive session convened 5:07 PM, April 27, 2022
- b. Executive session adjourned 5:10 PM, April 27, 2022

11. Adjourn

Regular session adjourned at 5:11 PM, April 27, 2022

PASSED AND APPROVED THIS ____ DAY OF _____, 2022

Commissioner Valerie Covey, Chairperson

Linda Gunter, Secretary