

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

MEETING LOCATION:

Pursuant to the suspension of various provisions of the Texas Open Meetings Act implemented by Gov. Greg Abbott on March 16, 2020 due to the novel Corona virus (COVI D-19), the 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, Cody Cazalas

1. **Call to Order**
 - a. Meeting called to order 3:05PM.
2. **Roll Call Board**
 - a. Members present on call: Commissioner Covey, Lorie Lankford, Billy Fletcher
 - b. Board members absent: Cody Cazalas, asst city manager, Hutto, Jackson Brockway, Cedar Park asst city manager
3. **Name a New Board Chair**
 - a. Commissioner Covey nominated Lorie Lankford as new board chair to replace former chairperson Daron Butler who is retiring. Billy Fletcher seconded the motion. Lorie Lankford is new WCRAS board chairperson.
4. **Citizen Communications-** none
5. **Welcome Cody Cazalas Asst Chief of Police, City of Hutto**
 - a. Cody Cazalas absent
6. **Board Opening Comments**
 - a. Commissioner Covey expressed appreciation for all the WCRAS staff efforts and for new shelter director Misty Valenta.
7. **Review and Approval of Minutes April 22, 2020**
 - a. Commissioner Covey moved to approve, Lorie Lankford seconded. Minutes approved.
8. **Director's Report**
 - a. Shelter had not totally shut down during COVID. Doors closed to the public entry but providing all services. Intake is limited to appointments unless they are emergency. The intake numbers have gone down but the percentages of adoption have increased. Volunteers and staff are doing one on one counseling both on the phone and in person.

- b. A new Community Programs Coordinator April Peiffer was hired. Fundraisers are changing format to virtual due to COVID protocols. Board was given Strutt Your Mutt 2020 information at this meeting. The event is virtual this year with online donation. Fur Ball event at the Georgetown Sheraton has been cancelled for 2020. The committee is planning a virtual event involving ordering a restaurant or catered meal and drink mixers and picking them up from the supplier and joining a group online meal and entertainment program.
 - c. Shelter is working with Wilco ITS department on implementing an online queuing system that allows customers to make appointments and check in via their phones to support distancing and organize customer service.
 - d. Wilco HR is starting the pay grade study including the animal shelter.
 - e. Students from Texas A&M are working with Misty on a disaster preparedness procedure for the shelter. The group has toured the shelter and met with Misty online and is drafting written procedures.
 - f. The previously discussed contract with the Jails to Jobs program is currently on hold due to COVID.
 - g. One of the shelter's 2 Offsite Adoption Counselor positions remains open/unfilled and Misty does not plan on filling it at this time due to offsite adoption venues limited access.
9. **COVID-19 Protocol Update**
- a. Shelter remains available for services via curbside methods and will take in animals who need us. Staff is providing assistance and resources to finders who agree to keep the pet temporarily while trying to find their owner.
 - b. Personnel are wearing masks, taking temps of visitors, working in teams and physically separated.
10. **Construction Update**
- a. The behavior center building is almost done.
 - b. Shelter has been added to the county parking lot bid to have the parking lot at Services Building redone.
 - c. The flooring in the hallway of the H building has been refinished and sealed and test samples have been sent out. Also, windows of the blue and yellow rooms of the H building will be tinted as the heat from the sun has been found to be adversely affecting some of the kennel walls.
 - d. There have been some operation issues with the air conditioning system and the SMT disinfection system that are being addressed.
11. **Discuss and/or take action on FY 20/21 Budget**
- a. Updates to the budget worksheet outlining 20/21 budget were reviewed including comparison of submitted vs recommended and the differences. Insurance and retirement amounts have been added in by Wilco budget office. Commissioner Covey requested that the merit pay line be corrected to remove recommended amount and Lorie Lankford requested a descriptive breakdown of the increase in workers comp line.

- b. Budget approval will be performed by email to obtain the required 5-0 vote. Comm Covey will contact City of Hutto board rep and Lorie Lankford offered to contact City of Cedar Park rep to bring them in on the updates and voting.

12. Adjourn

- a. Comm Covey moved to adjourn. Billy Fletcher seconded. Meeting adjourned 3:45PM.

Lorie Lankford, Chairperson

Linda Gunter, Secretary