

**THE GOVERNING BOARD  
OF THE JOINT POWERS AGENCY OF THE  
STANISLAUS ANIMAL SERVICES AGENCY (SASA)**  
Meeting Minutes

**Regular Meeting**

**Thursday**

**October 18, 2018**

**Members Present:**

Michael Pitcock, City of Waterford - Chair  
Craig Gundlach, Alt. City of Modesto - Vice Chair  
Raul Mendez, City of Hughson  
Jody Hayes, Stanislaus County at 9:30 a.m.  
Ken Irwin, City of Patterson  
Toby Wells, City of Ceres

**Members Absent:**

None.

**Staff Present:**

Scotty Douglass, Executive Director	Linda Ford, Confidential
Deirdre McGrath, Deputy County Counsel	Martha Ruano, Manager
Dennis Cordova, Operations Manager	Tina Rocha, CEO's Office

**Guests and Dignitaries:**

Jim De Martini, Stanislaus County Supervisor

1. The meeting was called to order at 9:00 a.m. by Mike Pitcock, Chair.
2. **Roll call:** See above
3. **Public Comment:** Augusta Farley of Stanislaus Pet Resource Center applied for and was awarded a grant from PetCo to assist in her program to reduce owner surrender animals to Stanislaus Animal Services Agency.

Nancy Klein thanked Interim Executive Director, Scotty Douglass and Interim Operations Manager, Dennis Cordova for recent changes and how they are rolled out and enforced. Nancy asked for full disclosure into statistics and would like to see statistics on total intake and euthanasia.

**4. Minutes of Previous Meetings**

- A. Approved the Agency Board special meeting minutes of June 21, 2018. (Hughson/Ceres - 6/0)

**B.** Approved the Agency Board regular meeting minutes of September 20, 2018. (Ceres/Hughson – 5/0) 1 Abstain – Ceres wasn't present for the September meeting.

**5. Correspondence: None**

**6. New Business:**

**A. Accepted Year-End Budget Accounting for Fiscal Year 2017/2018.** Due to a \$202,000 deficit at the end of Fiscal 2017/2018 the Stanislaus Animal Services Agency (SASA) has started the current fiscal year with an equal deficit. With the onset of the FETCH program, it is expected that there will be a decrease in overtime in Salaries and Employee Benefits.  
(Hughson/Ceres 6/0)

**7. Informational:**

**A. Operations and Staffing Report for September 2018:** Dennis Cordova provided an overview of operations and staffing for September, 2018 including an update on the FETCH program, a vocational program for participants. The program will assist shelter staff with feeding, watering and cleaning while shelter staff provide training. Certificates will be provided to FETCH participants who complete the program. Stanislaus Animal Services Agency is developing a complaint tracking system that will be implemented in the near future. Meetings will continue for educational processes and will include staff, 501(c)3's, and Networkers.

**B. Financial Update for July and September 2018:** Martha Ruano presented the September 2018 financial update, including year to date expenses. Currently Stanislaus Animal Services Agency is running a year-to-date deficit of 2.5% due to an under collection of revenue/fees and unanticipated staffing needs. Mavis Williamson provided an overview of Revenue for September 2018 which is currently in a 3.8% deficit. With the addition of the FETCH program, the ability to reactivate the canvassing program and the addition of the Account Clerk II to work revenue and recovery, staff anticipates an increase in revenues.

**C. Veterinarian Update for September 2018:** Scotty Douglass acknowledged the return of the County Veterinarian and the return of vaccination clinics. The Veterinarian has been asked to pace the hospital and their duties, allowing for timely breaks and lunches for staff. The veterinarian is using a 50-point system to

keep track of daily productivity. Points are awarded based on type of surgery, size of animal, etc.

**D. Executive Director Report:**

- i. **Complaints:** Dennis Cordova provided a verbal update.
- ii. **State of Current Fiscal year 2018/2019 Budget:** Scotty Douglass gave a brief overview of unbudgeted expenses, including Independent Veterinary Contracts, Interim appointments, Telcion and Ancillary Services. Scotty Douglass announced the scheduling of a Strategic Visioning Session at the November 2018 Meeting.
- iii. **Spending Authority Review Update:** Scotty Douglass will bring this back to a future meeting for consideration.
- iv. **Stanislaus Animal Services Agency Strategic Vision:** This information was captured earlier. Scotty Douglass mentioned the promotion of Jennifer Smith as Volunteer Coordinator. Jennifer had been working as an Acting Animal Services Operations Supervisor while another supervisor was on leave. An outside panel was used to screen the applicants. Jennifer is housed in the Volunteer Center and is now more accessible. Animal Services is excited to see how this position will enhance Volunteer Services and opportunities for future events.

**8. Member Referrals: None**

**Adjourned Regular Meeting at 10:50 a.m.**

ATTESTED: Linda Ford, Clerk  
of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California

(The above is a summary of the minutes of the Governing Board of the Joint Powers Agency. Complete minutes are available from the Clerk at Stanislaus Animal Services Agency, 3647 Cornucopia Way in Modesto, CA.)