

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

**Regular Meeting**

**Thursday**

**December 20, 2018**

**Members Present:**

Michael Pitcock, City of Waterford - Chair  
Craig Gundlach, Alt. City of Modesto - Vice Chair  
Raul Mendez, City of Hughson at 9:08  
Jody Hayes, Stanislaus County  
Ken Irwin, City of Patterson  
Toby Wells, City of Ceres

**Members Absent:**

None

**Staff Present:**

Annette Patton, Executive Director  
Scotty Douglass, Interim Executive Director  
Deirdre McGrath, Deputy County Counsel  
Dennis Cordova, Operations Manager  
Tina Rocha, CEO's Office  
Cathy Wallace, DVM  
Martha Ruano, Manager  
Linda Ford, Confidential  
Mavis Williamson, Supervising Acct./Admin Clerk II

**Guests and Dignitaries:**

Jim De Martini, Stanislaus County Supervisor  
Augusta Farley, Stanislaus Pet Resource Center  
Nancy Klein

1. The meeting was called to order at 9:08 a.m. by Mike Pitcock, Chair.
2. **Roll call:** See above
3. **Public Comment:** None

Please note: Agenda items will be taken out of order today as follows:  
11., 4., 5., 8., 6., 7., 9., and 10

## **11. Closed Session:**

- A.** Conference with Legal Counsel - Significant Exposure to Litigation:  
Two cases involving confidential personnel matters.  
(Government Code Section 54956.9 (d)(2)) – Nothing to report.
- B.** Public Employee Appointment  
Temporary Operations Manager, Stanislaus Animal Services Agency.  
(Government Code Section 54957(b))  
Report - Dennis Cordova is appointed as temporary Operations Manager through March 31, 2019

## **4. Minutes of Previous Meeting:**

- A.** Approved the Agency Board Special Meeting Minutes of November 15, 2018. (Hughson/County – 6/0)

## **5. Correspondence: - None**

## **8. Informational:**

- A.** Dennis Cordova gave an overview of the operational report for November 2018 including the Volunteer Program. Jennifer Smith was hired as Volunteer Coordinator and is working on Policies and Training which will be reviewed and approved in the next couple of weeks. The FETCH program MOU should be to Dennis today. Rescues – Katherine Fielder is now heading up the Rescue program. Connie Hooker is working with Dennis Cordova to put a Policy Manual together. Policies will also be posted on our website.
- B.** Financial Update for November 2018: Martha Ruano gave an overview of the Agency's operating budget. Operational Expenses are on target at 41.7%. Revenue is under budget by 6.5% and the summary shows the deficit breakdown by partner. Mavis Williamson gave an overview of revenue. Licensing is 14.9% below, but this is a seasonal lull. Court Fines will be increasing in December. Administrative Citations will increase in January. Adoptions – should increase again in January, and with vaccinations clinics operating again, microchips and vaccinations should increase soon. Field/Quarantine fees are up due to the Account Clerk collections.
- C.** Scotty Douglass asked Dr. Wallace to give an overview of processes in the hospital. Dr. Wallace advised there is a point system. Maximum points to be accomplished per day is 50 with one veterinarian. This is economical and keeps staff comfortable and safe. If there are two veterinarians working the points increase to 75. The points aren't doubled because RVT staff remains the same, and workloads must be

fair to them. Points are awarded by sex and or size of the animal. A small male neuter is less in points than a large female spay. November surgeries: 81 dogs were done and 131 cats in 12 days. December surgeries: 103 dogs and 30 cats so far.

Scotty took a moment to thank the Animal Services staff, the Agency Board and his SR911 Board for the opportunity to act as Interim Executive Director in Annette's absence. Annette thanked both Scotty and Dennis for stepping in.

## **6. New Business:**

- A.** Authorized the Executive Director to retroactively execute an Independent Contractor Agreement with Pride Industries for the period of September 1, 2018 through June 30, 2021 for custodial services. The three-year contract is not to exceed \$36,069. (County/Modesto – 6/0) – In the future a list of contracts will be brought forward in the budget process, allowing all to be approved at same time.
  
- B.** Approved Project No. 2019.01, Technical Upgrades and authorized the Executive Director to execute all purchase orders associated with the project in a total amount not to exceed \$30,941 paid from the unused funds from the Innovative Technology Program. There are 22 desktop units to be replaced having purchase dates of 2011 through 2014, all out of warranty and operating under Windows 7 which is no longer supported. County made a motion to approve staff recommendations, excluding one computer listed, showing a purchase date of 2016. (County/Hughson - 6/0)
  
- C.** Continued a working session to develop the Stanislaus Animal Services Agency Board of Directors Strategic Vision.
  - i. November 15, 2018 Recap:**
    - a. Capacity of Care
    - b. Length of stay
    - c. Process Consistency
    - d. Enhanced Regular Reporting re: Population Management
    - e. Evaluate Expenses
    - f. Cost Sharing Methodology
    - g. Canvassing ProgramDisconnect between Cost to Care/Conducting Business and the Communities expectation  
Concept of a no-kill facility has not been adopted by the Board. Community needs to recognize cost.
  
  - ii. Fiscal Priorities:**

- a. Expenses
  - b. Revenue/Cost Sharing
  - c. Collections
  - d. Capital Improvement
  - e. Contingency Reserve
- iii. **Historical:** – Overview from Tim Fedorchak – CEO/Capitol Projects. Tim talked about the process and concerns of the Finch Road facility and the building of Cornucopia Way with a different purpose. Cornucopia Way was developed based on increasing programs like public education, reduced intake, enforcing the Pet overpopulation ordinance, enhanced spay/neuter programs, rescues, fosters and increase adoptions. General capacity was slated at 262. Kennels were not built for doubling up and cannot withstand the doubling up of animals, unless they are small breed dogs or during temporary peaks of intake due to sweeps or emergencies. Guillotine doors are to be used to move a dog to the other side of the kennel for cleaning purposes. Today's capacity is 95% over, most of the time. Length of stay is causing overpopulation.
- iv. **Capacity for Care Expectations – Includes Budget Challenge:**
- a. Look at other operations at all levels
  - b. Experts there to help us
  - c. Formulas and Matrices used to make decisions – available from other shelters
  - d. Continue TNR for cats
  - e. Continue Spay/Neuter programs for dogs
  - f. Fix Shelter and Budget capacity and set policies to meet
- v. **Current Programs –**
- a. Canvassing – (suspended since 10/2017)  
Includes info on vaccination clinics/Spay/Neuter/Licensing
  - b. TNR – ongoing since 2014/2015
  - c. Volunteers – 2018/2019
  - d. FETCH – 2019
  - e. Spay/Neuter programs – certificates and coupons
  - f. Free adoptions: with Donors and/or Agency Board approval
  - g. Adoption Center – long term
  - h. Rescue – long term
  - i. Expanded Services/Scope
  - j. Public Education is one of the responsibilities of the Animal Services Advisory Committee

- vi. **The purpose of the Agency Board is to...**
1. Meet the needs of the community and the needs of the member agencies
  2. Provide public safety against vicious animals and disease
  3. Investigate animal cruelty

**So that...**

1. Services being provided are cost effective and efficient
2. We protect the community from disease and injury from animals
3. We promote animal welfare

- vii. **The purpose of Stanislaus Animal Services Agency is to...**

1. House homeless and stray animals
2. Provide programs
3. Educate and Promote Responsible Pet Ownership
4. Promote welfare and safety of people and their pets

**So that...**

1. Pets are safe at home
2. Reunited, rehomed, rescued or euthanized due to medical or behavioral issues.
3. Reduce animal reproduction disease and strays
4. Maximize successful adoptions of animals and reduce returns and reproduction
5. Educate the public so they can keep their pets at home

- viii. **Costs Associated:**

- a. What are Incidental costs associated vs. effectiveness?
- b. Challenge to staff/Agency Board – What does success look like compared to other shelters?
- c. Concept of Intake Mitigation
- d. Fostering Program
- e. Performance outcomes to comparable communities.
  - Practice to make us better –
  - Capacity for care, euthanasia, fiscal -

**Next Steps:**

- a. Staff to compile draft strategic vision
- b. Meet with Board Chair and Vice Chair
- c. Present to Board for adoption in January/February
- d. Staff develop draft strategic plan
- e. Review with Board Chair and Vice Chair
- f. Board adopt SASA strategic plan March/April

**Deliverables:**

- a. Input to build a mission statement
- b. Establish SASA's purpose
- c. Define and Prioritize Programs
- d. Define expectations for capacity for care
- e. Establish fiscal expectations

**7. Community Reports:** None

**9. Member Referrals:**

- A. Hughson expressed gratitude to Scotty and welcomed Annette Patton back, followed by the same from all members.

**10. Adjourned Regular Meeting at 12:05 p.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.)