

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

**Regular Meeting**

**Thursday**

**March 17, 2022**

**Members Present:**

Merry Mayhew, City of Hughson, Chair – Present  
Jewel Warr, Alternate for Jody Hayes, County of Stanislaus – Present  
Scotty Douglass, Alternate for Joe Lopez, City of Modesto – Present  
Michael Pitcock, City of Waterford – Present  
Ken Irwin, City of Patterson – Present  
Alex Terrazas, City of Ceres – Absent

**Staff Present:**

Sweena Pannu, Deputy County Counsel  
Ron Reid, Interim Executive Director  
Monica Aleman, Business Manager

**Guests and Dignitaries:** None

The meeting was called to order at 9:01am by Chairwoman, Merry Mayhew.

**1. Welcome:**

**2. Roll Call (Silent): See Above**

**3. Presentations:**

- A.** SASA Monthly Expense Statement – Monica Aleman provided the monthly Expense and Revenue Statement, clarifications were requested of some of the accounts, however all questions were answered satisfactorily. It appears some overages in expenses and additional revenues may offset one another and still allow for a true up.
- B.** Operations Report (February 2022) – The Operations staff member charged with the report was unexpectedly absent. The Board granted permission to move/include Operations activities in the Director's Report.

**4. Public Comment Period (Limit of 5 minutes per person): None**

**5. Minutes of Previous Meetings:**

- A.** Approve the Agency Board Meeting minutes from February 17, 2022
- B.** Approve the Agency Board Special Meeting minutes from March 10, 2022

**6. Correspondence: None**

7. **New Business:** None

8. **Committee Reports:**

A. Executive Director Report:

Grants – A possible \$5,000.00 grant was discovered too late for this agenda, but with a rushed turnaround time. I will complete the grant application and bring it before the Board should the grant be funded. Counsel advised the bylaws address “gifts” to the Agency are not in the purview of the Director to accept or reject. Those must be taken before the Board.

Competitive grants are not gifts, but some grants will fund merely for applying for them which could be considered a gift. Therefore, these should be taken before the Board. Acceptance or rejection of all grants and donations should be taken before the Board. There is no need to obtain permission from the Board for the grant application in most cases.

Staffing – Dennis Cordova (Personal Services Contracted Operations Manager) submitted his resignation, Mavis Williamson (Supervising Admin/Acct Clerk II) will be retiring, and Monica Aleman (HR/Budget Manager II) has accepted a position in the CEO’s Office.

Rescue Partners are a Priority –

- a) Working with our Rescue Friends and Partners is a priority. We are striving to maintain open communication, providing plenty of notice for any procedural changes, and assessing with their concerns heard and considered.
- b) We instituted the green, yellow, red list policy that had been in place prior to COVID. It provides for a weekly list of dogs for rescue; to provide an opportunity for the animals to be rescued before we must euthanize. The list comes out on Tuesdays with a final date to pull or tag them by Friday at 5:00pm. The prioritization order will be 1) Red Bite Dogs, 2) Significant Medical Issues, and 3) Length of Stay (some dogs have very lengthy stays in-house).
- c) We instituted a new policy for foster/adopts. To be adopted, a dog must be spay/neutered as well as vaccinated. Vaccinations have been easy to manage, but the spay/neuter has been the issue. If the dogs are not spayed or neutered, a potential adopter can foster the animal with the promise to return for a later spay/neuter appointment. However, spay/neuter appointments are currently more than three months out. SASA still owns the dog while it is out fostered, so if the dog becomes sick or pregnant, we are responsible for those issues. In addition, the long wait contributes to people forgetting or just failing to bring in their dog back for the scheduled appointment.

The new policy is we foster only if there is an available appointment within three weeks. If not, we will let the family adopt the dog, but we maintain it in our shelter until we have a spay/neuter opening to fit them in. Then when there is

an appointment opening, we pull the adopted dog, spay/neuter them, and call the waiting family to come pick them up.

We currently limit appointments to five females and five males daily. This builds in some gap time to manage other Hospital needs. Additional time is added when appointments fail to appear or are canceled. When there are no conflicting priorities, we pull in-house adopted dogs that are available to fill the vacant slots.

Although we are guaranteeing families that if they choose to adopt but house the dog here, we will have the dog spay/neutered within three weeks. The actual turnaround time has been closer to one to two days. This is filling in the gaps that the Hospital staff would have otherwise been unable to fill. It has so far been very manageable and successful.

- d) City of Turlock Inquiry of SASA Services – Response to the agenda item from the February 17<sup>th</sup> Board meeting. Turlock requested we provide options for taking over their Animal Services, either in part or fully. Per the Board's direction, I reached back to them. I advised that if they, through whatever process, determine what services they might want that we will work with them to determine if we can provide those services, and if so, what partnering strategies and cost options might involve. I spoke with them approximately three weeks ago, but there has been no response yet. We will return to the Board with any update.
- e) The April Promo was created and distributed to some of our community partners and to Erica Ignacio with the CEO's Office to share at the MAC Meetings. We will be posting it and sharing it on our website. It will be shared electronically with the Board before the end of the day.
- f) The monthly Operations Report was completed, but the staff member who was set to present was unavailable. The brief was that 616 animals entered into SASA and only 563 animals found homes in the month of February. We are unfortunately losing ground. I promised to provide the usual one-page summary out before the end of the day. Per the Boards request, we will post that on the web page also.

**9. Informational:**

Counsel reopened discussion/clarification for the Board's consideration, related to the "Grants" portion of the Executive Director's Report (Item #8 A, above).

Counsel clarified that a competitive grant may or may not be a gift and may be a donation. However, any revenues received that are unearned through contractual consideration or through normal revenue streams should be taken to the JPA Board for authorization to accept. The application for a new grant does not necessarily require Board approval, but any acceptance of funds would.

Clarification request from City of Modesto – Asked if any grant that would require some form of matching funds or any provision of shared costs should be taken before the Board prior to application. Counsel’s recommendation was yes.

Counsel confirmed that the Board is covered by the City of Modesto laws. In consideration of that, she reminded the Board they had previously affirmed that the Executive Director could contract out anything \$50,000 or less without prior approval. Counsel also warned though that when in doubt, bring it before the Board.

Counsel also confirmed that any donations, regardless of amount, must be taken to the Board.

**10. Member Referrals:** None

**11. Adjournment:** Motion to Adjourn Meeting at 9:33am (City of Waterford/City of Patterson; 5-0)

ATTESTED: RON REID, Interim Executive Director  
of the Governing Board  
of the Joint Powers Agency  
of the Stanislaus Animal Services Agency  
State of California

Percent of Budget Complete:  
 Monthly Expense & Revenue Statement  
 For the Month of: **February 2022**  
 Percent of Budget Complete: **67%**

Description	Annual		Monthly		YTD		YTD		YTD Actual as Percent of Budget	(Under) Over Percent
	Budget	Actual	Target	Actual	Avail. Balance	Actual	YTD			
Salaries and Employee Benefits	\$3,554,072	\$238,302	\$296,173	\$2,081,493	\$1,472,579	\$2,081,493	\$1,472,579	59%	-8%	
Overtime	\$57,450	\$7,131	\$4,788	\$56,282	\$1,168	\$56,282	\$1,168	98%	31%	
Extra Help	\$81,696	\$16,278	\$6,808	\$48,056	\$33,640	\$48,056	\$33,640	59%	-8%	
Salaries and Employee Benefits	\$3,693,218	\$261,712	\$307,768	\$2,185,831	\$1,507,387	\$2,185,831	\$1,507,387	59%	-8%	
Services and Supplies	\$1,341,824	\$79,791	\$111,819	\$759,738	\$582,086	\$759,738	\$582,086	57%	-10%	
Fixed Assets (Truck)	\$136,321	\$0	\$11,360	\$44,070	\$92,251	\$44,070	\$92,251	32%	-35%	
<b>Total Operating Expenses</b>	<b>\$5,171,363</b>	<b>\$341,503</b>	<b>\$430,947</b>	<b>\$2,989,640</b>	<b>\$2,181,723</b>	<b>\$2,989,640</b>	<b>\$2,181,723</b>	<b>58%</b>	<b>-9%</b>	
Animal Licenses	\$449,071	\$38,562	\$37,423	\$323,445	\$125,626	\$323,445	\$125,626	72%	5%	
Court Fines	\$378,846	\$33,494	\$31,571	\$266,727	\$112,119	\$266,727	\$112,119	70%	3%	
Interest/Rents/Concessions	\$40,790	\$3,141	\$3,399	\$26,841	\$13,949	\$26,841	\$13,949	66%	-1%	
Total Money & Property Use Rev.	\$868,707	\$75,197	\$72,392	\$617,013	\$251,694	\$617,013	\$251,694	71%	4%	
Adoption Charges	\$150,155	\$10,908	\$12,513	\$86,585	\$63,570	\$86,585	\$63,570	58%	-9%	
Reclaim Fees	\$40,639	\$2,211	\$3,387	\$25,979	\$14,660	\$25,979	\$14,660	64%	-3%	
Room & Board	\$42,424	\$3,127	\$3,535	\$20,564	\$21,860	\$20,564	\$21,860	48%	-19%	
Micro Chips	\$14,271	\$1,520	\$1,189	\$6,550	\$7,721	\$6,550	\$7,721	46%	-21%	
Vaccinations	\$58,825	\$4,403	\$4,902	\$35,406	\$23,419	\$35,406	\$23,419	60%	-7%	
Tap Rental	\$497	\$73	\$41	\$81	\$416	\$81	\$416	16%	-51%	
Owner Release	\$14,992	\$760	\$1,249	\$6,926	\$8,066	\$6,926	\$8,066	46%	-21%	
AC - Field Svcs/Quarantine/Other	\$23,391	\$1,118	\$1,949	\$10,582	\$12,809	\$10,582	\$12,809	45%	-22%	
Total Revenue From Services	\$345,194	\$24,120	\$28,766	\$192,673	\$152,521	\$192,673	\$152,521	56%	-11%	
Other Jurisdiction Revenue	\$184,832	\$8,030	\$15,403	\$84,353	\$100,479	\$84,353	\$100,479	46%	-21%	
*Other Misc.	\$2,759	\$437	\$230	\$697	\$2,062	\$697	\$2,062	25%	-42%	
Total Miscellaneous Revenue	\$187,591	\$8,467	\$15,633	\$85,050	\$102,541	\$85,050	\$102,541	45%	-22%	
Partner Contributions	\$3,717,872	\$121,519	\$262,158	\$2,673,947	\$1,043,925	\$2,673,947	\$1,043,925	72%	5%	
<b>Total Revenue</b>	<b>\$5,171,363</b>	<b>\$229,302</b>	<b>\$378,949</b>	<b>\$3,568,683</b>	<b>\$1,550,681</b>	<b>\$3,568,683</b>	<b>\$1,550,681</b>	<b>69%</b>	<b>2%</b>	
Total Revenue less Partner Contributions	\$1,453,491	\$107,783	\$116,791	\$894,736	\$506,756	\$894,736	\$506,756	62%	-5%	
Net Revenue Less Expenditures	\$0	(\$112,201)	(\$51,998)	\$579,044	(\$631,043)	\$579,044	(\$631,043)	11%	11%	

Comments on this month's expenses:  
 Salaries and Employee Benefits: recruitments for full-time Vet, overtime has been needed due to staff out. Down 1 Supervisor 2 ACS and 1 ACO  
 Services and Supplies: Decreased expenses due to delay in setup of PO's for the new Fiscal Year.  
 Fixed Assets: Budgeted Field truck (\$55,475).



Stanislaus Animal Services Agency  
 Revenue Detail  
 For the Month of: **February 2022**  
 Percent of Budget Complete: **67%**

Description	Annual Budget		Prior Month Actual		Month Actual		Other Juris		Month Actual		Monthly Target		YTD Actual		YTD Avail. Balance		YTD Actual as Pcnt Of Budget		(Under) Over Pcnt.
	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Target	Actual	Actual	Actual	Actual	Actual	Actual	Pcnt	Pcnt	
Animal Licenses	\$449,071	\$134,087	\$38,824	\$262	\$38,562	\$37,423	\$323,445	\$125,626	\$112,119		\$266,727	\$112,119	\$13,949				72%		5%
Court Fines	\$378,846	\$55,289	\$33,600	\$106	\$33,494	\$31,571	\$266,727	\$112,119			\$26,841	\$13,949					70%		3%
Interest/Rents/Concessions	\$40,790	\$4,944	\$3,141	\$0	\$3,141	\$3,399	\$26,841	\$13,949									66%		-1%
<b>Total Money &amp; Property Use Rev.</b>	<b>\$868,707</b>	<b>\$194,321</b>	<b>\$75,565</b>	<b>\$368</b>	<b>\$75,197</b>	<b>\$72,392</b>	<b>\$617,013</b>	<b>\$251,694</b>			<b>\$617,013</b>	<b>\$251,694</b>					71%		4%
Adoption Charges	\$150,155	\$24,310	\$10,908	5,901.00	\$5,007	\$12,513	\$86,585	\$63,570			\$25,979	\$14,660					58%		-9%
Reclaim Fees	\$40,639	\$1,809	\$2,211	180.00	\$2,031	\$3,387	\$25,979	\$14,660			\$20,564	\$21,860					64%		-3%
Room & Board	\$42,424	\$3,386	\$3,127	60.00	\$3,067	\$3,535	\$20,564	\$21,860			\$6,550	\$7,721					46%		-21%
Micro Chips	\$14,271	\$630	\$1,520	580.00	\$940	\$1,189	\$35,406	\$23,419			\$81	\$416					60%		-7%
Vaccinations	\$58,825	\$2,597	\$4,403	811.00	\$3,592	\$4,902	\$35,406	\$23,419			\$73	\$41					46%		-67%
Trap Rental	\$497	(\$65)	\$73	\$0	\$73	\$249	\$6,926	\$8,066			\$1,249	\$1,949					45%		-21%
Owner Release	\$14,992	\$1,178	\$760	-	\$760	\$1,949	\$10,582	\$12,809			\$1,949	\$1,949					45%		-22%
AC - Field Svcs/Quarantine/Other	\$23,391	\$1,142	\$1,118	45.00	\$1,073	\$1,249	\$192,673	\$152,521			\$1,073	\$1,249					56%		-11%
<b>Total Revenue From Services</b>	<b>\$345,194</b>	<b>\$34,987</b>	<b>\$24,120</b>	<b>\$7,577</b>	<b>\$16,543</b>	<b>\$28,766</b>	<b>\$192,673</b>	<b>\$152,521</b>			<b>\$192,673</b>	<b>\$152,521</b>					56%		-11%
Other Jurisdiction Revenue	\$184,832	\$13,353	\$8,030	\$8,030	\$8,030	\$15,403	\$84,353	\$100,479			\$697	\$2,062					46%		-21%
*Other Misc.	\$2,759	\$602	\$437	85.00	\$352	\$230	\$697	\$2,062			\$85,050	\$102,541					25%		-42%
<b>Total Miscellaneous Revenue</b>	<b>\$187,591</b>	<b>\$13,954</b>	<b>\$8,467</b>	<b>\$85</b>	<b>\$8,382</b>	<b>\$15,633</b>	<b>\$85,050</b>	<b>\$102,541</b>			<b>\$85,050</b>	<b>\$102,541</b>					45%		-22%
<b>Partner Contributions</b>	<b>\$3,717,872</b>	<b>\$121,519</b>	<b>\$121,519</b>	<b>\$0</b>	<b>\$121,519</b>	<b>\$262,158</b>	<b>\$2,673,947</b>	<b>\$1,043,925</b>			<b>\$2,673,947</b>	<b>\$1,043,925</b>					72%		5%
<b>Total Revenue</b>	<b>\$5,119,364</b>	<b>\$364,781</b>	<b>\$229,670</b>	<b>\$8,030</b>	<b>\$221,640</b>	<b>\$378,949</b>	<b>\$3,568,683</b>	<b>\$1,550,681</b>			<b>\$3,568,683</b>	<b>\$1,550,681</b>					70%		3%
<b>Total Revenue less Partner Contributions</b>	<b>\$1,401,492</b>	<b>\$243,262</b>	<b>\$108,151</b>	<b>\$8,030</b>	<b>\$100,121</b>	<b>\$116,791</b>	<b>\$894,736</b>	<b>\$506,756</b>			<b>\$894,736</b>	<b>\$506,756</b>					64%		-3%

Comments on this month's revenues:  
 Account Clerk out Aug 21-Jan 22  
 No submissions to Revenue Recovery since July 2021

### Total Animals Admitted to SASA



**616**

About 22 Per Day

### Incoming Animals



341 Dogs and 126 Puppies



100 Cats and 40 Kittens



9 Other

### Outgoing Animals



**176**  
Adoptions



**70**

Transferred To A Partner Agency (501c3)



**186**  
Foster



**59**  
Reunions



**72**

Trap/Neuter/Return\* & Working Whiskers



**34**  19  14  1  
Humane Euthanasia\*

### Additional Shelter Statistics

**717** Calls For Field Service

Assist Law Enforcement: 22

Wild: 1

Deceased Animal Pick Up: 103

Stray: 237

Investigation: 76

Transport: 8

Trap: 8

Extra Service: 208

Patrol: 52

Owned: 2



**382.40**

Volunteer Hours Donated



**34**

Pets Diverted\* From Shelter



**103**

Dogs Vaccinated at Clinic

\*Diverted-Animals who we were able to keep out of the shelter by returning them home in the field

\*Humane Euthanasia-A SASA Veterinarian authorizes all medical euthanasia decisions. Humane Euthanasia for behavior is authorized by no less than four individuals, including the Executive Director and Supervisors. All euthanasia decisions are made on a case-by-case basis.

\*TNR (Trap Neuter Return)-This programs allows community and feral cats to continue to live their lives outdoors. These cats are vaccinated, ear-tipped, altered and released.

[www.stanislausanimalservices.com](http://www.stanislausanimalservices.com)

[StanislausAnimalServicesDogLicense@stancounty.com](mailto:StanislausAnimalServicesDogLicense@stancounty.com)

(209)558-7387

Stanislaus Animal Services Agency - 3647 Cornucopia Way, Modesto, CA 95358



# STANISLAUS ANIMAL SERVICES AGENCY

APRIL 2022 | ISSUE 04

**DON'T WORRY  
THIS SPECIAL  
IS NO JOKE!**

**APRIL FOOL'S DAY  
SIMPLY PURCHASE  
A LICENSE AND ALL  
ADOPTION FEES  
ARE WAIVED**

**WHO SAYS YOU CAN'T TEACH  
AN OLD DOG NEW TRICKS**

- ➔ BUILD A STRONGER BOND
- ➔ STUDIES SHOW IT MAY HELP THEM LIVE LONGER
- ➔ CREATE POSITIVE MENTAL EXPERIENCES
- ➔ KEEP THEIR MEMORIES SHARP



**EXCLUSIVE!**

**PRANKSTER "WHINNYFRED"  
LANDS APRIL FOOL'S  
COMEDY SPECIAL,  
"WHAT DOES A HORSE SAY  
WHEN THEY FALL?  
HELP I'VE FALLEN AND I  
CAN'T GIDDYUP!"**

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