

## Approval of the meeting minutes from April 14, 2016

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION HELD AT 11:00 A.M. ON THURSDAY, APRIL 14, 2016, IN THE COUNCIL CONFERENCE ROOM LOCATED AT THE NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, ROANOKE, VIRGINIA

MEMBERS PRESENT: Dan O'Donnell  
Christopher Morrill  
Barry W. Thompson  
Lieutenant Daniel Hartman-Roanoke City

MEMBERS ABSENT: Gary Larrowe

OTHERS PRESENT: David Flagler  
Anne Marie Green  
Andrea Trent  
Tony Zerrilla  
Chief Tom Foster-Vinton

Mr. O'Donnell called the meeting to order at 11:00 a.m. and Ms. Trent called the roll.

Mr. O'Donnell made a motion to approve the minutes of the January 14, 2016 meeting; the motion was seconded by Mr. Thompson and carried by a voice vote, all members present voting in favor.

The next item on the agenda was the operations update. Mr. Flagler commented on the statistics for the 3<sup>rd</sup> Quarter of a 94.1% live release rate for dogs and 68.6% live release rate for cats. There were zero healthy and treatable euthanasia. There were 180 animals adopted for the Quarter.

With regard to volunteers, there were 128 hours worked at the shelter in January, 240 in February and 322 in March. During this period of time, 15 new volunteers were added to the Shelter.

With regard to marketing initiatives, Mr. Flagler commented that they had a Jail Break event in January and eight animals were adopted. In February, the Lonely Hearts Adoption event had no adoptions and in March with the Lucky Charm Adoption event there were 12 animals adopted.

Mr. Flagler next gave an update on grants. They received a PetSmart Training Grant in the amount of \$2,696 to send two employees to the 2016 Animal Care Expo. Also, a grant was received from the HeARTs Speak Perfect Exposure Project which was used to train about 20 staff, volunteers and rescuers in taking glamour shots of the animals to try and improve the quality of photographs. After the training, they donated studio lights, a background screen and camera to the Shelter.

The next item on the agenda was the Operations Committee report. Mr. Flagler commented that the Committee had concerns as to the preparation of the animal shelter during periods of disaster. There were some suggestions made and he indicated that they would begin to consider various options to be more disaster ready. The Committee will meet again on April 20<sup>th</sup>.

With regard to the financial report, Mr. Zerrilla commented that the report is for the nine months ending March 31, 2016. With respect to revenues, the localities have met 75% of budget. With regard to expenditures, wages and benefits are at 72% of budget; contractual services are slightly over due to repairs and advertising and the fiscal agent fees are right on target. Building improvements is over budget due to various projects that were ongoing. Overall, the budget is still at 73% through nine months and when you add in the encumbrance of approximately \$13,000, we are at 74%. A forecast was done on a line by line basis and based upon the projected revenues and expenditures, they should be slightly under budget.

Ms. Trent commented on the variances that relate to health insurance. As they progress closer to the end of the year, it is becoming a better variance versus a less than positive variance. They do anticipate having an extraordinary expense in that line item that was unplanned and there are funds in the reserve. It would depend on how the Board wants to treat that it by either a reduction in the reserve or an ancillary bill from Roanoke County. Mr. Zerrilla commented that his figures exclude this item. Mr. Morrill commented that the Board can make a decision on this item at the July meeting.

Ms. Trent also commented on the change in the utilization with the early cat season. There was a slight variance in both Vinton and Botetourt numbers with our lightest utilization reports. However, it is due to the fact that cat season came earlier and the numbers were higher than a year ago.

The last item on the agenda under the fiscal and administrative operations is the adoption of the FY2017 budget which was a part of the agenda package. This budget was reviewed and is presented as a result of the current year statistics and identifies any areas of concern. This does include a higher anticipated expense related to health care and a little over a 5% increase year over year in the operations budget. Mr. Zerrilla commented that action is needed on the first page of the proposed budget. As Ms. Trent mentioned, they are budgeting for a 5-1/2% increase which includes no increase in staffing at the Shelter, but does include a 2% increase effective July 1<sup>st</sup>, the impact of which is about \$14-15,000 in payroll and benefits. The overall increase is \$63,000 with \$56,000 of that being wages and fringe benefits. The FY2016 budget was adopted before the actual raises were provided by the fiscal agent and they were more than what was budgeted.

Mr. Zerrilla next commented on the increase in the health insurance line item of \$12,000 for a total of \$63,000. There are increases in repairs based upon actual numbers for FY2015 and projected numbers so far for FY2016. There is an increase in veterinary services to cover the new contract and any outside services that might be needed.

On the revenue side, they have provided for full coverage of other revenues and contributions from the localities. Right now, there is no utilization of reserves. The percentages of support were broken down by locality. The reserve balance is currently \$568,000, but it will go down year end. In addition to the operating budget, there is the debt service budget. Ms. Trent commented on the new roof and the estimated expenditure of a little over \$177,000. Ms. Green commented that they are waiting for the finished specs from the A&E firm and then it will go out to bid.

Mr. O'Donnell made a motion to approve the FY2017 budget; the motion was seconded by Mr. Thompson and carried by a voice vote, all members present voting in favor.

With regard to appointment of Host City Executive Committee Member for the replacement of Chief Perkins, Ms. Trent announced that Tim Jones has been appointed by Roanoke City.

The next item on the agenda was the Regional Pound Agreement Amendment. Ms. Green commented that the draft amendment was included in the agenda package. She then commented on the proposed amendments to the original agreement. The biggest change is the addition of a new section regarding an operating reserve and capital maintenance reserve funds. With regard to the operating reserve, the Committee is proposing that it be set at a 60 day level in case there is not enough revenue to cover expenses in any given year. The capital maintenance reserve is for maintenance of the capital assets and will be part of the budget. If this is approved, the budget will have to be amended. This would allow the build-up of reserve funds so that the funds would be available when needed.

After further comments and discussion, Ms. Green asked the Committee to review the document and let her know of any questions or suggested changes. She will go ahead and send it to the attorneys for each of the member localities. Mr. Morrill commented that if there was a catastrophic event, he would not want to be held to six months to replenish the reserve and we may need to have a little more latitude there, if necessary. Ms. Trent also commented that they would check on catastrophic insurance to see at what point it would kick in and where we would be responsible for total dollars. In closing, Mr. Morrill commented that the member localities elected officials will each have to adopt the Amendment. The Committee should try to approve the amendment at the July meeting.

The next item on the agenda was corridor construction. Mr. Flagler commented that the corridor failed to meet State requirements and is being changed so it will comply as a primary enclosure. With regard to SPCA receivable, he commented that the SPCA has paid their portion of the separation and it is now complete and can be closed out.

Mr. Thompson introduced Chief Tom Foster to the Committee.

Under public comments:

Karen Crawford commented that in May of 2015 the Botetourt Committee recommended that the home-based rescues turn in a report on their fosters each time they were pulled which would give personal information. The fosters that come in are approved by their individual rescues. The home-based rescues that pull from the Shelter are 501 (c)(3) and are also registered with VDAC. She asked the committee to reconsider this requirement so that all rescues are treated the same. Mr. Morrill directed Mr. Flagler to review the request and make a report at the July meeting.

Cindy Ferris commented she was a foster through RCACP until an incident that happened at the adoption event in December 2015 relating to the adoption of a kitten. She then commented on the incident and the reasons why she is no longer a foster. Mr. Morrill directed Mr. Flagler to give an update at the July meeting on the foster program and asked the Operations Committee to review the matter first.

Sarah Parrish commented on an incident that occurred in February 2016 relating to an owner-surrendered dog and a subsequent foster. She next requested an amendment to the current RCACP Foster Program Candidates guideline be allowed so that RCACP management or supervisors have the authority to reduce the requirement that an animal be at the shelter for at least 30 days before it can be eligible for the foster program. This would only be in certain circumstances and would allow an animal's welfare to be the top priority. Mr. Morrill directed Mr. Flagler to review this also as part of the foster program review. Mr. Flagler commented that these are guidelines, not policies. The 30-day period is for the Shelter to have an opportunity to try to place the animal.

Karen Crawford commented about the current foster coordinator and how customers to the Shelter are being handled. She commented on the rescue and volunteer coordinator, Libby Carden and the new adoption coordinator, Emily Williamson.

Lisa McNeil with Angels of Assisi commented on the fostering of the older animals. She would be happy to come to the meeting of the Operations Committee to discuss ways they can work with the Shelter.

Aubin Richards commented that she would like to see a program to provide information regarding bully breeds of dogs.

Sandy Rodabaugh commented on adoption returns due to behavior or incompatibility with a resident dog. She proposed that the adoption protocol require adopters to view a short video on how to introduce a new shelter dog to the existing family dog and that a staff member or volunteer should make a courtesy call after the adoption.

Sarah Martin commented on discussion at a prior meeting that the Shelter does not actively trap cats and bring them back and euthanize them and asked if that was correct. Mr. Flagler responded that was correct. Mr. Morrill commented that most of the localities do that by a complaint basis. She commented on a Facebook post about the trapping of feral and community cats by animal control. She provided a handout on trap/neuter/return to the Committee members and made comments. She also provided a flyer on a Blessing of the Animals service at her Church.

With no further business to come before the meeting, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Barry W. Thompson  
Recording Secretary