

JOINT ANIMAL SERVICES MEETING AGENDA

Thursday, December 3, 2015; 5:00 pm
(Animal Services Shelter Conference Room)

1. **CALL TO ORDER:**
2. **PUBLIC COMMENT:** (10 minutes)
3. **AGENDA:**
December 3, 2015
4. **MINUTES OF THE LAST MEETING:**
November 5, 2015
5. **ACTION ITEMS:**
Approve the Animal Services 2016 Proposed Budget
6. **CORRESPONDENCE:**
7. **DISCUSSION ITEMS:**
 - a. Proposed change in by-laws regarding meeting location
 - b. Staffing plan
8. **STAFF MEMBER PRESENTATION:**
Shelter Manager, Connie Patterson
9. **DIRECTOR'S REPORT:**
Executive Director, Ric Torgerson
10. **SHELTER STATISTICS**
October 2015, year to date
11. **ADJOURN:**

MINUTES OF THE JASCOM MEETING
November 5, 2015, 5:00 p.m.
Animal Services' Conference Room

- MEMBERS PRESENT:** Nicole Hill, City of Tumwater; Cheryl Selby, City of Olympia; Sandra Romero, Thurston County; Kristin Ripka, South Sound Veterinarians; Doug Howie, Thurston County Humane Society
- STAFF LIAISON:** Liz Gotelli, Lacey Director of Human Resources and Public Affairs
- STAFF PRESENT:** Ric Torgerson, Executive Director; Deanna Johnson, Data & Systems Coordinator
- PUBLIC PRESENT:** Heather Highmiller, Scott Lake
- MEETING BEGAN:** 5:00 pm, called to order by Vice-chair Sandra Romero.
- PUBLIC COMMENT:** Heather Highmiller stated that Scott Lake is doing well.
- APPROVAL OF AGENDA:** Executive Director Ric Torgerson requested that the agenda be amended to include a short staff presentation. Member Doug Howie moved to approve the agenda with the suggested amendment, Olympia City Councilmember Cheryl Selby seconded the motion, and the amended agenda was approved.
- STAFF PRESENTATION:** Officer Erika Johnson introduced herself as the cruelty investigator and explained her credentials. She presented several example cases and said that Animal Services is receiving two to three cases each week. Members expressed that they would like to see more staff presentations to understand better what we do.
- APPROVAL OF MINUTES:** Member Nicole Hill made a motion to approve the October 1, 2015 minutes; member Kristin Ripka seconded the motion. Motion passed and the minutes were approved.
- CORRESPONDENCE:** Ric Torgerson and Officer Erika Johnson attended a fundraiser by South Sound Bank and Physicians of SW Washington and received a \$756 donation for the shelter.
- We also received a \$38,500 bequest from the Estate of Deenie Dudley, which will be used to make much-needed improvements to the adoption dog kennels.
- DISCUSSION ITEMS:** Animal Services 2016 Proposed Budget & Hearing: Liz Gotelli, Lacey Director of Human Resources and Public Affairs presented the proposed budget to members at the previous meeting. She indicated that this meeting covers the public hearing and the December meeting will be the vote as to whether to adopt the budget. Ric Torgerson stated that he was working on a staffing study and would present his findings and a staffing proposal at a future meeting. Member Doug Howie requested that this item be added to the Work Plan for 2016. Members indicated they had no questions at this time.
- Vice-chair Sandra Romero opened the public hearing and asked whether any public wished to make comment. Heather Highmiller stated that Scott Lake would like to see increased funding for "sweeps" in their area and asked if fees had increased. Executive Director Ric Torgerson stated there were no fee increases included in this budget. Sandra Romero asked twice more whether there was further public comment, and being there was none, closed the public hearing.
- Bow Wow Boogie wrap-up: Member Nicole Hill stated the event earned \$6,200 and the committee would hold a de-briefing on December 7 at 6pm at Forza Coffee in Lacey. The new venue and the food were well-received but the auction did not do as well due to its location at the facility. The committee is considering splitting the event, and will make recommendations at a future meeting.
- Miscellaneous: Members asked that Action Items be moved higher on the agenda and that there be a Director's Report and shelter statistics at every meeting.

Susanne Beauregard Education Fund: The fund has been created, with \$5,000 from Dolciani and all proceeds from Bow Wow Boogie this year. Funds will be used for a training center and education projects.

ACTION ITEMS:

Ric Torgerson explained that he would like to meet at various jurisdictions' locations, and because the shelter's conference room is a multi-purpose room, it is becoming more difficult to use it as a board room. Members had previously discussed changing the bylaws to authorize the Chair to decide meeting locations for the monthly commission meeting. Member Sandra Romero expressed concern that the Chair could hold the meetings in out-of-the-way locations, resulting in poor attendance. She recommended having members determine the locations at the first meeting each year. Staff will present the new amendments in writing at the next commission meeting, with a vote at the January 2016 meeting.

NEXT MEETING:

December 3, 2015, at 5 p.m. at Animal Services

MEETING ADJOURNED:

Vice-chair Sandra Romero adjourned the meeting at 5:53 p.m.

Chair, Joint Animal Services Commission



JASCOM BOARD MEETING

December 3, 2015

SUBJECT: Change in JASCOM Rules and Procedures

RECOMMENDATION: Authorize changing the Joint Animal Services Commission Rules and Procedures, Article (II) Section 1., second sentence to “Meetings will begin at 5:00 p.m and be held at [the Animal Shelter – 3120 Martin Way E. Olympia, Washington 98506] a location or locations discussed by the commission members and designated by the commission chair at the first meeting each year.”

STAFF CONTACT: Ric Torgerson, Animal Services Executive Director
Liz Gotelli, City of Lacey Liaison

ATTACHMENTS: JASCOM Rules and Procedures

FISCAL NOTE: None.

PRIOR REVIEW: None.

BACKGROUND:

JASCOM currently meets monthly in Animal Services’ conference room. Executive Director Ric Torgerson would like to utilize the room as a work space for volunteer and staff, and move the monthly Commission meetings to a more appropriate location.

ADVANTAGES:

1. Will provide the Commission with more flexibility in meeting locations.
2. Will provide a more appropriate space for the Commission and attending members of the public to meet.

DISADVANTAGES:

None known.

JOINT ANIMAL SERVICES COMMISSION

RULES AND PROCEDURES

OFFICERS

ARTICLE (I)

Section 1. The officers of the Commission shall be a chairperson and a vice-chairperson.

Section 2. At the first regular meeting each calendar year an election will be held to select the chairperson and vice-chairperson for the current year.

Section 3. Nominations will be made from the floor.

Section 4. The officers shall serve for one year or until their successors are elected, and their term of office shall begin immediately following the election.

MEETINGS

ARTICLE (II)

Section 1. The Commission shall hold its regular meetings on the first Thursday of each month. Meetings will begin at 5:00 p.m. and held at the Animal Shelter—3120 Martin Way E. Olympia, Washington 98506. When in the opinion of the chairperson there is no business to be transacted, Members will be advised at least one week in advance of the scheduled meeting date that the upcoming meeting will be canceled.

Section 2. Special meetings may be called by the Chairperson or by a quorum of the Commission with a minimum of one week advance notice.

Section 3. Four members of the Commission shall constitute a quorum. A majority of members from the Commission representing Olympia, Lacey, Tumwater, and Thurston County shall be required on all votes pertaining to budget approval and adoption.

AMENDMENTS

ARTICLE (III)

Section 1. Rules and procedures of the Joint Animal Services Commission can be amended at any regular meeting by two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted at regular meeting on the _____ day of _____ .

Chairperson

Attest

Animal Services Shelter Statistics 2015

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD 14
INCOMING ANIMALS															
Total Animals Received (live and doa)															
	Dogs	136	174	176	176	200	173	217	166	188	202			1,808	1,758
	Cats	176	153	153	163	225	258	314	349	264	314			2,369	2,792
	Other	24	48	31	28	29	45	27	31	28	27			318	592
	Wild	19	15	23	27	27	48	31	40	31	41			302	341
	TOTAL	355	390	383	394	481	524	589	586	511	584	0	0	4,797	5,483
Custody-Misc Reasons															
	Dogs	3	13	5	8	10	4	11	9	5	2			70	92
	Cats	2	2	2	1	1	0	0	2	2	3			15	9
	Other	3	30	0	0	0	4	0	0	0	0			37	349
	TOTAL	8	45	7	9	11	8	11	11	7	5	0	0	122	450
Strays Received															
	Dogs	77	96	101	92	108	101	109	102	107	124			1,017	1,056
	Cats	76	84	86	77	123	150	176	129	143	170			1,214	1,346
	Other	6	6	11	16	13	32	9	9	5	11			118	92
	TOTAL	159	186	198	185	244	283	294	240	255	305	0	0	2,349	2,494
Owner Surrendered															
	Dogs	56	65	70	76	82	68	97	55	76	76			721	610
	Cats	85	53	56	82	94	93	115	167	96	129			970	1,142
	Other	15	12	20	12	16	9	9	22	23	16			154	151
	TOTAL	156	130	146	170	192	170	221	244	195	221	0	0	1,845	1,903
Owner Status Refused															
Unsocialized pets that have lived on the person's property 14 days or more, but the person denies ownership															
	Dogs	0	0	0	0	0	0	0	0	0	0			0	0
	Cats	13	14	9	3	7	15	23	51	23	12			170	295
	Other	0	0	0	0	0	0	9	0	0	0			9	0
	TOTAL	13	14	9	3	7	15	32	51	23	12	0	0	179	295
WILDLIFE HANDLED															
Incoming															
	Live	3	2	16	12	16	23	12	17	5	8			114	146
	Doa	16	13	7	15	11	25	19	23	26	33			188	195
	TOTAL	19	15	23	27	27	48	31	40	31	41	0	0	302	341
Outgoing															
	Doa	16	13	7	15	11	25	19	23	26	33			188	195
	Euthanized (sick/inj)	2	2	3	1	7	4	6	7	0	7			39	71
	Died	0	0	1	1	0	0	0	1	0	0			3	0
	Bat-Rabies check	0	0	2	1	0	3	1	2	1	0			10	10
	Released/Transferred	1	0	10	9	9	16	5	7	4	1			62	62
	TOTAL	19	15	23	27	27	48	31	40	31	41	0	0	302	338
OUTGOING ANIMALS															
Total Animals Out, incl all categories below															
	Dogs	141	151	184	169	210	175	203	172	192	197			1,794	1,769
	Cats	175	153	163	150	196	209	343	278	271	315			2,253	2,756
	Other	24	48	32	29	29	44	24	28	19	21			298	591
	Wild	19	15	23	27	27	48	31	40	31	41			302	338
	Died, esc, stolen	0	1	0	3	0	1	5	0	2	3			15	12
	TOTAL	359	368	402	378	462	477	606	518	515	577	0	0	4,662	5,466
Animals Adopted															
	Dogs	23	34	32	25	26	29	36	36	39	22			302	287
	Cats	48	33	37	25	40	47	89	76	73	92			560	697
	Other	8	33	13	19	16	15	16	20	6	10			156	102
	TOTAL	79	100	82	69	82	91	141	132	118	124	0	0	1,018	1,086
Animals Transferred															
	Dogs	22	10	12	16	10	11	5	14	17	25			142	144
	Cats	54	32	30	54	70	65	110	50	86	109			660	371
	Other	1	0	0	0	0	0	1	0	0	8			10	62
	Total	77	42	42	70	80	76	116	64	103	142	0	0	812	577
Animals Reclaimed															
	Dogs	48	62	70	67	96	71	95	76	84	95			764	763
	Cats	3	12	23	7	11	13	20	9	13	20			131	110
	Other	1	5	1	1	5	6	4	1	3	0			27	7
	TOTAL	52	79	94	75	112	90	119	86	100	115	0	0	922	880
Animals DOA															
	Dogs	8	8	12	3	5	6	5	5	6	7			65	58
	Cats	8	9	14	10	13	10	17	15	12	12			120	123
	Other	6	9	1	1	2	20	0	1	0	0			40	15
	TOTAL	22	26	27	14	20	36	22	21	18	19	0	0	225	196
All Euthanasia, Died, Escaped, Stolen (from pg 2)															
	Dogs	40	37	58	58	73	58	62	41	46	48			521	517
	Cats	62	67	59	54	62	74	107	128	87	82			782	1,455
	Other	8	1	17	8	6	3	3	6	10	3			65	405

Animal Services Shelter Statistics 2015

	Died, esc, stolen	0	1	0	3	0	1	5	0	2	3			15	12
	Total	110	106	134	123	141	136	177	175	145	136	0	0	1,383	2,389
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD14
EUTHANASIA, DIED, ESCAPED, STOLEN															
Animals Euthanized															
Not Adoptable (E1)															
Owner	Dogs	7	6	6	5	13	9	16	6	13	5			86	118
Surrender	Cats	17	7	4	10	10	17	19	20	10	17			131	324
	Other	1	0	16	0	3	1	0	4	8	1			34	368
No Room at Intake (E1N)															
Owner	Dogs	0	0	0	0	0	0	0	0	0	0			0	0
Surrender	Cats	0	0	0	0	0	0	0	0	0	0			0	0
	Other	0	0	0	0	0	0	0	0	0	0			0	0
Feral/Wild (E2)															
	Dogs	0	0	0	0	0	0	0	0	0	1			1	0
	Cats	13	14	9	3	7	15	23	51	23	12			170	295
	Other	0	0	0	0	0	0	0	0	0	0			0	0
Sick/Injured (E3)															
	Dogs	0	0	0	0	1	0	1	0	2	6			10	6
	Cats	1	3	6	2	21	9	5	13	21	13			94	272
	Other	1	1	0	2	0	2	0	0	0	0			6	3
After Evaluation (E4)															
	Dogs	9	11	22	19	17	17	15	10	11	11			142	167
	Cats	5	10	13	12	9	9	22	14	16	14			124	310
	Other	1	0	1	5	0	0	2	2	1	0			12	19
After Hold (wild cat) (E6)															
		2	13	11	6	4	12	23	11	2	3			87	108
SUB-TOTAL		57	65	88	64	85	91	126	131	107	83	0	0	897	1,990
Owner Request (E5)															
	Dogs	24	20	30	34	42	32	30	25	20	25			282	226
	Cats	24	20	16	21	11	12	15	19	15	23			176	146
	Other	5	0	0	1	3	0	1	0	1	2			13	15
SUB-TOTAL		53	40	46	56	56	44	46	44	36	50	0	0	471	387
TOTAL EUTHANASIA		110	105	134	120	141	135	172	175	143	133	0	0	1,368	2,377
Died At Shelter															
		0	1	0	2	0	1	4	0	2	3			13	10
Escaped/Stolen															
		0	0	0	1	0	0	1	0	0	0			2	2
FIELD AND OTHER SERVICES															
Animals Currently															
Court Involved															
	Dogs	0	2	5	...5+9	...1+2	...2+1	...3	...3	...1	...1+2(-2)			21	34
	Cats	0	0	0	0	1	...1	...1	1	1	...1			3	5
	Other	0	18	...9	...2	...1	...1	...1	...1	...1	...1			18	0
Field Response															
Regular Staff															
	Olympia	177	71	154	172	181	187	175	163	152	150			1,582	1,802
	Lacey	96	93	110	139	111	145	125	99	147	100			1,165	1,436
	Tumwater	59	33	44	30	35	57	85	49	32	43			467	431
	Thurston County	84	115	133	78	91	101	114	125	132	115			1,088	1,099
	Other	1	1	0	0	0	0	0	0	1	0			3	4
SUB TOTAL		417	313	441	419	418	490	499	436	464	408	0	0	4,305	4,772
After Hours															
	Olympia	23	18	30	36	41	53	37	35	30	22			325	375
	Lacey	22	26	20	15	21	29	30	28	28	32			251	304
	Tumwater	6	5	5	20	3	20	17	8	15	8			107	115
	Thurston County	19	2	37	40	57	56	35	61	49	46			402	498
	Other	1	28	0	0	1	0	0	0	0	0			30	5
SUB TOTAL		71	79	92	111	123	158	119	132	122	108	0	0	1,115	1,297
Traps Returned															
		6	5	16	6	20	18	10	20	6	17			124	119
PDD/DD Appeals															
		0	0	0	0	0	0	0	0	0	0			0	0