

# JOINT ANIMAL SERVICES MEETING AGENDA

---

*Thursday, July 6, 2017; 5:30 pm*  
*(City of Lacey Executive Boardroom)*

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA:**  
July 6, 2017
3. **PUBLIC COMMENT** (10 minutes)
4. **APPROVAL OF MINUTES:**  
May 31, 2017
5. **ACTION ITEMS:**  
Agenda Setting
6. **DISCUSSION ITEMS:**  
Capital Projects Update
7. **ORGANIZATIONAL DEVELOPMENT:**  
Vision, Mission & Goals
8. **STAFF MEMBER PRESENTATION:**  
Field Office Renovation
9. **DIRECTOR'S REPORT**  
Seattle Humane Visit, New Staff Member, Other
10. **SHELTER STATISTICS:**
11. **ADJOURN**

## **PROPOSAL DESCRIPTION**

Office upgrade for Animal Control Officers.

## **PROJECT STATEMENT**

- A. The intent is to provide a more secure and efficient work environment for are officers. Currently we have three officers and two ERO's working in an open room. Erica, our lead officer, does prosecution and investigative work and has sensitive information that is exposed to whoever enters the room. Phone calls discussing current cases and suspects are not private at this time.
- B. The outcome of this project would give Erica a private office to conduct her sensitive business in. It would give the other officers and ERO's a private area to conduct business. This project will also provide a much needed upgrade to desks and monitors. This will create a better work environment for our officers.
- C. The cost of this project is between \$12,000 and \$16,000 to implement.

## **PROJECT OBJECTIVES**

- A. If we are successful in implementing this plan we will be able to boost productivity by providing a better work environment with upgraded equipment. Upgraded equipment will include new desk, better monitors and wireless mouse and keyboards.
- B. Once implementing we will have created a safe and protected environment for our investigative officer to work without having to worry about who is walking into the room and what private material she may have on her desk or monitor.

## **WORK BREAKDOWN**

- A. Obtain proper permits
- B. Collect bids for the different trades required
- C. We will utilize City of Lacey processes for selecting bids from contractors.
- D. Construct new office and work spaces
- E. Order new office equipment

**MINUTES OF THE JASCOM MEETING**  
**July 6, 2017, 5:30 p.m.**  
**City of Lacey Executive Boardroom**

- MEMBERS PRESENT:** Nicole Hill, City of Tumwater; Jessica Bateman, City of Olympia; Jason Hearn, City of Lacey; John Hutchings, Thurston County, Doug Howie, Thurston County Humane Society; Kristin Ripka, South Sound Veterinarians
- MEMBERS EXCUSED:** Rachel Young, City of Lacey
- STAFF PRESENT:** Ric Torgerson, Executive Director; Mark Ivanoff, Systems & Data Coordinator; Heather Leu, Shelter Manager; Erica Johnson, Lead Field Officer
- PUBLIC PRESENT:** None
- MEETING BEGAN:** The meeting was called to order at 5:30 p.m. by Chair Hill.
- APPROVAL OF AGENDA:** MEMBER BATEMAN MOVED THAT THE AGENDA BE ACCEPTED AS PRESENTED; MEMBER HOWIE SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** MEMBER HOWIE MOVED THAT THE MAY 31, 2017 MINUTES BE ACCEPTED AS WRITTEN MEMBER BATEMAN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- ACTION ITEMS:** The Members along with staff worked through Agenda Setting for the rest of the year. Several changes were made and a new copy of the Yearly Agenda was emailed out to all members.
- DISCUSSION ITEMS:** Executive Director Torgerson presented a Capital Projects Update. Topics covered included the need for a new roof on the shelter and where we were at on the bidding process. The Kennel upgrade has been put on hold until assessments with Animal Arts are completed. Treatment Room upgrades not completed and is deemed a non-critical upgrade so no time frame available. Hot Water Heater replacement is on a needed basis.
- ORG DEVELOPMENT:** The board discussed adding an enforcement addition to the Vision, Mission, and Goals. The board and staff agreed to hold a meeting at a later time to discuss changing the wording to include an enforcement element. Member Howie moved to accept the Vision, Mission, and Goals statement in its current form. Chair Hill seconded the motion. The motion carried unanimously.
- STAFF PRESENTATION:** Data and Systems Coordinator Mark Ivanoff presented a proposal for the renovation of the current Field Officers office. The proposed office would supply the Field Officers with their own work space and provide a private office for Lead Field Officer Erica Johnson who deals with criminal investigations. The proposal was asking for \$16,000 that would come out of the Capital Projects funds that was already allocated for Kennels. Member Bateman moved to accept the proposal and Member Hearn Seconded. Member Howie offered a friendly amendment that would give the project a cap of \$20,000 instead of the proposed \$16,000. Member Bateman motioned that we accept the friendly amendment and Member Hearn Seconded the motion. Motion carried unanimously.
- DIRECTOR'S REPORT:** Executive Director Torgerson shared a recent visit to the new Seattle Humane facility that he and Shelter Manager Heather Leu had undergone. He also openly invited Board

Members to visit the new facility as well. Executive Director Torgerson also shared a story of rescued Yorkies and how they had impacted everyone that was involved.

**SHELTER STATISTICS:** Shelter Manager Heather Leu presented the Shelter Statistics Report to the Board.

**STAFF PRESENTATION:** Lead Field Officer Erica Johnson was asked to share updates on current cases she was involved in. She shared several case updates including recent convictions and ongoing struggles within the criminal court system.

**NEXT MEETING:** August 3, 2017

**MEETING ADJOURNED:** Chair Nicole Hill adjourned the meeting at 6:54 p.m.

---

**Chair, Joint Animal Services Commission**