

**JASCOM MEETING AGENDA**  
**October 5, 2017, 5:30 p.m.**  
**City of Lacey Executive Boardroom**

**MEMBERS PRESENT:** Nicole Hill, City of Tumwater; Jessica Bateman, City of Olympia; Rachel Young, City of Lacey; John Hutchings, Thurston County, Doug Howie, Thurston County Humane Society; Kristin Ripka, South Sound Veterinarians

**MEMBERS EXCUSED:**

**STAFF PRESENT:** Ric Torgerson, Executive Director; Heather Leu, Shelter Manager; Erika Johnson, Supervisory Field Services Officer; Mark Ivanoff, Data & Systems Management Officer

**APPROVAL OF AGENDA:**

**PUBLIC COMMENT:**

**APPROVAL OF MINUTES:**

**ACTION ITEMS:**

**DISCUSSION ITEMS:**

Discussion on conducting JAS Assessment

Proposed 2018 budget Ric & Staff

Humane Society Trailer Proposal

**ORGANIZATIONAL DEVELOPMENT:**

**STAFF PRESENTATION/REPORT:**

Update Cases - Erika

**DIRECTOR'S REPORT:**

**SHELTER STATISTICS:**

**ADJOURNMENT**

**Vision: Our vision is to build a safe and humane community for humans and animals**

**Mission: To foster an environment of respect, responsibility, and compassion for all animals through learning, legislation and leadership**

**Goals: Ensure and advocate for animal welfare, Promote public safety, Support responsible animal ownership**

## **Director's Reporting 2017, JASCOM Meeting October 5<sup>th</sup>**

### **Budget:**

The proposed 2018 budget was formulated with input from all four senior staff and will be presented for discussion at this board meeting October 5<sup>th</sup>.

### **Kathleen Olson:**

I made contact with Burien C.A.R.E.S. on or around September 15<sup>th</sup> and received this oral assessment of Kathleen's work from them. According to their Executive Director, Debra George, Kathleen produced an excellent, thorough report that took the emotion out of the document and presented the facts well in her assessment. Furthermore she asked good, insightful, questions in the process of evaluating their operations and facilities and comes highly recommended by that organization.

### **Grants:**

Dolciani Foundation CEO, Denise Halloran, and I met September 27<sup>th</sup> and discussed reallocation of grant funds not yet spent. We agreed per my written request sent last March to effectively close out and reallocate funds from a three year old grant initially awarded to purchase and install card key door locks, which were found at the time to be significantly more expensive (up to \$30,000) than anticipated. With her approval, these moneys will be transferred to the urgent veterinary medical services grant already with Dolciani but depleted and, thus, continue to support low income seniors or disabled with such needs in 2018. Secondly, the \$5,000 grant in the name of Suzanne Beauregard that was awarded oin 2015 will be reallocated for training needs of staff to improve general services programs, professional development and maintenance of certifications. These funds will be spent down over 2018 and Dolciani is ready to consider further applications for unanticipated needs during fiscal 2018 as well as to support the pets of low income seniors and the disabled in the years ahead.

### **Capital Projects:**

**Roof:** Punch list repairs have been done and that project has been completed.

**Water Heaters:** Recommendations by City of Lacey for water heater replacements include consideration of a continuous hot water system by Rinnai for efficiency. This means retention of the holding water tank and replacement of the main tank only. Lacey engineer, Chris Laird, assured me that there is a long term useful life left with that storage tank. Total costs are to be determined, but one estimate has come in at \$7,878 or about \$400 above budget plus tax. No commitment has been made or implied while we await more information. Our intent is to complete this project in 2017.

**Commercial Dryer:** We are still seeking estimates. Also we intend to complete this replacement in 2017

**MINUTES OF THE JASCOM MEETING**  
**October 5, 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:** None
- 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 WRITTEN. MEMBER HUTCHINGS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** MEMBER HOWIE ASKED THAT THE MINUTES SHOW AN APPROVED AMOUNT OF \$45,000 ON THE ACCEPTANCE OF THE PAYMENT PORTAL. MEMBER BATEMAN MOVED TO ACCEPT THE MINUTES WITH SAID CHANGE. MEMBER HUTCHINGS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- ACTION ITEMS:** None
- DISCUSSION ITEMS:** Executive Director Torgerson introduced Kathleen Olson who shared her background in Animal Welfare. She shared how she can help us achieve a baseline of current operational effectiveness and prepare us for strategic planning sessions later in the year or early next year.
- ORG DEVELOPMENT:**
- STAFF PRESENTATION:** Executive Director Torgerson presented the 2018 budget to the board via PowerPoint and staff interaction. There was several areas that the board would like us to elaborate on or define including service level baseline, using projected licensing sales, and the benefits of adding a new staff member.
- There was insufficient time for the Humane Society Trailer Proposal so that has been added to the November 2<sup>nd</sup> agenda.
- DIRECTOR'S REPORT:**
- SHELTER STATISTICS:**
- NEXT MEETING:** November 2, 2017
- MEETING ADJOURNED:** Chair Nicole Hill adjourned the meeting at 7:08 p.m.