

# JOINT ANIMAL SERVICES MEETING AGENDA

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*Thursday, January 7, 2016; 5:00 pm*  
*(Animal Services Shelter Conference Room)*

1. **CALL TO ORDER:**
2. **PUBLIC COMMENT:** (10 minutes)
3. **AGENDA:**  
January 7, 2016
4. **MINUTES OF THE LAST MEETING:**  
December 3, 2015
5. **ACTION ITEMS:**
  - a. Election of officers
  - b. Approve the proposed change in by-laws regarding meeting location(s)
6. **CORRESPONDENCE:**
7. **DISCUSSION ITEMS:**  
Bow Wow Boogie de-briefing
8. **STAFF MEMBER PRESENTATION:**  
none
9. **DIRECTOR'S REPORT:**  
Executive Director, Ric Torgerson
10. **SHELTER STATISTICS**  
November 2015, year to date
11. **ADJOURN:**

**MINUTES OF THE JASCOM MEETING**  
**December 3, 2015, 5:00 p.m.**  
**Animal Services' Conference Room**

- MEMBERS PRESENT:** Jeff Gadman, City of Lacey; Jeannine Roe, 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:** none
- MEETING BEGAN:** 5:02 pm, called to order by Chair Jeff Gadman.
- PUBLIC COMMENT:** none
- APPROVAL OF AGENDA:** Member Doug Howie moved to approve the agenda, member Jeannine Roe seconded the motion, and the agenda was approved.
- APPROVAL OF MINUTES:** Member Jeannine Roe commented on the Bow Wow Boogie item, noting that thank you cards had not yet been sent to donors. Staff explained there had been a significant delay in receiving the list of donors from a Bow Wow Boogie committee volunteer, but we now have it and are getting the cards written up. Chair Jeff Gadman stated he would bring the issue to the attention of member Nicole Hill, who led the event committee. Member Doug Howie made a motion to approve the November 5, 2015 minutes; member Jeannine Roe seconded the motion. Motion passed and the minutes were approved.
- CORRESPONDENCE:** none
- DISCUSSION ITEMS:** Proposed change in by-laws regarding meeting location: Chair Jeff Gadman explained that the proposal allows the commission to meet at various jurisdictions' locations, and feels this would be more inclusive of each jurisdiction's citizens and might increase public attendance. Member Jeannine Roe stated she still wants a set number of meetings to be at the shelter so the commission remains in touch with the shelter. Chair Jeff Gadman noted that members can visit any time and that working hours are more indicative of how things are going at the shelter. Member Doug Howie said he would like to see a list of proposed sites prior to the next meeting and Chair Jeff Gadman said he would send out a list. Members will vote on the by-laws change at the January 2016 meeting.
- Staffing plan: Executive Director Ric Torgerson explained that Field Services is understaffed and would like to bring the part-time Emergency Response Officers (EROs) up to full-time to provide more consistent coverage. The costs would be absorbed partially by the savings in the lower starting salary range when we hire a new shelter manager and by the current budget as presented, thus no increase in the budget with this plan. EROs will later be commissioned by the Thurston County Sheriff's Office, then attend training at the Washington Animal Control Association. He also noted he would like to increase the part-time position at the front desk from 1/2 to 3/4 time, again at no increase to the proposed budget for 2016.
- Liz Gotelli, Lacey Director of Human Resources and Public Affairs noted that it is often more cost-effective to increase hours of existing positions in lieu of recruitment and training.
- DIRECTOR'S REPORT:** Executive Director Ric Torgerson stated that TCSO has started renewing limited commissions for Ray, Ken, Erika and Deanna and is initiating commissions for the EROs and Ric.

Lacey Police Chief Dusty Pierpoint will be talking to staff about workplace violence and providing additional materials regarding active shooter situations. We are also obtaining a site assessment to help us design and emergency plan.

Interviews are currently being conducted by an independent agency to identify and address organizational issues.

Field and shelter staff participated in a seizure of dogs being held in unacceptable conditions. The owner will be trespassed from the shelter property followed by a protection order.

We have renewed our registration to receive funds from the Combined Fund Drive; Ric met with Louise Benoit to discuss possible future donations; and Ric has an upcoming meeting with Denise Halloran of the Dolciani Fund.

**ACTION ITEMS:**

Animal Services 2016 Proposed Budget: Members noted that the budget would need to be adjusted but not increased to reflect the changes necessary to fund additional staffing hours. Member Sandra Romero moved to adopt the Animal Services 2016 Proposed Budget, member Jeannine Roe seconded the motion and the budget was adopted.

**NEXT MEETING:**

January 7, 2016, at 5 p.m. at Animal Services

**MEETING ADJOURNED:**

Chair Jeff Gadman adjourned the meeting at 6:10 p.m.

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**Chair, Joint Animal Services Commission**



## JASCOM BOARD MEETING January 7, 2016

**SUBJECT:** Change in JASCOM Rules and Procedures

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**RECOMMENDATION:** Authorize changing the Joint Animal Services Commission Rules and Procedures, Article (II) Section 1, second sentence to “Meetings will begin at 5:00-30 p.m. and be held at ~~the Animal Shelter—3120 Martin Way E. Olympia, Washington 98506~~ Lacey City Hall, 420 College St. SE, Lacey, WA 98503 or a location or locations discussed by the commission members and designated by the commission chair, with two meetings per year at the shelter.”

**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.

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### **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.

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### **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

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### 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 5:00-30 p.m. and be held at ~~the Animal Shelter—3120 Martin Way E. Olympia, Washington 98506~~ Lacey City Hall, 420 College St. SE, Lacey, WA 98503 or a location or locations discussed by the commission members and designated by the commission chair, with two meetings per year at the shelter. 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**

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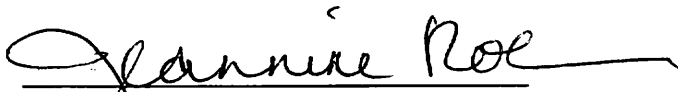
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Adopted at regular meeting on the 7<sup>th</sup> day of July 2011.

  
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest