

**JASCOM MEETING AGENDA**  
**September 7, 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:**

**FY Philanthropy**

**ORGANIZATIONAL DEVELOPMENT:**

**Strategic Planning**

**STAFF PRESENTATION/REPORT:**

**Internet Licensing Cost Analysis**

**DIRECTOR'S REPORT:**

**SHELTER STATISTICS/PRIVATE SOURCED FUNDS:**

**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**

**JASCOM MEETING STAFF PRESENTATION**  
**September 7, 2017, 5:30 p.m.**

**SUBJECT:** Update on proposed License Payment Portal

**RECOMMENDATION:** 1) Approve release of \$45,000 from unrestricted donations for a January launch and use 2018 Budget to build an advertising campaign around the January launch.

2) Wait and budget for next year with a launch in June.

3) Not approve/request more information.

**STAFF CONTACT:** Mark Ivanoff, Data and Systems Coordinator

**BACKGROUND:** I have been working on a solution for an online payment portal that would allow pet owners to purchase and renew licenses online. I have worked with the website designer and we have come up with a way to integrate a payment portal into our current website. I have also informed the City of Lacey Information Services Manager of my plans and the City has no problem in regards to the database or how information is stored. They have approved of the design and data concepts. I also had a meeting with City of Lacey Finance Managers. We worked through to solution the matter of online payments, accounts, and jurisdictions.

**ADVANTAGES:** Increase in Licensing sales, increased convenience for pet owners, and lower assessments for all jurisdictions.

**DISADVANTAGES:** Upfront costs but will be recouped quickly.

## **Director's Reporting 2017, JASCOM Meeting September 7<sup>th</sup>**

### **Projects:**

**Roof - The roof sealant contract was let and work completed the week of August 21<sup>st</sup> when the roof was prepared and two coats of material applied over the top of the existing torch-down tar roof. The final layer application was completed Friday August 25<sup>th</sup>. This contract comes with the 15 year warranty on application and durability. The walk through after completion punch list is scheduled for before our meeting September 7<sup>th</sup>. Field Office renovation - Bids are being submitted and the selection process continues.**

### **Cases:**

**The Diamond Dog cruelty case concluded with a one year sentence for Mr. Evans. Skillman: Guinea pigs remain housed and are under our care at JAS as this case continues. Though restitution has been ordered for initial expenses and is expected monthly for ongoing costs of care and housing, it takes time before JAS expects to receive it.**

### **Lattin Cider Goats:**

**This is not a JAS Case. It is a Sheriff's Office case with Hooved Animal Rescue of Thurston County in support.**

### **Data:**

**We still are manually mining records to produce costs data with the goal to reach back five years. After the initial efforts that resulted in detailed information for 2015 and 2016, but incomplete data for 2014, Kathy Bailey is leading the effort as time and resources allow to complete mining data for 2014 as well as that for 2013 and 2012.**

**MINUTES OF THE JASCOM MEETING**  
**September 7, 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:** 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 5:34 p.m. by Chair Hill.
- APPROVAL OF AGENDA:** MEMBER HOWIE MOVED THAT THE AGENDA BE ACCEPTED WITH THE ADDITION OF A HUMANE SOCIETY PRESENTATION UNDER DISCUSSION ITEMS. MEMBER HUTCHINGS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** MEMBER HUTCHINGS MOVED THAT THE JULY 6, 2017 MINUTES BE ACCEPTED AS WRITTEN MEMBER BATEMAN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.
- ACTION ITEMS:** None
- DISCUSSION ITEMS:** Executive Director Torgerson presented a Fiscal Year Philanthropy report detailing our year to date Estate Gifts and Donations data. Member Howie requested that animal services consider housing an Emergency Pet Response Trailer on behalf of The Humane Society. The Board had several questions and concerns regarding insurance, staffing and liability. Member Howie agreed to put together a presentation next meeting outlining the specifics of the offer. Executive Director Torgerson will check with city attorneys regarding concerns or liability issues that may arise and attend the next Humane Society meeting on the subject.
- ORG DEVELOPMENT:** Executive Director Torgerson recommended Kathleen Olson to lead a shelter assessment to determine a baseline of current operational effectiveness in preparation for strategic planning sessions later this year or early next. The board would like Kathleen to do an introduction for them at the next meeting. Executive Director Torgerson will contact the Burien Shelter ED as a reference.
- STAFF PRESENTATION:** Data and Systems Coordinator Mark Ivanoff shared more data and information of the proposed Licensing Payment Portal that he presented at last meeting. He shared that the City of Lacey approved his plan and that all that remained was funding to move forward. MEMBER HOWIE MOVED TO ACCEPT AND FUND THE PROPOSED PAYMENT PORTAL NOT TO EXCEED \$45,000 AND MEMBER BATEMAN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. Board and Staff discussed putting together an Animal Licensing advertising campaign in next year's budget to include and coincide with the launch of the Licensing Payment Portal.
- DIRECTOR'S REPORT:** Executive Director Torgerson shared an update on the completed roof project. He also updated the Board on several cases including the Diamond dog and Skillman cases and noted that the Lattin Farm goats case was a sheriff's department case not a JAS case.
- SHELTER STATISTICS:** Shelter Manager Heather Leu presented the Shelter Statistics Report to the Board.

**NEXT MEETING:** October 5, 2017

**MEETING ADJOURNED:** Chair Nicole Hill adjourned the meeting at 6:50 p.m.

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**Chair, Joint Animal Services Commission**