

**JOINT ANIMAL SERVICES COMMISSION  
MEETING AGENDA  
MARCH 6<sup>TH</sup>, 2023 AT 5:30PM  
IN-PERSON AND REMOTE MEETING  
CITY OF LACEY – COUNCIL CHAMBERS  
420 COLLEGE STREET SE, LACEY, WA 98503**

**In-person attendance:** Lacey City Council Chambers, 420 College St SE, Lacey WA 98503

**Remote attendance:** You may register in advance to view and/or provide public comment at the JASCOM meeting by watching live on Zoom.

[https://us02web.zoom.us/webinar/register/WN\\_S12c2nQZSDaUgRdG\\_jun4Q](https://us02web.zoom.us/webinar/register/WN_S12c2nQZSDaUgRdG_jun4Q)

The public may also listen to the meeting by dialing toll-free:

(888) 788-0099 - **Webinar ID: 839 5303 3184**

Watch live or as a recording on YouTube: <https://youtube.com/live/MKZ4KELibvo>

**CALL TO ORDER:**

**1 ROLL CALL:**

**Board Members:**

- ☐ Lisa Parshley, City of Olympia – Acting Chair
- ☐ Ed Kunkel, City of Lacey
- ☐ Peter Agabi, City of Tumwater
- ☐ Gary Edwards, Thurston County
- ☐ Jo MacGugan, Feline Friends of Olympia
- ☐ Vicky Smith, DVM, Deschutes Animal Clinic
- ☐ Mike Murphy, DVM, Thurston County Humane Society

**Animal Services Staff:**

- ☐ Sarah Hock, Executive Director

**City of Lacey Staff:**

- ☐ Shannon Kelley-Fong, Assistant City Manager

**2 APPROVAL OF AGENDA, Previous Meeting Minutes, and Consent Items:**

- A. Approval of Agenda
- B. February 6, 2023, Meeting Minutes
- C. February 2023 Shelter Statistics

**3 PUBLIC COMMENT:**

To provide public comment by Zoom, please use the “raise your hand” function.  
To provide public comment by phone, please press \*9.

**4 BUSINESS ITEMS:**

- A. Review of the Strategic Plan
- B. Medical Department Overview

**5 DIRECTOR’S REPORT:**

- A. Director’s Report

**6 ADJOURN**

**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.

**MINUTES OF THE JASCOM MEETING**  
**February 6<sup>th</sup>, 2023**  
**In-Person and Remote JASCOM Meeting**

**MEMBERS PRESENT:** Lisa Parshley, City of Olympia; Peter Agabi, City of Tumwater; Ed Kunkel, City of Lacey; Gary Edwards, Thurston County; Mike Murphy, Thurston County Humane Society; Jo MacGugan, Feline Friends of Olympia

**STAFF PRESENT:** Sarah Hock, Executive Director

**STAFF LIAISON:** Shannon Kelley-Fong, Assistant City Manager

**MEETING BEGAN:** 5:30 PM meeting called to order by Acting - Chair Parshley.

**APPROVAL OF  
AGENDA, PREVIOUS  
MINUTES, AND  
CONSENT  
ITEMS:**

COUNCIL MEMBER KUNKEL MOVED THAT THE AGENDA, PREVIOUS MEETING MINUTES, AND CONSENT ITEMS BE ACCEPTED. COMMISSIONER EDWARDS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

**ELECTION OF  
OFFICERS:**

Council member Kunkel nominates Peter Agabi to be Chair. Commissioner Edwards nominates Lisa Parshley to continue as Chair of JASCOM. Council member Kunkel seconds the nomination. JASCOM VOTES UNANIMOUSLY FOR LISA PARSHLEY TO CHAIR THE COMMISSION.

Council member Agabi nominates Council member Kunkel as Vice- Chair of JASCOM. Council member Kunkel nominates Council member Agabi as Vice-Chair of JASCOM. Commissioner Edwards seconds the nomination. JASCOM VOTES UNANIMOUSLY FOR COUNCIL MEMBER AGABI AS VICE- CHAIR OF THE COMMISSION.

**PUBLIC COMMENT:** NONE

**DIRECTOR'S REPORT:** Sarah Hock, Executive Director, presented highlights and statistics from 2022 including the completion of the new medical suite.

Hock presented the Director's report that included operational updates at the shelter.

**BUSINESS ITEMS:** 2023 JASCOM MEETING SCHEDULE

The meeting schedule for 2023 was presented to JASCOM. The meeting will continue to be held on the first Monday of the month unless otherwise scheduled due to holidays or conflicts.

## BUDGET AMENDMENT

JAS recommends that JASCOM adopt a budget amendment of \$115,000 to repair sewer and drain lines in response to blockages and deterioration of cast iron pipes. This repair will reduce blockages and lower the chance of flooding inside the building and ensure continued operation by Joint Animal Services staff. Discussion ensued.

COUNCIL MEMBER KUNKEL MOVES THAT JASCOM ADOPT A BUDGET AMENDMENT FOR \$115,000 TO REPAIR THE SEWER LINE. VICE-CHAIR AGABI SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

## APPOINTMENT OF VETERINARIAN TO JASCOM

JAS recommends appointing Victoria Smith DVM, a veterinarian at Deschutes Animal Clinic, located in Tumwater, WA to the veterinarian position on the Joint Animal Services Commission.

COMMISSIONER EDWARDS MOVES THAT JASCOM APPOINT DR. SMITH TO THE JOINT ANIMAL SERVICES COMMISSION. VICE-CHAIR AGABI SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

## STAFF

### PRESENTATIONS:

NONE

### ADJOURNMENT:

Meeting adjourned at 6:27 PM

### NEXT MEETING:

Monday, March 6<sup>th</sup>, 2023 at 5:30 PM, In-Person and Virtual Meeting

# Animal Services Shelter Statistics 2022

23-Feb 22-Feb

## Intake

### Total Animals Received (live and doa)

Dogs	93	78
Cats	89	63
Other	6	22
Wild	40	7
<b>TOTAL</b>	<b>228</b>	<b>170</b>

### Custody-Misc Reasons

Dogs	1	2
Cats	0	0
Other	0	4
<b>TOTAL</b>	<b>1</b>	<b>6</b>

### Strays Received

Dogs	63	51
Cats	48	47
Other	15	16
<b>TOTAL</b>	<b>126</b>	<b>114</b>

### Owner Surrendered

Dogs	27	25
Cats	24	16
Other	5	2
<b>TOTAL</b>	<b>56</b>	<b>43</b>

### Owner Status Refused

Dogs	0	0
Cats	0	0
Other	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

## WILDLIFE HANDLED

### Incoming

Live	2	2
Doa	4	5
<b>TOTAL</b>	<b>6</b>	<b>7</b>

### Outgoing

Doa	4	5
Euthanized (sick/inj)	2	1
Died	0	0
Bat-Rabies check	0	0
Released/Transferred	0	1
<b>TOTAL</b>	<b>6</b>	<b>7</b>

## Outgoing Animals

### Total Animals Out, incl all categories below

Dogs	90	90
Cats	90	60
Other	24	28
Wild	6	7
Died, esc, stolen	1	0

	<b>TOTAL</b>	<b>211</b>	<b>185</b>
<b>Animals Adopted</b>			
	Dogs	30	40
	Cats	56	35
	Other	13	10
	<b>TOTAL</b>	<b>99</b>	<b>85</b>
<b>Animals Transferred</b>			
	Dogs	4	2
	Cats	10	3
	Other	0	1
	<b>Total</b>	<b>14</b>	<b>6</b>
<b>Animals Reclaimed</b>			
	Dogs	30	28
	Cats	0	0
	Other	0	1
	<b>TOTAL</b>	<b>30</b>	<b>29</b>
<b>Animals DOA</b>			
	Dogs	11	3
	Cats	16	12
	Other	14	5
	<b>TOTAL</b>	<b>41</b>	<b>20</b>
<b>All Euthanasia, Died, Escaped, Stolen (from pg 2)</b>			
	Dogs	15	17
	Cats	8	10
	Other	3	4
	Died, esc, stolen	1	0
	<b>Total</b>	<b>27</b>	<b>31</b>
		23-Feb	22-Feb
<b>EUTHANASIA, DIED, ESCAPED, STOLEN</b>			
<b>Animals Euthanized</b>			
<b>Unhealthy/Untreatable</b>			
	Dogs	13	17
	Cats	7	6
	Other	3	4
<b>Treatable - Rehabilitatable</b>			
	Dogs	0	0
	Cats	0	1
	Other	0	0
<b>Treatable - Manageable</b>			
	Dogs	2	0
	Cats	1	3
	Other	0	0
<b>Healthy</b>			
	Dogs	0	0
	Cats	0	0

	Other	0	0
	<b>SUB-TOTAL</b>	<b>26</b>	<b>31</b>
<b>Owner Request (E5)</b>			
	Dogs	13	13
	Cats	5	3
	Other	1	2
	<b>SUB-TOTAL</b>	<b>19</b>	<b>18</b>
	<b>TOTAL EUTHANASIA</b>	<b>26</b>	<b>31</b>
<b>Died At Shelter</b>		1	0
<b>Escaped/Stolen</b>		0	0
<b>FIELD AND OTHER SERVICES</b>			
<b>Animals Currently</b>			
<b>Court Involved</b>	Dogs	0	1
	Cats	0	0
	Other	0	0
<b>Field Response</b>			
	Olympia	33	29
	Lacey	26	32
	Tumwater	7	8
	Thurston County	66	67
	JBLM	0	3
	Other	1	2
	Yelm	8	8
	<b>SUB TOTAL</b>	<b>141</b>	<b>149</b>
<b>PDD/DD Appeals</b>		0	1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
INCOMING ANIMALS													
Total Animals Received (live and doa)													
Dogs	73	93	0	0	0	0	0	0	0	0	0	0	166
Cats	88	89	0	0	0	0	0	0	0	0	0	0	177
Other	7	6	0	0	0	0	0	0	0	0	0	0	13
Wild	5	40	0	0	0	0	0	0	0	0	0	0	45
TOTAL	173	228	0	0	0	0	0	0	0	0	0	0	401
Custody-Misc Reasons													
Dogs	3	1	0	0	0	0	0	0	0	0	0	0	4
Cats	1	0	0	0	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	4	1	0	0	0	0	0	0	0	0	0	0	5
Strays Received													
Dogs	48	63	0	0	0	0	0	0	0	0	0	0	111
Cats	47	48	0	0	0	0	0	0	0	0	0	0	95
Other	6	15	0	0	0	0	0	0	0	0	0	0	21
TOTAL	101	126	0	0	0	0	0	0	0	0	0	0	227
Owner Surrendered													
Dogs	22	27	0	0	0	0	0	0	0	0	0	0	49
Cats	40	24	0	0	0	0	0	0	0	0	0	0	64
Other	1	5	0	0	0	0	0	0	0	0	0	0	6
TOTAL	63	56	0	0	0	0	0	0	0	0	0	0	119
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	0
Cats	0	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	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
WILDLIFE HANDLED													
Incoming													
Live	1	2	0	0	0	0	0	0	0	0	0	0	3
Doa	4	4	0	0	0	0	0	0	0	0	0	0	8
TOTAL	5	6	0	0	0	0	0	0	0	0	0	0	11
Outgoing													
Doa	4	4	0	0	0	0	0	0	0	0	0	0	8
Euthanized (sick/inj)	1	2	0	0	0	0	0	0	0	0	0	0	3
Died	0	0	0	0	0	0	0	0	0	0	0	0	0
Bat-Rabies check	0	0	0	0	0	0	0	0	0	0	0	0	0
Released/Transferred	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	5	6	0	0	0	0	0	0	0	0	0	0	11
OUTGOING ANIMALS													
Total Animals Out, incl all categories below													
Dogs	73	90	0	0	0	0	0	0	0	0	0	0	163
Cats	86	90	0	0	0	0	0	0	0	0	0	0	176
Other	13	24	0	0	0	0	0	0	0	0	0	0	37
Wild	5	6	0	0	0	0	0	0	0	0	0	0	11
Died, esc, stolen	2	1	0	0	0	0	0	0	0	0	0	0	3
TOTAL	179	211	0	0	0	0	0	0	0	0	0	0	390
Animals Adopted													
Dogs	20	30	0	0	0	0	0	0	0	0	0	0	50
Cats	41	56	0	0	0	0	0	0	0	0	0	0	97
Other	12	13	0	0	0	0	0	0	0	0	0	0	25
TOTAL	73	99	0	0	0	0	0	0	0	0	0	0	172
Animals Transferred													
Dogs	6	4	0	0	0	0	0	0	0	0	0	0	10
Cats	18	10	0	0	0	0	0	0	0	0	0	0	28
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	24	14	0	0	0	0	0	0	0	0	0	0	38
Animals Reclaimed													
Dogs	25	30	0	0	0	0	0	0	0	0	0	0	55
Cats	2	0	0	0	0	0	0	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	27	30	0	0	0	0	0	0	0	0	0	0	57
Animals DOA													
Dogs	4	11	0	0	0	0	0	0	0	0	0	0	15
Cats	12	16	0	0	0	0	0	0	0	0	0	0	28
Other	4	14	0	0	0	0	0	0	0	0	0	0	18
TOTAL	20	41	0	0	0	0	0	0	0	0	0	0	61
All Euthanasia, Died, Escaped, Stolen (from pg 2)													
Dogs	18	15	0	0	0	0	0	0	0	0	0	0	33
Cats	11	8	0	0	0	0	0	0	0	0	0	0	19
Other	2	3	0	0	0	0	0	0	0	0	0	0	5
Died, esc, stolen	2	1	0	0	0	0	0	0	0	0	0	0	3



[illegible]



# 5-year STRATEGIC PLAN: 2022-2026

**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.*

## ANIMAL SERVICES

**Goal 1:** Become a sustainable organization with the capacity to meet the needs of our community.

### Strategies

1. Conduct a feasibility study to assess the current building's capacity and provide best care for Thurston County animals.
2. Conduct a Governance study to assess the IGA and current governance structure.
3. Conduct a study to assess funding sources, revenue, and the community's capacity for giving.
4. Perform a marketing and branding analysis, implementing recommendations.

### Key Benchmarks

1. Present findings and recommendations from feasibility study to JASCOM, 2022-23
2. Present findings and recommendations from governance study to JASCOM, 2022-23
3. Present findings and recommendations from marketing and brand analysis to JASCOM, 2023-24
4. Present findings and recommendations revenue and fundraising study to JASCOM, 2024-25



the



### Strategies

1. Continue to implement and increase medical care for shelter animals.
2. Review, identify, and recommend changes to local ordinances that impede or limit live-saving programs and services within Thurston County.
3. Create training and development opportunities for staff, focusing on our vulnerable animal populations both within the shelter and in the community.
4. Evaluate current and future staffing needs.

### Key Benchmarks

1. Perform 10% of spay and neuter surgeries on-site in 2022, increasing over the next 5 years by 5-10% year over year.
2. Provide 15-20% of medical treatment and procedures on-site by 2025.
3. Increase save rate by 5-10% for vulnerable populations such as feral cats by 2023.
4. Establish baselines for behavioral outcomes in 2022. Increase in positive outcomes for animals with behavioral needs in ensuing years.
5. Implement training for staff by the end of 2022.

**Goal 2:** Expand and improve animal care and programming to support our community's pets and people.

**Goal 3:** Increase accessibility, inclusivity, and enhance community involvement.



### Strategies

1. Develop more collaborations by leveraging our reputation and working with Thurston County entities, stakeholders, nonprofit organizations and businesses.
2. Evaluate language/DEI access of all materials including, brochures, handouts, website, forms (online), etc.
3. Partner with Thurston County entities to promote Joint Animal Services through the marketing and communications teams.

### Key Benchmarks

1. Reintroduce humane educational opportunities and outreach events in 2022.
2. Increase language access to website by the end of 2022.
3. Increase language and DEI access to other materials by the end of 2023.
4. Perform annual meeting with each jurisdiction to provide updates on Joint Animal Services.
5. Partner with jurisdiction to increase access to information out to Thurston County constituents.



# 5-year STRATEGIC PLAN TIMELINE: 2022-2026

Goal	Key Benchmark	2022	2023	2024	2025	2026
1	1 - Present findings and recommendations from feasibility study to JASCOM, 2022-23					
1	2 - Present findings and recommendations from governance study to JASCOM, 2022-23					
1	3 - Present findings and recommendations from marketing and brand analysis to JASCOM, 2023-24					
1	4 - Present findings and recommendations revenue and fundraising study to JASCOM, 2024-25					
2	1 - Perform 10% of spay and neuter surgeries on-site in 2022, increasing over the next 5 years by 5-10% year over year.					
2	2 - Provide 15-20% of medical treatment and procedures on-site by 2025.					
2	3 - Increase save rate by 5-10% for vulnerable populations such as feral cats by 2023.					
2	4 - Establish baselines for behavioral outcomes in 2022. Increase in positive outcomes for animals with behavioral needs in ensuing years.					
2	5 - Implement training for staff by the end of 2022.					
3	1 - Reintroduce humane educational opportunities and outreach events in 2022.					
3	2 - Increase language access to website by the end of 2022.					
3	3 - Increase language and DEI access to other materials by the end of 2023.					
3	4 - Perform annual meeting with each jurisdiction to provide updates on Joint Animal Services.					
3	5 - Partner with jurisdiction to increase access to information out to Thurston County constituents.					



## **Update: 5 year Strategic Plan Year 2022 & 2023**

### **2022 Accomplishments**

**Goal 1: Become a sustainable organization with the capacity to meet the needs of our community.**

- ✓ Completed the first stage of the Capitol Facilities Improvement Plan.

**Goal 2: Expand and improve animal care and programming to support our community's pets and people.**

- ✓ Completed the medical suite and treatment area.
- ✓ Piloted the new Community Cat Program.
- ✓ Recommended local ordinance changes for CCP.

**Goal 3: Increase accessibility, inclusivity, and enhance community involvement.**

- ✓ Expanded language access.
- ✓ Performed annual meetings with each jurisdiction to provide updates on Joint Animal Services.
- ✓ Doubled the number of community events (over 2021).



## **Update: 5 year Strategic Plan Year 2022 & 2023**

### **2023 Goals**

#### **Goal 1: Become a sustainable organization with the capacity to meet the needs of our community.**

- ✓ Complete the final stage of the Capitol Facilities Improvement Plan.
- ✓ Conduct a feasibility study to assess the current building's capacity and provide the best care for Thurston County animals.

#### **Goal 2: Expand and improve animal care and programming to support our community's pets and people.**

- ✓ Recommended local ordinance changes to align with current animal welfare and humane law enforcement practices.
- ✓ Perform 10% of spay and neuter surgeries on-site in 2023, increasing over the next 5 years by 5-10% year over year. \*
- ✓ Provide 15-20% of medical treatment and procedures on-site by 2025. \*
- ✓ Increase the save rate by 5-10% for vulnerable populations such as feral cats by 2023.

#### **Goal 3: Increase accessibility, inclusivity, and enhance community involvement.**

- ✓ Continue to expand language and DEI access to other materials (such as fact sheets and brochures) by the end of 2023.
- ✓ Performed annual meetings with each jurisdiction to provide updates on Joint Animal Services.
- ✓ Reintroduce humane educational opportunities and outreach events in 2023.

\*Dependent on hiring of veterinary staff.



## Joint Animal Services Commission Director's report

March 6<sup>th</sup>, 2023

### Operations

#### Rabbit Seizure in Pierce County

Pierce County Animal Control and the Humane Society of Tacoma and Peirce County (HSTPC) took in an estimated 246 rabbits a couple of weeks ago. HSTPC reached out to all of their shelter partners (including us) to help find placement for them. After speaking with staff and reaching out to fosters, we were able to take in 20 rabbits. HSTPC has been a great partner, ensuring that most of the rabbits were s/n, and all are vaccinated and microchipped. They provide food, cages, bedding, and any medications needed. Once everyone has been given a clean bill of health we will be holding a rabbit-specific adoption event.

[Hundreds of rabbits seized in Puyallup | king5.com](https://www.king5.com/story/news/local/hundreds-of-rabbits-seized-in-puyallup/1285457000)

#### CCP Enclosure

Animal Care Technician Kaycee created an enclosure for any cats identified for our CCP program. This enclosure allows for the cats to have more space and help to reduce stress while they are awaiting their s/n surgery.







## Joint Animal Services Commission Director's report

### Staffing

There is a number of new positions as well as people joining us over the next few months. We have posted the Shelter Veterinarian and the Positive Outcomes Coordinator positions. While it may be a while before we interview for the vet position, we will be conducting interviews in the next week or two for the Positive Outcomes Coordinator position. March 1<sup>st</sup> we have a new Field Services Officer starting, and on March 7<sup>th</sup> our new Field Supervisor will be joining us.

### Sewer

The sewer repair is scheduled for the week of March 13-17 for the lobby repair, and March 20<sup>th</sup> for the pipes inside the shelter, fixing a couple of cross sections that are problematic.



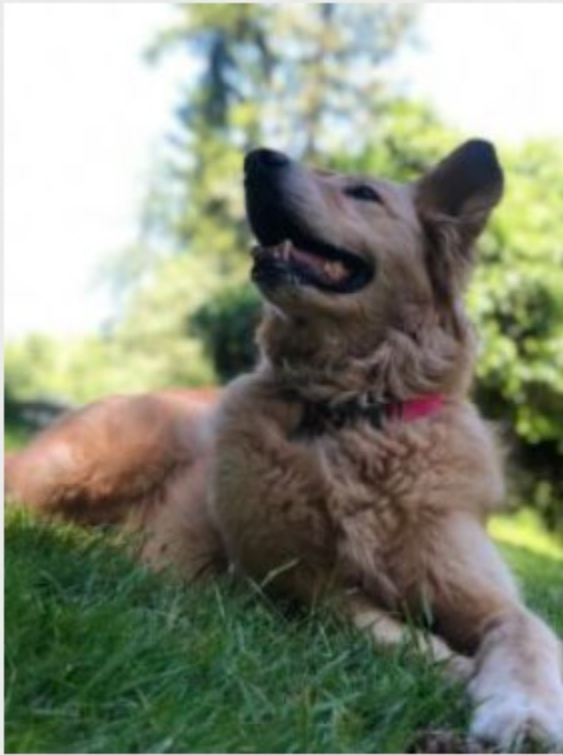
Due to the location of the repair, the lobby will be closed to the public the week of March 13-18. We will be operating on modified services. The main highlights of modified services will be:

- Closed for adoptions
- No owner surrenders
- No stray drop-off, staff will pick up all confined strays



## **Joint Animal Services Commission Director's report**

### **Happy Tails**



#### **Colby – Adopted in December 2019**

She's been the best blessing in our life! My husband who didn't want a dog has been best friends with her from the very beginning. I can't thank you enough!! The process was so fast getting her and bringing her to that forever home she needed.

~Jenna