

**Animal Services Advisory Committee Meeting Minutes
May 10, 2018 12:00 Noon**

In Attendance:

Curtis Klages DVM, UBOH
Commissioner Stephen Holmes, Galveston County
James Osteen, City of La Marque
Jonathon Givens, DVM
Dee Ann Haney, City of Texas City
Nick Finan, City of Texas City
Mayor Konyha, City of Bayou Vista
Fard Abdullah, City of Hitchcock
Lark Tedesco, Animal Welfare
Cynthia Kelley, Animal Welfare
Amber Adams, Daily Operator of an Animal Shelter
Monique Ryans, Daily Operator of an Animal Shelter

Absent:

Karen Hearing, City of Tiki Island
Kyle Burks, City of Kemah
Sherlyn Linton, Galveston County
Eric Froeschner, UBOH

GCHD Staff:

Kathy Barroso, Chief Executive Officer
Andrea Cortinas, Controller
Kenna Pruitt, Budget & Grant Manager
Marissa Worsham, Staff Accountant
Lea Williams, Director of Director of Contracts and Compliance, General Counsel
Amanda Wolff, Executive Assistant III

Guest:

Yvonne Downs

Unexcused Absences:

None

Item #1 Agenda

Mr. Osteen, Chair, asked for a motion to approve the May 2018 agenda. A motion was made by Commissioner Holmes and seconded by Ms. Haney. The motion was unanimously approved by the Committee.

Item #2 Excused Absences

Mr. Osteen, Chair, asked for a motion to approve the excused absences for Kyle Burks and Karen Hearing. A motion was made by Commissioner Holmes and seconded by Ms. Haney and unanimously approved by the Committee.

Item #3 Approval of Minutes

Mr. Osteen, Chair, asked for a motion to approve the February 9, 2018 minutes. A motion was made by Ms. Haney, seconded by Ms. Tedesco and unanimously approved by the Committee.

Item #4 Animal Services Manager Report

Amber Adams, Director of Animal Services, presented the manager's report.

Item #5 Consider for Approval March 2018 Financial Report

Mr. Osteen asked the Committee if there was any discussion needed regarding the March 2018 financial report. There was no discussion so a motion to accept the financial report as presented was made by Ms. Haney and seconded by Ms. Tedesco. The Committee unanimously approved.

Item #6 Consider for Approval Proposed Changes to the Galveston County Animal Services Policy

Mr. Osteen asked the Committee if there were any questions regarding the minor changes to the Animal Services policy. Commissioner Holmes asked that County Legal review the policy before taking it to the United Board of Health (UBOH) for approval. Ms. Haney made a motion to have County Legal review the policy and then send on to UBOH for approval. Ms. Tedesco seconded the motion. The Committee unanimously approved the motion.

Item #7 Consider for Approval Proposed Changes to the FY19 ARC Fee Schedule

Amber Adams, Director of Animal Services, presented the proposed changes to the ARC fee schedule. A motion to approve the proposed changes was made by Commissioner Holmes and seconded by Ms. Haney. The Committee unanimously approved the motion.

Item #8 Consider for Approval Proposed ARC Vaccine Clinic Fee Schedule

Amber Adams, Director of Animal Services, presented the proposed ARC vaccine clinic fee schedule to the Committee. A motion to approve the fee schedule was made by Mayor Konyha and seconded by Ms. Tedesco. The Committee unanimously approved the motion.

Item #9 Comparative Data Summary (FY2018-2017) (Intake and Dispositions)

Kathy Barroso, Chief Executive Officer presented the comparative data summary 2018-2017 (intake and disposition).

Item #10 Consider for Approval ASAC Subcommittee Recommendation to Purchase a New ACO Vehicle from FY18 Fund Balance Reserve

Andrea Cortinas, Controller, asked the Committee to consider for approval the purchase of a new ACO vehicle from FY18 fund balance reserve as recommended by the ASAC Budget Subcommittee. A motion to submit the purchase request to the UBOH for review and approval was made by Mayor Konyha and seconded by Ms. Haney. The Committee unanimously approved the motion.

Item #11 Consider for Approval Submission of FY19 Draft Animal Services Budget to United Board of Health

Andrea Cortinas, Controller, asked the Committee to approve submitting the proposed FY19 animal services budget to UBOH for review and approval. A motion was made by Ms. Haney to submit the proposed budget to UBOH. Mayor Konyha seconded the motion and the Committee unanimously approved.

Item #12 Update from Animal Services Advisory Committee Members

Updates from the Animal Service Advisory Committee members were given by each member city.

Item #13 Public Comments

There were no comments made by the public.

Meeting was adjourned at 12:35pm

James J. Oster
Chair

08-09-2018
Date

SA D. H.
Secretary/Treasurer

8-9-18
Date