

**GALVESTON COUNTY HEALTH DISTRICT
ANIMAL SERVICES ADVISORY COMMITTEE**

**AGENDA
(Proposed)**

9850-A Emmett F. Lowry Expressway, Texas City, Texas 77591
Board Room
Thursday, November 7, 2019 12:00 Noon

CONSENT AGENDA: All items marked with a single asterisk (*) are parts of the consent agenda and require no deliberation by the Animal Advisory Committee. Any Committee member may remove an item from this agenda to be considered separately.
APPEARANCE: A citizen desiring to make comment to the Committee shall submit a written request to the Director by noon on the fifth day preceding the Advisory Committee Meeting. A statement of the nature of the matter to be considered shall accompany the request. The Director shall include the requested appearance on the agenda, and the person shall be heard if he or she appears.
QUORUM: A majority of the members (7) with at least (4) City reps and (1) County rep present shall constitute a quorum

Meeting Called to Order

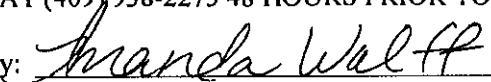
- *Item #1 **ACTION**Agenda
- *Item #2 **ACTION**Excused Absence(s)
- *Item #3 **ACTION**Approval of Minutes from August 8, 2019
- Item #4ARC Manager Report
- Item #5 **ACTION**Financial Report for September 2019 and Review of Fund Balance Reserve
- Item #6 **ACTION**Progress Report on Animal Services Strategic Plan
- Item #7 **ACTION**Discussion to form a subcommittee to draft new Animal Services Strategic Plan
- Item #8Update on the formation of "ARC Pet Allies", 501c3
- Item #9.....Comparative Data Summary (2019-2018) (Intake and Dispositions)
- Item #10.....Update from Animal Services Advisory Committee Members
- Item #11Public Comments

Adjournment

Tentative Next Meeting: February 13, 2020

At the discretion of the Advisory Committee Chair, persons who have not submitted written request may be permitted to comment on posted agenda item (s) (limit three (3) minutes per person). In compliance with Texas Open Meeting Act the Animal Advisory Committee may not deliberate on comments. Personal attacks will not be allowed and personnel matters should be addressed to the Animal Services Manager during normal business hours.

**MEMBERS MAY BE REACHED DURING THE MEETING AT 938-2288
ANY PERSON REQUIRING SPECIAL ACCOMMODATION SHOULD CONTACT
AMANDA WOLFF AT (409) 938-2273 48 HOURS PRIOR TO THE MEETING.**

Posted by: 



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #2

Excused Absence(s)



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #3

Approval of Minutes from August 8, 2019

Animal Services Advisory Committee Meeting Minutes
August 8, 2019 12:00 Noon

In Attendance:

Commissioner Stephen Holmes, Galveston County
Curtis Klages, DVM, DACLAM, UBOH
James Osteen, City of La Marque
Kirk Jackson, City of La Marque
Jonathon Givens, DVM
Able Garza, City of Texas City
Nick Finan, City of Texas City
Fard Abdullah, City of Hitchcock
Mayor Gale, City of Kemah
Lark Tedesco, Animal Welfare
Cynthia Kelley, Animal Welfare
Monique Ryans, Daily Operator of an Animal Shelter
Amber Adams, Daily Operator of an Animal Shelter
Karen Hearing, City of Tiki Island

Absent:

Mayor Konyha, City of Bayou Vista

GCHD Staff:

Kathy Barroso, Chief Executive Officer
Andrea Cortinas, Chief Financial Officer
Kenna Pruitt, Budget & Grant Manager
Paula Compton, Financial Services Manager
Marissa Worsham, Staff Accountant
Dina Driskill, JD, Contract Analyst
Caroline McKenna, Rescue/Adoption Coordinator
Randy Valcin, Director of Public Health Surveillance Programs
Amanda Wolff, Executive Office Coordinator/Assistant to CEO

Guest:

Yvonne Downs and Michelle Allee

Consent Agenda

Mr. Osteen, Chair, asked the Committee to approve the consent agenda items one through three. Ms. Tedesco made a motion to approve the consent agenda and Dr. Klages seconded. The Committee unanimously approved consent agenda items one through three.

Item #4 Animal Services Manager Report

Amber Adams, Director of Animal Services, presented the management report to the Committee.

Item #5 Discussion Regarding the Next Animal Services Strategic Plan Schedule

Amber Adams, Director of Animal Services, asked the Committee how they would like to develop the next Animal Services Strategic Plan. Ms. Adams suggested forming a subcommittee to develop the new plan similar to how the current 5-year plan was created. Commissioner Holmes requested that an update on the current 5-year plan be given to the Committee at the next ASAC meeting and after the update then the Committee can decide how

they would like to move forward on developing the next plan. Mr. Osteen tabled this item until November and no action was taken.

Item #6 Consider for Approval June 2019 Financial Report

Andrea Cortinas, Chief Financial Officer, presented the June 2019 financial report to the Committee. A motion to accept the financial report as presented was made by Mayor Gale and seconded by Commissioner Holmes. The Committee unanimously approved the financial report.

Item #7 Update on FY20 Animal Services Budget

Kathy Barroso, Chief Executive Officer, advised the Committee that the United Board of Health approved the FY20 Animal Services budget and it has been presented and submitted to Commissioner Court and the Cities within the Interlocal for approval.

Item #8 Consider for Approval the Creation of a 501(c)(3) to be Presented to the United Board of Health

Andrea Cortinas, Chief Financial Officer, proposed to the Committee a creation of a nonprofit 501(c)(3) organization to benefit the Animal Resource Center. Ms. Cortinas advised the Committee of the benefits a 501(c)(3) which includes a possible increase in the amount of general donations since donations would now be tax deductible, we would be allowed to pursue more grant funding opportunities, and it would fulfill the interlocal agreement provision of proactively seeking alternative funding streams. A motion to present this proposal to the United Board of Health was made by Ms. Tedesco and was seconded by Commissioner Holmes. The Committee unanimously approved the motion.

Item #9 Consider for Approval Proposed Changes to the Galveston County Animal Services Policy

Amber Adams, Director of Animal Services, advised the Committee that the Animal Services Policy had one recommended change regarding requirements for the owners of dogs that have been declared dangerous. A motion to approve changing the 15th day to the 30th day on page 16 of the policy was made by Commissioner Holmes and seconded by Mr. Garza. The Committee unanimously approved. The policy will now go to the United Board of Health for the three-step approval process.

Item #10 Update on the Texas A&M Veterinary Emergency Team (VET) Animal Disaster Emergency Preparedness Program

Amber Adams, Director of Animal Services, updated the Committee on the next steps from the A&M Veterinary Emergency Team (VET) Animal Disaster Emergency Preparedness Program. VET would like to set a meeting for late September early October with key stake holders including members of the Animal Services Advisory Committee. Ms. Adams asked if any Committee members would like to be apart of that meeting and Dr. Klages said he would like to participate.

Item #11 Comparative Data Summary (FY2019-2018) (Intake and Dispositions)

Kathy Barroso, Chief Executive Officer presented the comparative data summary 2019-2018 (intake and disposition).

Item #12 Update from Animal Services Advisory Committee Members

Updates were given by the Animal Service Advisory Committee members. Mr. Osteen requested that Amber Adams explore pricing on collars and tags that would include the phone

number of the pet owner and could be provided to all adopted animals to help reunite animals when they are lost.

Item #13 Public Comments

Yvonne Dows addressed the Committee by expressing her happiness that a 501 (c)(3) is being explored for the Animal Resource Center.

Chair

Secretary/Treasurer

Date

Date



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #4

ARC Manager Report

Animal Services: Management Report
November 7, 2019

1) Vacancies:

4 Animal Care Technicians (3 part time, 1 full time)

GCHD Vacancies are posted at:

GCHD's website: <https://www.gchd.org/about-us/career-opportunities>

The Work Source (TWC): <https://www.twc.texas.gov/>

ZipRecruiter: <https://www.ziprecruiter.com>

Craigslist (Galveston): <https://galveston.craigslist.org>

NACA: <https://nacanet.site-ym.com/networking/>

TACA: <https://taca.wildapricot.org/>

Indeed: <https://www.indeed.com/>

Surrounding Community Colleges

Social Media: Facebook, Instagram

2) Rabies Cases:

There have been no reported cases of rabies.

3) Events/Programs:

- a. Aug 9: CHW Community Resource Fair – Adoptions/ARC Info/Microchips
- b. Aug 17: Clear The Shelters Adoption Event – 89 Adoptions (All time high record for ARC)
- c. Aug 23-24: ARC Low Cost Pet Vaccine Clinics
- d. September 13 and 14: ARC Low Cost Pet Vaccine Clinics
- e. September: Started in house Heartworm Treatment on ARC dogs with use of Heal A Heart donations
- f. September 26-30: "Dogs Play For Life" Seminar at ARC (\$10,000 Scholarship received to cover costs)
- g. September 27: Hitchcock ISD school group donation drive and volunteered at ARC (8 am – 10:30 am)
- h. October 4-5: ARC offered \$10 Adoptions on all dogs and cats
- i. October 5: Kemah Boardwalk, Witches Night Out, Adoption Event
- j. October 11-12: ARC Low Cost Pet Vaccine Clinics
- k. October 11-12: ARC offered \$20 Adoptions on all dogs
- l. October 18: Texas City High School Work/Study Program begins, every Friday at ARC
- m. October 19: "Art and Adoptions" event, Boardwalk Fudge in Kemah
- n. October 26: Levi Fry Students volunteering at ARC (Service Project) 9 am – 12 pm
- o. October 26: ARC offered \$10 Adoptions on all Pits or Pit mixes
- p. November 2: Kemah Boardwalk, Veteran/First Responder Event, Adoption Event

- 4) Media Releases:
- a) Videos of the Pets of the Week can be viewed on www.facebook.com/garcpets and www.youtube.com.
 - b) ARC Pets of the Week appear in the Galveston County Daily News and in The Post in a weekly rotation
 - c) Two low-cost pet vaccination clinics available in July
 - a. The Post Newspaper, July 22
 - d) Two low-cost pet vaccination clinics available in August
The Post, Aug. 4
 - e) \$5 pet adoptions offered at Animal Resource Center
The Daily News, Aug. 5
 - f) Clear the Shelters Day set for Saturday
The Daily News, Aug. 11
 - g) Help Clear the Shelters on Saturday
The Daily News, Aug. 14
 - h) Bulletin Board
The Daily News, Aug. 16
 - a. Clear the Shelters
 - i) Bulletin Board
The Daily News, Aug. 17
 - a. Clear the Shelters
 - j) Clear the Shelters, ARC
KPRC 2, Aug. 18
 - k) Bulletin Board
The Daily News, Aug. 18
 - a. ARC low-cost vaccine clinics
 - l) Bulletin Board
The Daily News, Aug. 23
 - a. ARC low-cost vaccine clinics
 - m) Bulletin Board
The Daily News, Aug. 24
 - a. ARC low-cost vaccine clinics
 - n) Two low-cost pet vaccination clinics available in September
 - a. Bay Area Entertainer, Sept. 4
 - o) Bulletin Board
 - a. The Daily News, Sept. 13
 - i. ARC to host low-cost vaccine clinics
 - p) Bulletin Board
 - a. The Daily News, Sept. 14
 - i. ARC to host low-cost vaccine clinics

- 5) Live Release Programs:
 - a) Heal A Heart Program
 - b) Sponsor A Heart Program
 - c) Senior Animal Program – Supported by Bingo funds
 - d) Black Animal Program – Supported by Bingo funds
 - e) Pets of the Week: Offered for half price
 - f) Pre - Altered Pets (altered upon intake): Offered for half price
 - g) Working Cat Program – Non-social / Semi social cats
 - h) Borrow A Dog Program

- 6) Animal Services would like to thank the Boot Kickers Bingo Charity Fund/Animal Alliance for the use of funds to support the discounted adoption programs.

- 7) Bingo Animal Stats:
 - a. FY19 (10/01/18 – 09/30/19)
Black Animals, Senior Animals, At Risk Animals = 261
 - b. FY18 (10/01/17 – 09/30/18)
Black Animals, Senior Animals, At Risk Animals = 248

- 8) Private Cremation Stats:
 - a. FY19 (10/01/18 – 09/30/19) = 64
 - b. FY18 (10/01/17 – 09/30/18) = 59

- 9) ARC Rabies Vaccine Update:
 - a. ARC owned animals that received rabies vaccines
 - i. 05/01/2018 – 10/31/19 = 1,552
 - b. Rabies vaccines sold to citizens
 - i. 05/31/18 – 10/31/19 = 904

- 10) ARC In House Cat Neuters
 - a. 03/08/19 – 10/31/19 = 90 cat neuters

- 11) Cremation Update: The crematory is currently not functioning due to a faulty PLC unit and/or communication cord. The parts were sent off for evaluation to determine repair options.



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #5

Financial Report for September 2019 and Review of Fund Balance Reserve

Revenue and Expense Actuals versus Budget with Annual Variance

Galveston County Health District ARC Field Services

For 9/30/2019

Annual Budget	PTD Actual 9/30/2019	PTD Budget 9/30/2019	Revenue	YTD Actual 9/30/2019	YTD Budget 9/30/2019	Variance
250,543.00	20,878.59	20,879.00	County Revenue	250,543.00	250,543.00	0.00
0.00	0.00	0.00	Gain on Fixed Asset Disposals	3,025.00	0.00	3,025.00
82,441.00	6,870.08	6,870.00	Animal Control / City Contract	82,441.00	82,441.00	0.00
1,500.00	0.00	125.00	Animal Services/Other Contracts	1,500.00	1,500.00	0.00
334,484.00	27,748.67	27,874.00	Total Revenue	337,509.00	334,484.00	3,025.00
Expenses						
223,304.00	16,691.16	18,609.00	Hourly Pay	174,147.83	223,304.00	49,156.17
7,800.00	884.66	650.00	Overtime	5,231.29	7,800.00	2,568.71
7,051.00	733.69	588.00	Part-Time Hourly Pay	5,853.79	7,051.00	1,197.21
18,219.00	1,301.38	1,518.00	FICA Expense	13,300.08	18,219.00	4,918.92
702.00	3.39	58.00	SUTA	125.73	702.00	576.27
609.00	59.78	51.00	Life Insurance Expense	609.33	609.00	(0.33)
536.00	40.33	45.00	Long Term Disab Coverage	410.09	536.00	125.91
28,401.00	1,909.19	2,366.00	Employer Paid Health Insurance	17,755.62	28,401.00	10,645.38
8,574.00	655.90	714.00	Worker's Compensation Insurance Expense	6,746.44	8,574.00	1,827.56
4,489.00	398.65	374.00	Employer Sponsored Healthcare	3,920.88	4,489.00	568.12
5,252.00	384.03	438.00	Pension / Retirement	4,060.52	5,252.00	1,191.48
576.00	0.00	48.00	Misc. Contract Services	250.25	576.00	325.75
0.00	(29.00)	0.00	Temporary Staffing	7,349.17	0.00	(7,349.17)
2,750.00	0.00	63.00	Office Supplies (Field)	3,194.11	2,750.00	(444.11)
4,500.00	0.00	250.00	Operating Supplies (Field)	5,147.55	4,500.00	(647.55)
3,220.00	0.00	268.00	Uniform Supplies (Field)	1,047.50	3,220.00	2,172.50
0.00	0.00	0.00	Postage	6.04	0.00	(6.04)
1,944.00	26.53	162.00	Telecommunications	1,758.95	1,944.00	185.05
250.00	0.00	21.00	Travel, Local	0.00	250.00	250.00
750.00	200.00	62.00	Training, Local	275.00	750.00	475.00
4,627.00	1,967.80	386.00	Training, Out of Town	2,769.80	4,627.00	1,857.20
250.00	0.00	21.00	Maint/Repair, Equipment	0.00	250.00	250.00
3,600.00	112.37	300.00	Maint/Repair, Auto	2,627.77	3,600.00	972.23
10,500.00	1,723.38	875.00	Fuel	10,854.92	10,500.00	(354.92)
1,332.00	0.00	111.00	Maint/Repair, Preventative, Auto	682.84	1,332.00	649.16
3,240.00	399.67	270.00	Insurance, Auto/Truck	4,796.04	3,240.00	(1,556.04)
0.00	168.83	0.00	Insurance, Bldg. / Contents	1,012.98	0.00	(1,012.98)
47,000.00	0.00	0.00	Vehicles	80,552.00	47,000.00	(33,552.00)
500.00	44.50	42.00	Newspaper Ads/Advertising	386.50	500.00	113.50
250.00	0.00	21.00	Association Dues	250.00	250.00	0.00
4,560.00	320.00	380.00	IT Software, Licenses, Intangibles	3,840.00	4,560.00	720.00
100.00	0.00	8.00	Professional Services	41.95	100.00	58.05
0.00	(172.94)	0.00	Bad Debt Expense	(172.94)	0.00	172.94
394,886.00	27,823.30	28,699.00	Total Expenses	358,832.03	394,886.00	36,053.97
(60,402.00)	(74.63)	(825.00)	Change in Net Assets	(21,323.03)	(60,402.00)	39,078.97

Revenue and Expense Actuals versus Budget with Annual Variance

Galveston County Health District

ARC Shelter Services

For 9/30/2019

Annual Budget	PTD Actual 9/30/2019	PTD Budget 9/30/2019	Revenue	YTD Actual 9/30/2019	YTD Budget 9/30/2019	Variance
3,000.00	160.45	250.00	(89.55)	2,166.65	3,000.00	(833.35)
524,822.00	43,735.16	43,735.00	0.16	524,822.00	524,822.00	0.00
0.00	80.00	0.00	80.00	2,120.00	0.00	2,120.00
3,900.00	40.00	325.00	(285.00)	380.00	3,900.00	(3,520.00)
40,000.00	2,710.00	3,333.00	(623.00)	40,961.46	40,000.00	961.46
32,000.00	3,410.00	2,667.00	743.00	42,620.00	32,000.00	10,620.00
6,500.00	600.00	542.00	58.00	7,300.00	6,500.00	800.00
3,000.00	0.00	250.00	(250.00)	4,379.80	3,000.00	1,379.80
75,000.00	4,657.70	6,250.00	(1,592.30)	69,761.70	75,000.00	(5,238.30)
6,500.00	554.00	542.00	12.00	9,071.50	6,500.00	2,571.50
304,349.00	25,362.42	25,362.00	0.42	304,349.00	304,349.00	0.00
999,071.00	81,309.73	83,256.00	(1,946.27)	1,007,932.11	999,071.00	8,861.11
Expenses						
382,981.00	30,141.68	31,915.00	1,773.32	355,726.10	382,981.00	27,254.90
0.00	(152.29)	0.00	152.29	0.00	0.00	0.00
76,440.00	1,742.35	6,370.00	4,627.65	25,354.34	76,440.00	51,085.66
35,146.00	2,305.32	2,929.00	623.68	27,717.60	35,146.00	7,428.40
1,744.00	1.99	145.00	143.01	508.92	1,744.00	1,235.08
1,093.00	110.74	91.00	(19.74)	1,290.75	1,093.00	(197.75)
919.00	75.00	77.00	2.00	861.95	919.00	57.05
60,001.00	3,818.41	5,000.00	1,181.59	42,193.26	60,001.00	17,807.74
16,539.00	1,180.36	1,378.00	197.64	14,180.04	16,539.00	2,358.96
9,485.00	797.27	790.00	(7.27)	9,174.56	9,485.00	310.44
10,130.00	675.97	844.00	168.03	8,313.96	10,130.00	1,816.04
1,500.00	75.50	125.00	49.50	868.25	1,500.00	631.75
0.00	4,313.78	0.00	(4,313.78)	62,828.19	0.00	(62,828.19)
37,800.00	3,470.82	3,150.00	(320.82)	32,417.75	37,800.00	5,382.25
18,000.00	1,500.00	1,500.00	0.00	18,000.00	18,000.00	0.00
5,000.00	80.15	416.00	335.85	7,085.73	5,000.00	(2,085.73)
43,500.00	2,420.26	3,500.00	1,079.74	44,976.44	43,500.00	(1,476.44)
38,000.00	6,746.89	3,167.00	(3,579.89)	37,094.31	38,000.00	905.69
50.00	0.00	4.00	4.00	0.00	50.00	50.00
1,980.00	0.00	165.00	165.00	640.72	1,980.00	1,339.28
26,000.00	1,435.00	2,167.00	732.00	30,870.00	26,000.00	(4,870.00)
0.00	94.99	0.00	(94.99)	514.83	0.00	(514.83)
950.00	57.93	79.00	21.07	568.28	950.00	381.72
10,860.00	334.37	905.00	570.63	9,913.17	10,860.00	946.83
250.00	0.00	21.00	21.00	215.69	250.00	34.31
500.00	123.43	42.00	(81.43)	422.29	500.00	77.71
3,932.00	0.00	328.00	328.00	967.02	3,932.00	2,964.98
2,340.00	157.93	195.00	37.07	1,984.94	2,340.00	355.06
199,699.00	16,641.59	16,642.00	0.41	199,699.00	199,699.00	0.00
4,740.00	(1,370.00)	395.00	1,765.00	4,072.46	4,740.00	667.54
0.00	15.70	0.00	(15.70)	188.40	0.00	(188.40)
500.00	44.50	42.00	(2.50)	1,269.30	500.00	(769.30)

Revenue and Expense Actuals versus Budget with Annual Variance Galveston County Health District ARC Donations For 9/30/2019

Annual Budget	PTD Actual 9/30/2019	PTD Budget 9/30/2019	Revenue	YTD Actual 9/30/2019	YTD Budget 9/30/2019	Variance
0.00	0.00	0.00	ARC Donations	1,227.00	0.00	1,227.00
0.00	1,157.57	0.00	ARC Donations - Sponsor a Heart	909.21	0.00	909.21
0.00	105.00	0.00	ARC Donations - Heal a Heart	8,040.75	0.00	8,040.75
0.00	50.00	0.00	ARC Donations - Promotional Items	1,131.60	0.00	1,131.60
0.00	1,312.57	0.00	Total Revenue	11,308.56	0.00	11,308.56
0.00	3,142.06	0.00	Expenses	9,276.56	0.00	(9,276.56)
0.00	0.00	0.00	Misc. Contract Services	4,324.41	0.00	(4,324.41)
0.00	0.00	0.00	Operating Supplies	1,154.59	0.00	(1,154.59)
0.00	0.00	0.00	Tangible Reinforcements, Outreach, Incentives, etc.			
0.00	3,142.06	0.00	Total Expenses	14,755.56	0.00	(14,755.56)
0.00	(1,829.49)	0.00	Change in Net Assets	(3,447.00)	0.00	(3,447.00)

Revenue and Expense Actuals versus Budget with Annual Variance Galveston County Health District ARC Vaccination Services For 9/30/2019

Annual Budget	PTD Actual 9/30/2019	PTD Budget 9/30/2019	Revenue	YTD Actual 9/30/2019	YTD Budget 9/30/2019	Variance
0.00	160.00	0.00	160.00	1,840.00	0.00	1,840.00
27,526.00	920.00	2,294.00	(1,374.00)	16,450.00	27,526.00	(11,076.00)
0.00	315.00	0.00	315.00	4,870.00	0.00	4,870.00
0.00	552.53	0.00	552.53	9,545.22	0.00	9,545.22
27,526.00	1,947.53	2,294.00	(346.47)	32,705.22	27,526.00	5,179.22
Expenses						
6,000.00	500.00	500.00	0.00	6,000.00	6,000.00	0.00
420.00	91.20	35.00	(56.20)	665.45	420.00	(245.45)
2,932.00	(2,325.93)	244.00	2,569.93	8,149.84	2,932.00	(5,217.84)
9,352.00	(1,734.73)	779.00	2,513.73	14,815.29	9,352.00	(5,463.29)
18,174.00	3,682.26	1,515.00	2,167.26	17,889.93	18,174.00	(284.07)
Change in Net Assets						
				17,889.93	18,174.00	(284.07)

**Animal Services
Fund Balance Reserve
as of September 30, 2019**

Field Services

Beginning Fund Balance @ 9/30/18	\$223,627
FY19 YTD Surplus / (Loss)	(\$21,323)
Total Field Services Fund Balance @ September 30, 2019	\$202,304

Shelter Services

Beginning Fund Balance @ 9/30/18	\$155,544
FY19 YTD Surplus / (Loss)	\$60,012
Total Shelter Services Fund Balance @ September 30, 2019	\$215,556

Donations

Beginning Fund Balance @ 9/30/18	\$78,725
FY19 YTD Surplus / (Loss)	(\$3,447)
Total Donations Fund Balance @ September 30, 2019	\$75,278

Vaccination Clinic

Beginning Fund Balance @ 9/30/18	\$1,190
FY19 YTD Surplus / (Loss)	\$17,890
Total Vaccination Clinic Fund Balance @ September 30, 2019	\$19,080

Summary

Field	\$202,304
Shelter	\$215,556
Donations	\$75,278
Vaccination Clinic	\$19,080
Total Summary Fund Balance @ September 30, 2019	\$512,217



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #6

Progress Report on Animal Services Strategic Plan

Galveston County Animal Services 5 Year Strategic Plan (2014-2019)

Summary Page: August 2018 – August 2019

Priority 1: Promote Live Release:

Partnerships with businesses and organizations, recruit new animal rescue groups, frequent rescue plea emails sent, promote animals via social media, offsite adoption events, recruit foster families and volunteers, photography improvements, reduced adoption fees, live release programs, In house rabies, parvo tests, heartworm tests, combo tests, fecal screens, vet exams, blood smears, skin scrapes, ringworm dips, mange treatments and heartworm treatments

Priority 2: Promote Responsible Pet Guardianship:

Community outreach to promote spay/neuter, to increase county registration compliance, educate pet owners how to properly care for their pets, surrender intervention, low cost pet vaccine clinics, offsite events, social media graphics, partnerships with schools

Priority 3: Enhance Community Collaboration

Partnerships with local veterinarians and businesses, recruit volunteers, daily work with animal rescue groups, grant awards, volunteer/foster townhall meeting, volunteer orientations, online forms/applications, photography training, holiday photos, transport expansion, creation of new pet reports

Priority 4: Improve and Enhance Resources

Moving toward developing a spay/neuter suite at ARC, partner with organizations to provide continuing education classes, low cost vaccine clinics, in house rabies, in house cat neuters, formation of 501c3 (ARC Pet Allies), in house veterinary exams/testing

Priority 5: Strengthen the Efficiencies and Effectiveness of Business Practices

Track trends and share statistics online, monitor trends to continually improve, audits continue to be satisfactory, YouTube training videos, awarded grants

Priority 6: Improve Animal Control and Field Operations

Provide a safe environment for the community, educate the public on animal related policies/codes, outreach and education with schools and at public events

Priority 7: Developing a Competent and Professional Workforce

Seek or host local continuing education classes, recruit and retain qualified employees, staff training videos/meetings, MAG Study

Priority 8: Continue to Strengthen the Credibility of ARC

Engage the public and remain transparent with ideals, policies and statistics, volunteer orientations, volunteer townhall meeting, holiday photos, Dogs Play For Life, group engagement, positive media coverage.

November 2019 – 5th Year Update:
Galveston County Animal Services Strategic Plan
(2014 - 2019)

Priority 1: Promote Live Release

Goal One: Increase animal adoptions

- Partner with entities that will work with ARC to promote animal adoptions.
 - Continuance of community partnerships (Clear The Shelters, Donuts and Dogs/National Dog Day Event, Kendra Scott, Hotel Galvez, Texas City Breast Cancer Walk, Crucial Catch, Veteran's Festival, HEAL Lauch, Instagram Account launch, Healthy Pets for the Holiday/Girl Scout Event, KHEA Radio 99.5 FM Share-a-thon (Live radio and social media interview with ARC dog), Pearland Towncenter Adoption Event, Jimmy Changas FunRaisers benefiting the ARC, Pet Supplies Plus (League City Pet Store) Adoption Events, ARC Presentation for College of the Mainland Staff, Animal Alliance 100,000 Spay/Neuter Celebration Event, Feb 2019: ARC in house neuter launch, The Rio Mainland – Adoptions and Stress Relief for residents, Main Event Donation drive for ARC, Cause for Paws Adoption Event, DUO Winery Fundraiser and Adoption Event, The Fetching Lab Brewery, Gringo's Spirit Day, Easter Bunny Photos, Texas City Rotary Club, Pet Photography Training for Volunteers, "The Real Dog Moms of Galveston County" photo sessions, ARC "Kitten Shower", Superhero Theme, "Every Hero Needs a Sidekick", Invited EMS, Police and Fire for photos with pets, Kemah Boardwalk, UTMB Class Presentation, NRG Arena - Super Adoption Event - Best Friends Animal Network, National HIV Testing Day/Front Door Club, Camp Bow Wow, Paws and Claws Adopt A Thon, Movies and Meows, CHW Community Resource Fair, Boardwalk Fudge, Levi Fry Students volunteering at ARC (Service Project)

- Continue to recruit and invite rescue groups to sign up with ARC to assist with the live release of impounded animals.
 - Continuance of emails, detailed with photos and information, are sent out to all rescue groups when a breed of interest enters the ARC.
 - Creation of mass reports showing animals and specific info (medical notes, behavior notes, extra links to photo albums and videos, heartworm status, age, etc.)

- Explore and implement affordable ways that will result in increased animal adoptions.
 - Social media, Email pleas, Attendance at offsite events, Rescue group outreach, Daycare/School tours, Photography improvement, Enrichment provided for behavioral/mental health, Pets of the Week, Offer half priced adoptions, Dogs Play For Life Program, Borrow A Dog Program, Working Cat Program, Sponsor A Heart fund, Heal A Heart fund, Superhero Theme, "Every Hero Needs a Sidekick", Invited EMS, Police and Fire for photos with pets, UTMB Class Presentation, NRG Arena - Super Adoption Event - Best Friends Animal Network, Started in house Heartworm Treatment on select ARC dogs with use of Heal A Heart donations, Clear The Shelters, Creation of mass reports showing animals and specific info (medical notes, behavior notes, extra links to photo albums and videos, heartworm status, age, etc.)

 - Continue to Share information with Cities for promotion and sharing

- Seek funding to sponsor animal adoptions.
 - Continuance of Sponsor A Heart Program, Best Friends Animal Society
- Continue and explore new programs that assist with animal adoptions (e.g. Senior for Senior, Sponsor a Heart).
 - Continuance of "Sponsor A Heart" Program – Adoptions sponsored by public donations
 - Continuance of the "Black Animal" Program and the "Senior Program" – Vetting sponsored by the Bingo Charity Fund/Animal Alliance
 - Continuance of Working Cat Program
 - Borrow A Dog Program, Dogs Play For Life
- Review and coordination of return to owner program (e.g. animal identification, outreach in field service procedures, instructions on website etc...).
 - Continue daily tracking and return efforts for each microchip found
- Promote adoptable animals via social media, advertisement and other marketing events.
 - Facebook page is extremely active and successful, Nov 2019 = 13,500 followers, Offsite marketing events, Pet of Week posted in newspapers and on ARC website, Twitter account, Nov 2018 Instagram account launched, ARC offered public pet photos with the Easter Bunny,

Goal Two: Promote Foster Program

- Continue to recruit and invite foster families to sign up with ARC to assist with the live release of impounded animals.
 - Foster needs are posted to ARC Facebook and shared with ARC's animal rescue network
 - Foster recruitment efforts by word of mouth, emails and social media
 - Use of ARC's Volunteer/Foster Facebook page (closed group for active participants)
 - ARC Presentation for College of the Mainland Staff, April 2019: ARC Volunteer/Foster Townhall Meeting, ARC "Kitten Shower", UTMB Class Presentation, CHW Community Resource Fair, Facebook Polling Questions
 - Shifted from paper forms to online forms to make process quicker and easier for foster applicant
 - Adopted guidelines/instructions/tip sheets for medical fosters from Austin Pets Alive
- Develop guidance for the foster program; work with foster families to promote animal adoptions (informing foster families of offsite adoptions, etc.)
 - Communication with fosters at least every 2 weeks to check on fosters, check on pets, discuss vaccinations needed, discuss potential adopters and upcoming events, adopted guidelines/instructions/tip sheets for medical fosters from Austin Pets Alive

Priority 2: Promote Responsible Pet Guardianship

Goal One: Promote Spay or Neuter of Pets

- Community outreach through public education
 - Social media posts, Direct communication with customers at the ARC, ARC Presentation for College of the Mainland Staff, UTMB Class Presentation, National HIV Testing Day/Front Door Club, Camp Bow Wow, Levi Fry Students volunteering at ARC (Service Project), ARC's Low Cost Vaccine Clinics
- Collaborate with partners to promote affordable spay/neuter options
 - Promote low cost spay/neuter options in the ARC and in the field (Animal Alliance, SNIP)
- Case management activities to increase responsible pet guardianship (e.g. follow-up activities to insure that spay/neuter occurs).
 - Reminder emails and phone calls are made
 - Case follow up letter emailed and/or mailed when an appointment is missed.

Goal Two: Increase Awareness regarding Pet Registration in Galveston County

- Educate citizens on requirement regarding pet registration within the county
 - New law began May 1, 2015
 - Social media, press releases, flyers
 - Request to Cities to help with promotions and sharing
 - ARC's Low Cost Vaccine Clinics

Goal Three: Educate Public on Responsible Pet Guardianship

- Offer information on website and social media
 - Inclement weather warnings, Lost pet tips, Wildlife tips, Spay/Neuter Facebook posts to show benefits
- Develop brochure on pet guardianship
 - Created numerous social media graphics and flyers
- Carry out outreach in schools of Galveston County for responsible pet guardianship.
 - UTMB Class Presentation
 - ARC Presentation for College of the Mainland Staff
 - Hitchcock ISD
 - Texas City High School Work/Study Program
 - Levi Fry Students volunteering at ARC (Service Project)

Goal Four: Surrender Intervention

- Post resource list on website of entities (rescue groups, referrals) to assist pet guardian with other options.
 - Completed and posted to website
 - Large list of no kill options is available at ARC (Pet retention list and rescue group list)
- Create list of referrals or alternatives for owner surrenders, (e.g. listing on website, social media, brochure, etc.)
 - Large list of no kill options is available at ARC (Pet retention list and rescue group list)
 - Courtesy social media posts to rehome animals before impoundment
 - Courtesy rescue group email pleas
- Educate public through outreach activities on surrender intervention.
 - Staff tries to branch owner surrenders to rescue groups before impoundment.
 - Identify reason for surrender and offer reasonable solutions

Priority 3: Enhance Community Collaboration

Goal One: Collaborate with local veterinarians

- Work with local Veterinary Medical Association for collaboration of veterinarians to provide in kind services (spay/neuter, microchip, and provide rabies vaccine to adoptable animals).
 - March 19: ARC accepted a one-time grant for heartworm prevention from GreaterGood.org
 - Started in house Heartworm Treatment on select ARC dogs with use of Heal A Heart donations

Goal Two: Expansion of Volunteer Program

- Develop a structured volunteer program to assist with animal adoptions, surrender interventions and live release programs.
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Volunteer orientations are held every other Saturday at the ARC
 - Shifting from paper forms to online forms for volunteer applications
 - Sign Up Genius Volunteer Schedules
 - Doobert for transports
- Continue to recruit and train volunteers to assist with ARC activities.
 - Pet Photography Training for Volunteers
 - ARC "Kitten Shower"
 - Easter Bunny photo sessions
 - "The Real Dog Moms of Galveston County" photo session
 - Hitchcock ISD, TC High, Levy Fry
 - Texas City High School Work/Study Program

- Superhero Theme, "Every Hero Needs a Sidekick", Invited EMS, Police and Fire for photos with pets
- Easily transporting animals via volunteer drivers across the State
- Began implantation of group activities to encourage participation

Goal Three: Partner with Rescue Groups

- Continue to identify and invite new rescue groups to sign up with ARC to assist with the live release of impounded animals.
 - Performed daily
- Build productive relationships with animal rescue groups that will help to promote ARC goals and objectives.
 - Daily efforts through social media and emails
 - Staff and Management are often described as very available, very easy to deal with, and flexible
 - Easily transporting animals via volunteer drivers across the State / Doobert transports
 - Creation of mass reports showing animals and specific info (medical notes, behavior notes, extra links to photo albums and videos, heartworm status, age, etc.)
- Promote animal rescue through outreach and education.
 - Off-site events
 - Daily outreach to rescue groups and interested citizens with social media and email

Priority 4: Improve and Enhance Resources

Goal One: Explore options to develop spay/neuter suite at ARC

- Seek available funding (i.e. grant funds) that can support the development of a surgery suite at the ARC.
 - Formation of 501c3 – "ARC Pet Allies"
 - Low Cost Pet Vaccine Clinics
 - In house parvo tests, heartworm tests, combo tests, fecal screens, vet exams, blood smears, skin scrapes, ringworm dips, mange treatments and heartworm treatments

Goal Two: Seek opportunities to collaborate with entities that can offer classes at ARC

- Explore working with entities that can assist with animal training or education, ACO basic course, etc...).
 - Aug 2018: GCHD hosted Animal Control/Shelter Staff CE course for DSHS approved hours
 - Nov 2018: ARC hosted DSHS approved Euthanasia training

Priority 5: Strengthen the Efficiencies and Effectiveness of Business Practices

Goal One: Track trends in deficiencies, compliance reports, and audits related to ARC

- Monitor through internal audits, state audits, and quality assurance processes and make recommendations to address deficiencies and noncompliance.
 - State audit by DSHS performed annually
 - Shelter facility audit done by licensed veterinarian annually
 - Audits continue to be satisfactory, with no deficiencies

Goal Two: Evaluate and make recommendations to reduce employee-related injuries, accidents, and related agency expenses

- Implement training program to improve the safety of employees, public, and the animals
 - YouTube videos re: animal behavior and safe handling

Goal Three: Evaluate and make recommendations to improve financial reporting, tracking of animals, inventory, and management of special programs that promote animal adoption

- Explore additional grant funding
 - September 2018: ARC was awarded Michelson Found Animals Registry Express Microchip Grant (200 free microchips to offer to public)
 - March 2019: ARC accepted a one-time grant for heartworm prevention from GreaterGood.org

Priority 6: Improve Animal Control and Field Operations

Goal Three: Educate public on Animal Services Policy and codes as it relates to animal control

- Outreach and education at schools and public events
 - Boy Scouts/Girl Scouts
 - Dare care visits/School class visits
 - Rotary Club speeches
 - Adoption Events
 - Use of social media

Priority 7: Developing a Competent and Professional Workforce

Goal Two: Implement continuing education section in staff meetings

- Develop program review of animal diseases, identification, sanitation, outbreak control and management, surrender intervention techniques, courtroom etiquette, etc...).
 - These topics are discussed on an ongoing basis in staff meetings

- Meetings are documented with notes and with employee attendance sheets
- Explore opportunities to provide additional continuing education for staff within county or contiguous counties.
 - Ongoing search for online webinars or local opportunities
 - Nov 2018: Animal Sheltering Operations Peer Planning Workshop – Houston SPCA
 - August 2018: GCHD hosted DSHS approved CE training for field/shelter staff
 - Regularly offering to host CE classes for our group, plus regional partners

Goal Three: Continue efforts to recruit and retain qualified employees

- Perform market-based salary analyses on, at minimum, positions with highest turnover rate and greatest difficulty recruiting.
 - 2019 MAG Study
- Review and update standard operating procedures.
 - Ongoing review of processes for improvement is completed as we continue to move forward

Priority 8: Continue to Strengthen the Credibility of ARC

Goal One: Improve public perceptions about quality of care of animals and customer service in the ARC

- Continue transparency on issues or concerns by public
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Volunteer orientations are held every other Saturday at the ARC
- Maintain open communication between outside groups and ARC management.
 - There is open, daily communication with all rescue group
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Volunteer orientations are held every other Saturday at the ARC

Goal Two: Engage the public and partners in addressing shared goals

- Maintain and convene community group meetings to address various priority animal related issues, utilizing electronic technology to share ongoing information.
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Volunteer orientations are held every other Saturday at the ARC
- Engage animal interest groups and public volunteers to participate in any new and existing services at ARC.
 - Volunteer Spotlight – public recognition of the dedicated volunteers
 - Adoption Success Stories – Posted on FB and website for public viewing

- ARC offered public pet photos with the Easter Bunny
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Pet Photography Training for Volunteers (for ARC adoptables)
 - “The Real Dog Moms of Galveston County” photo sessions at ARC for the public in honor of Mother’s Day
 - ARC “Kitten Shower” to gain fosters and collect donations
 - April 2019: ARC Volunteer/Foster Townhall Meeting
 - Volunteer orientations are held every other Saturday at the ARC
- Explore opportunities for improved communications through print, television, radio (GDN, municipal channel, local media sources)
- 145 Now coverage, Daily News, Eagle Point Express, The Post, Texas City Channel, many shares via Facebook



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #7

Discussion to form a subcommittee to draft new Animal Services Strategic Plan

**Galveston County Animal Services Strategic Plan
(2014 - 2019)**

Priority 1: Promote Live Release

Goal One: Increase animal adoptions

- Partner with entities that will work with ARC to promote animal adoptions.
- Update rescue groups application, guidelines, and code of conduct.
- Continue to recruit and invite rescue groups to sign up with ARC to assist with the live release of impounded animals.
- Explore and implement affordable ways that will result in increased animal adoptions.
- Seek funding to sponsor animal adoptions.
- Continue and explore new programs that assist with animal adoptions (e.g. Senior for Senior, Sponsor a Heart).
- Review and coordination of return to owner program (e.g. animal identification, outreach in field service procedures, instructions on website etc...).
- Promote adoptable animals via social media, advertisement and other marketing events.

Goal Two: Promote Foster Program

- Continue to recruit and invite foster families to sign up with ARC to assist with the live release of impounded animals.
- Develop guidance for the foster program; work with foster families to promote animal adoptions (informing foster families of offsite adoptions, etc.)

Priority 2: Promote Responsible Pet Guardianship

Goal One: Promote Spay or Neuter of Pets

- Community outreach through public education
- Collaborate with partners to promote affordable spay/neuter options
- Case management activities to increase responsible pet guardianship (e.g. follow-up activities to insure that spay/neuter occurs).

Goal Two: Increase Awareness regarding Pet Registration in Galveston County

- Educate citizens on requirement regarding pet registration within the county
- Collaborate with local veterinarians to explore options for collection of registration fees.

Goal Three: Educate Public on Responsible Pet Guardianship

- Offer information on website and social media
- Develop brochure on pet guardianship
- Explore options of pet owner citizenship training/seminars.
- Carry out outreach in schools of Galveston County for responsible pet guardianship.

Goal Four: Surrender Intervention

- Post resource list on website of entities (rescue groups, referrals) to assist pet guardian with other options.
- Create list of referrals or alternatives for owner turn ins, (e.g. listing on website, social media, brochure, etc.)
- Educate public through outreach activities on surrender intervention.

Priority 3: Enhance Community Collaboration

Goal One: Collaborate with local veterinarians

- Explore options to acquire part time veterinarian that is funded by budget or other resources for spay/neuter program.
- Work with local Veterinary Medical Association for collaboration of veterinarians to provide in kind services (spay/neuter, microchip, and provide rabies vaccine to adoptable animals).
- Explore options to recruit veterinarians to assist with vetting animals for adoption fairs

Goal Two: Expansion of Volunteer Program

- Develop a structured volunteer program to assist with animal adoptions, surrender interventions and live release programs.
- Hire full-time volunteer/animal adoption coordinator
- Continue to recruit and train volunteers to assist with ARC activities.

Goal Three: Partner with Rescue Groups

- Update rescue groups application, guidelines, and code of conduct.
- Continue to identify and invite new rescue groups to sign up with ARC to assist with the live release of impounded animals.
- Build productive relationships with animal rescue groups that will help to promote ARC goals and objectives.
- Promote animal rescue through outreach and education.

Priority 4: Improve and Enhance Resources

Goal One: Explore options to develop spay/neuter suite at ARC.

- Seek available funding (i.e. grant funds) that can support the development of a surgery suite at the ARC.

Goal Two: Seek opportunities to collaborate with entities that can offer classes at ARC

- Explore working with entities that can assist with animal training or education, ACO basic course, etc...).

Goal Three: Cremation Services

- Hire full-time cremation specialist.
- Cross train employees on crematory process.
- Implement operation of crematorium.
- Develop cremation service program to offer to public.

Priority 5: Strengthen the Efficiencies and Effectiveness of Business Practices

Goal One: Track trends in deficiencies, compliance reports, and audits related to ARC.

- Monitor through internal audits, state audits, and quality assurance processes and make recommendations to address deficiencies and noncompliance.

Goal Two: Evaluate and make recommendations to reduce employee-related injuries, accidents, and related agency expenses.

- Examine employee related injury trends over past several years (incidents and agency cost)
- Recommendation to address trends, including specific trainings for preventable incidents
- Implement training program to improve the safety of employees, public, and the animals

Goal Three: Evaluate and make recommendations to improve financial reporting, tracking of animals, inventory, and management of special programs that promote animal adoption.

- Reconcile ShelterPro counts with actual physical counts in shelter
- Explore shelter management software options
- Explore additional grant funding
- Provide monthly reports showing the number of incoming and outgoing animals so as to monitor trends, etc...

Goal Four: Assess and evaluate public/customer feedback regarding the quality of services by ARC staff in all areas.

- Develop assessment tools that are user friendly and available for public
- Track trends in complaint data and report to Advisory Committee and United Board of Health
- Make recommendations to improve the quality of customer services

Priority 6: Improve Animal Control and Field Operations

Goal One: Provide safe environment for the community

- Explore options of increasing field staff by 1 full time ACO to cover peninsula and mainland areas within the interlocal agreement.
- Review options for streamlining service areas into districts to provide better service to entities apart of Interlocal Agreement.
- Explore conducting animal sweeps in areas of concern

Goal Two: Review and provide recommendations for improvement on response time of calls

- Monitor response times through quality assurance tools and internal audits.

Goal Three: Educate public on Animal Services policy and codes as it relates to animal control

- Outreach and education at schools and public events.

Priority 7: Developing a Competent and Professional Workforce

Goal One: Develop employee training programs that are specific to each position

- Orientation of roles and responsibilities for each position.
- Effective communications with public members and best practices for excellent customer service.
- Develop competencies for new employees
- Explore options for training of each position (local training, DVD, website, etc...)

Goal Two: Implement continuing education section in staff meetings

- Develop program review of animal diseases, identification, sanitation, outbreak control and management, surrender intervention techniques, courtroom etiquette, etc...).
- Explore opportunities to provide additional continuing education for staff within county or contiguous counties.

Goal Three: Continue efforts to recruit and retain qualified employees.

- Perform market-based salary analyses on, at minimum, positions with highest turnover rate and greatest difficulty recruiting.
- Review and update standard operating procedures.

Priority 8: Continue to Strengthen the Credibility of ARC

Goal One: Improve public perceptions about quality of care of animals and customer service in the ARC.

- Continue transparency on issues or concerns by public
- Maintain open communication between outside groups and ARC management.
- Post reports and other pertinent information on website, Facebook, etc.

Goal Two: Engage the public and partners in addressing shared goals.

- Maintain and convene community group meetings to address various priority animal related issues, utilizing electronic technology to share ongoing information.
- Engage animal interest groups and public volunteers to participate in any new and existing services at ARC.
- Explore opportunities for improved communications through print, television, radio (GDN, municipal channel, local media sources).



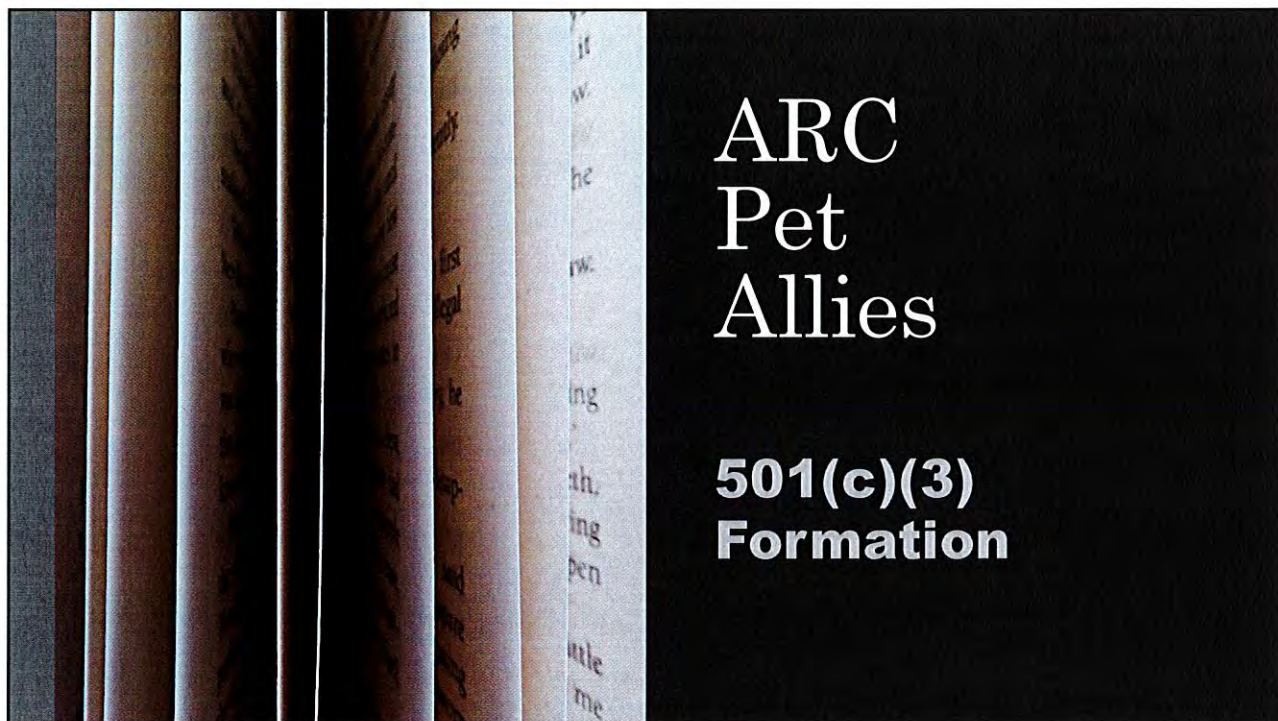
GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #8

Update on the formation of "ARC Pet Allies", 501c3



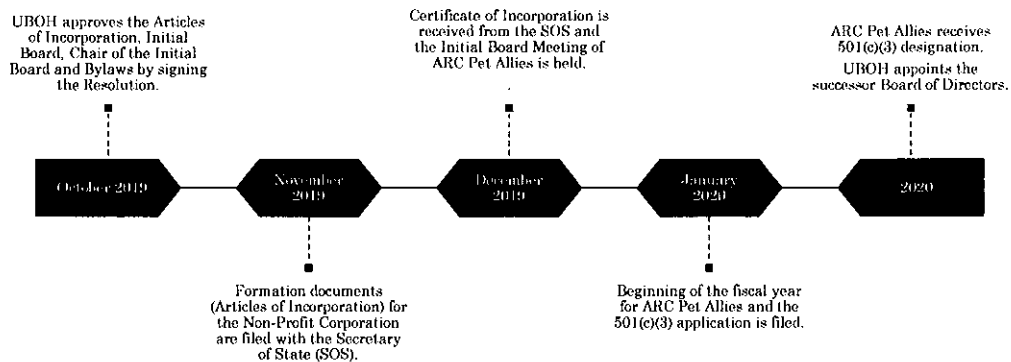
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Consider for Approval the Creation of a 501(c)(3)

<u>Benefits:</u>	<u>Structural Highlights:</u>
<ul style="list-style-type: none">• Would allow us to pursue grant funding opportunities.• Could increase the amount of general donations as they would be tax deductible.• Fulfills Interlocal Agreement provision and Strategic Health Plan initiative of exploring new funding streams.	<ul style="list-style-type: none">• Start small with a 4-member Board who would meet quarterly.• Pursue small grants in-house and hire a grant writer on a contingency basis for large grants.• Establish minimum thresholds of spending limits.• Keep separate set of financial statements.• Tax return would be prepared annually by an outside CPA firm.• Initial goal of funding a spay and neuter clinic

2

Timeline of Formation



3

Why are we talking about filing something on the State level when we are forming a 501(c)(3)?

4

Structural Highlights

To become a 501(c)(3), an entity must first form on the state level as a Non-Profit Corporation (or other acceptable structure), satisfying the requirement in Part II, Section 1 of Form 1023-the application for 501(c)(3) IRS tax exemption.

Form 1023 (Rev. 12-2017) Name: _____ EIN: _____ Page 2

Part II Organizational Structure
 You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. See instructions. **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

1 Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing certification of filing with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. Yes No

2 Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. Yes No

3 Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. Yes No

4a Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. Yes No

b Have you been funded? If "No," explain how you are formed without anything of value placed in trust. Yes No

5 Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. Yes No

5

IRS Form 1023 The Application for 501(c)(3) Status

Form 1023 (Rev. 12-2017) Name: _____ EIN: _____ Page 2

Part II Organizational Structure
 You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. See instructions. **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

1 Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing certification of filing with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. Yes No

2 Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. Yes No

3 Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. Yes No

4a Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. Yes No

b Have you been funded? If "No," explain how you are formed without anything of value placed in trust. Yes No

5 Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. Yes No

6

Why did we
choose this
corporate
structure?

7

Local Government Non-Profit Corporation
vs
Traditional Non-Profit Corporation

“A local government corporation may be created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those local governments.” Texas Transportation Code § 431.101

A local government corporation must follow the Open Meetings Act.

A traditional non-profit does not report to anyone and may conduct all business independently from the ARC, including decisions about expenditures and goals for the funds raised. These goals may differ from the recipient entity's goals.

There is no formal reporting to the UBOH.

8

<p>Why choose a Local Government Nonprofit Corporation?</p>	<p>While there are many ways to achieve the goal of providing a new revenue stream to the ARC, per the Animal Services Interlocal Agreement Article II, (B)(7), the structure of this local government non-profit corporation gives more transparency and direction than other forms.</p>
<p>A local government non-profit corporation allows for a more successful collaboration with the governmental entity it is formed to support.</p>	

9

Is a 501(c)(3) and a non-profit corporation the same thing?

10

501(c)(3) General Requirements

“501(c)(3)” is an IRS designation for which non-profit entities apply.

To receive this designation, Form 1023 must be submitted to the IRS and approved. For approval there are requirements that must be met including, but not limited to:

- Bylaws
- Charitable, educational or scientific purpose
- Must be an appropriate entity
- Conflict of Interest policy
- Must not influence legislation

11

ROLES AND RESPONSIBILITIES

UBOH

- Appoints initial and successor Directors and Chair
- Approves Articles of Incorporation
- Approves initial Bylaws and changes to Bylaws
- Reviews and approves budget

ARC Pet Allies Directors

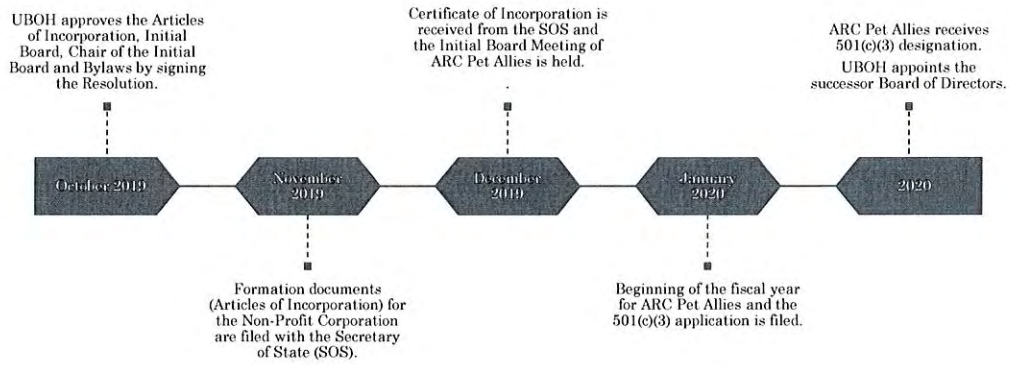
- Approves Bylaws and Conflict of Interest Policy at the Initial Board Meeting
- Handles the day-to-day decision making and operations of ARC Pet Allies

GCHD CEO

- Serves as Organizer/Incorporator of the Non-Profit Corporation and initial Registered Agent
- Reviews and approves budget
- May serve as Ex-Officio member of the Board

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Timeline of Formation



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GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #9

Comparative Data Summary (2019-2018) (Intake and Dispositions)

FY 2019

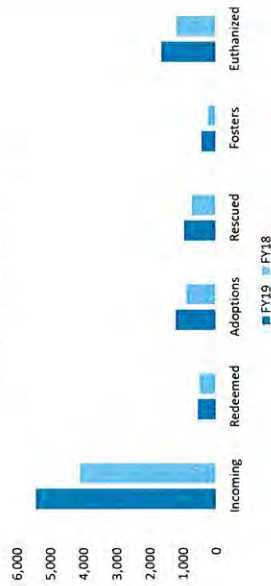
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	%
Incoming	498	397	353	365	386	427	478	607	441	508	479	509	%
Redeemed	75	51	35	45	35	48	45	52	45	51	52	30	6%
Adoptions	92	89	113	79	84	112	73	119	103	124	156	80	16%
Rescued	57	69	68	98	133	97	114	97	31	65	69	72	14%
Fosters	32	39	45	35	23	45	51	27	45	27	43	36	7%
Euthanized	195	170	80	86	115	104	105	219	156	185	118	130	26%

Summary FY19	
Incoming	5,448
Redeemed	564
Adoptions	1,224
Rescued	970
Fosters	448
Euthanized	1,663

Summary FY18	
Incoming	4,117
Redeemed	506
Adoptions	901
Rescued	745
Fosters	252
Euthanized	1,204

Net Change	
Incoming	1,331
Redeemed	58
Adoptions	323
Rescued	225
Fosters	196
Euthanized	459

FY19/FY18 Comparison





Animal Services Division
 Animal Resource Center - Monthly Report by Jurisdiction
 October 2018 - September 2019

Jurisdiction	Incoming Animals										Outgoing Animals-Disposition Method													
	Incoming Field	Incoming Shelter	Adoptions	Foster	Rescued by Group	Returned to Owner	Escaped	Euthanized	Euthanasia Request by Owner	Disposal Request by Owner	Quarantine Return	Died in Care	Incoming Field	Incoming Shelter	Adoptions	Foster	Rescued by Group	Returned to Owner	Escaped	Euthanized	Euthanasia Request by Owner	Disposal Request by Owner	Quarantine Return	Died in Care
Bayou Vista	8	8	4	3	1	5	0	1	0	1	0	0	1	1	0	0	0	0	0	1	1	0	0	0
Dickinson	3	9	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hitchcock	124	124	58	30	58	38	0	0	0	0	0	0	79	2	0	0	0	0	0	2	13	0	0	3
Kemah	37	28	7	7	10	8	0	0	0	0	0	0	33	3	1	0	0	0	0	1	0	0	0	2
La Marque	348	351	157	52	103	94	0	0	0	0	0	0	197	13	69	0	0	0	0	0	0	0	0	8
Santa Fe	0	11	0	0	0	0	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	0	0	0
Texas City	1495	1348	641	267	517	260	0	0	0	0	0	0	861	40	214	0	0	0	0	0	0	0	0	44
Tiki Island	2	7	3	1	0	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1
Unincorporated	642	880	350	102	273	157	0	0	0	0	0	0	489	53	51	0	0	0	0	0	0	0	0	24
Totals	2,682	2,766	1,224	448	970	564	0	1,663	0	1,663	1	82												

Euthanasia Totals	
Dogs	571
Cats	1056
Other	36
Grand Total	1,663

Cremation Private -- a dog was brought in by ACO severely injured. ARC euthanized. Owner was contacted/ came in and asked for a cremation.

Jurisdiction	Aggressive			Behavior Issue			Private Cremation			Health Condition			Illness			Injured			Time/Space			Feral Cat	
	Dog	Cat	Other	Dog	Cat	Other	Dog	Cat	Other	Dog	Cat	Other	Dog	Cat	Other	Dog	Cat	Other	Dog	Cat	Other		
Bayou Vista	1																						
Dickinson	9	14	4																				
Hitchcock	1	5	5																				
Kemah	1	1	1																				
La Marque	13	3	28	11	16	26	7	11	19	1	4	2	6	1	1	1	1	1	1	1	1	1	18
Santa Fe	1																						
Texas City	41	6	105	50	72	111	4	34	199	5	20	17	10	19	9	158							
Tiki Island	1																						
Unincorporated	24	7	59	39	36	64	2	14	107	1	4	6	2	9	2	113							
Totals	90	17	211	109	139	207	13	65	339	7	31	25	16	34	12	0							

ACD Activities with Reasons

Jurisdiction	Calls Received			Avg Response Time			Assist Law Enforcement			Bite Reports			Carcass Retrieval			Contained by Citizen or Trap			Court			Sick or Injured			Stray			Unrestrain/Property			Trap Drop off/Pick up			Welfare Check or Neglect			Wildlife Assit		
	Dog	Cat	Other	1:07	1:16	1:50	0	0	0	2	3	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bayou Vista	22			1:07			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hitchcock	435			1:54			7	16	3	21	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Kemah	99			1:16			0	3	0	27	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
La Marque	933			1:50			7	35	77	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Santa Fe	13			1:32			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Texas City	71			1:12			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tiki Island	4			1:14			1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Unincorporated	1,535			1:59			9	85	0	187	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Totals	3,132			:55			24	142	80	283	34	34	13	13	0	347																							

Additional Information

Jurisdiction	Quarantines	Citations Issued	Notices Issued	Registration
Bayou Vista	2	0	7	5
Hitchcock	10	15	37	39
Kemah	3	0	6	7
La Marque	24	61	100	71
Texas City	52	10	0	279
Tiki Island	2	0	0	3
Unincorporated	75	42	220	138
Totals	166	128	370	542

Notes:

1st Q: Physical Count of animals at ARC on 10/31/18: 270
 Physical Count of animals at ARC on 11/30/18: 172
 Physical Count of animals at ARC on 12/31/18: 221

2nd Q: Physical Count of animals at ARC on 1/31/18: 214
 Physical Count of animals at ARC on 2/28/19: 200
 Physical Count of animals at ARC on 3/31/19:183

3rd Q: Physical Count of animals at ARC on 4/30/19:225
 Physical Count of animals at ARC on 5/31/19:256
 Physical Count of animals at ARC on 6/30/19:263

4th Q: Physical Count of animals at ARC on 7/31/19:252
 Physical Count of animals at ARC on 8/31/19:225
 Physical Count of animals at ARC on 9/30/19:278



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #10

Update from Animal Services Advisory Committee Members



GALVESTON COUNTY HEALTH DISTRICT

Animal Services Advisory Committee

November 7, 2019

Item #11

Public Comments