



GALVESTON COUNTY HEALTH DISTRICT

Protecting and promoting the optimal health and well-being of Galveston County.

Animal Services Advisory Committee Meeting Minutes February 13, 2020 12:00 Noon

In Attendance:

Commissioner Stephen Holmes, Galveston County
Curtis Klages, DVM, DACLAM, UBOH
Eric Froeschner, UBOH
James Osteen, City of La Marque
Mayor Konyha, City of Bayou Vista
Able Garza, City of Texas City
Jonathon Givens, DVM
Chris Armacost, City of Hitchcock
Karen Hearing, City of Tiki Island
Lark Tedesco, Animal Welfare
Cynthia Kelley, Animal Welfare
Monique Ryans, Daily Operator of an Animal Shelter
Amber Adams, Daily Operator of an Animal Shelter

Absent:

Mayor Gale, City of Kemah

GCHD Staff:

Kathy Barroso, Chief Executive Officer
Andrea Cortinas, Chief Financial Officer
Kenna Pruitt, Budget & Grant Manager
Dina Driskill, JD, Contract Analyst
Ashley Tompkins, Director of Communications
Caroline McKenna, Rescue/Adoption Coordinator
Amanda Wolff, Executive Office Coordinator/Assistant to CEO

Guest:

Michelle Allee and Yvonne Downs

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 Mr. Froeschner 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 Consider for Approval December 2019 Financial Report

Andrea Cortinas, Chief Financial Officer, presented the December 2019 financial report to the Committee. A motion to approve the report as presented was made by Mr. Garza and seconded by Ms. Tedesco. The Committee unanimously approved the December 2019 financial report.

Item #6 Discuss Process for Developing the FY21 Budget Proposal

Kathy Barroso, Chief Executive Officer, advised the Committee that it is time for the FY21 budget process to begin. Mrs. Barroso stated that in prior years, a subcommittee had been formed to review the budget and asked the committee if they would like to continue with that format for the upcoming budget period. Mr. Froeschner made a motion to form a subcommittee to begin the budget process. Commissioner Holmes seconded the motion. The subcommittee will include Commissioner Holmes, Mr. Osteen, Mr. Garza and Mayor Konyha. The first meeting will be set in March. The Committee unanimously approved the motion.

Item #7 Consider for Approval Request to Purchase Seven New Microchip Scanners

Amber Adams, Director of Animal Services, asked the Committee to approve her request to purchase seven new microchip scanners. Ms. Adams advised the Committee the funds used for this purchase will come from the fund balance reserve. Mayor Konyha made a motion to approve the purchase request. Dr. Klages seconded the motion and the Committee unanimously approved the purchase request.

Item #8 Consider for Approval Request to Purchase Dog/Cat Collars for Resale

Amber Adams, Director of Animal Services, asked the Committee to approve the request to purchase dog and cat collars for resale at the ARC. Mayor Konyha made a motion to approve \$500 to purchase a variety of collars from Premium Tuff Lock to be sold at the ARC. Mr. Garza seconded the motion and the Committee unanimously approved the purchase.

Item #9 Update on Process to Draft New 5-Year Animal Services Strategic Plan

Amber Adams, Director of Animal Services, advised the Committee that herself along with Kathy Barroso, Dr. Klages, Mr. Garza and Lark Tedesco met to review and discuss a new Strategic Plan based on current priorities. Mr. Garza and Dr. Klages stated the subcommittee combined several items and updated the current plan. No major changes were made to the plan. Mr. Froeschner requested a percentage for the increase of live release each year be added to the updated plan. A motion to accept the updated 5-year plan and to add “increase live release by 3% each year” was made by Dr. Klages and seconded by Ms. Tedesco. The Committee unanimously approved the motion.

Item #10 Review Cost Analysis Related to the Use of the Landfill versus the Crematory

Andrea Cortinas, Chief Financial Officer, presented a cost analysis related to the use of the landfill versus the on-site crematory and the challenges the ARC staff face when transporting to the landfill. Mr. Froeschner recommended reaching out to local funeral homes to see who their vendors are and if they have any resources the ARC could benefit from. The Committee would like the crematory to be repaired and continue to be used internally as well as for public use. The Committee requested an analysis of the life span of the current crematory so that it could be reviewed during the upcoming budget process, and that a plan be developed to keep the crematory functional, with a status report provided at each ASAC meeting.

Item #11 Update on the formation of “ARC Pet Allies”, 501c3

Dina Driskill, JD Contract Analyst, provided an update on the formation of ARC Pet Allies to the Committee. Ms. Driskill informed the Committee the Articles of Incorporation have been filed with the State of Texas and the formation documents have been received. The next step will be to have the initial board meeting and the application for the 501c3 will be submitted to the IRS.

Item #12 Comparative Data Summary (FY2020-2019) (Intake and Dispositions)

Kathy Barroso, Chief Executive Officer presented the comparative data summary 2020-2019 (intake and disposition).

Item #13 Update from Animal Services Advisory Committee Members

Updates were given by the Animal Service Advisory Committee members.

Item #14 Public Comments

One public comment was made by Ms. Downs. Ms. Downs advised the Committee that on March 14, 2020, the Empty Shelter Project is entering Galveston County. The event will take place at Hometown Heroes Park in League City. The Project is gearing up to perform 500 spays/neuters on March 14th. Ms. Downs asked the Committee to spread the word throughout the Community.

James L. Osteen
Chair
05/21/2020
Date

Secretary/Treasurer

Date