



# GALVESTON COUNTY HEALTH DISTRICT

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

## Animal Services Advisory Committee

### Meeting Minutes

May 21, 2020 12:00 Noon

Galveston County Health District's Animal Services Advisory Committee convened for its regularly scheduled May 21, 2020 meeting by utilizing Zoom, which allowed for Committee members and the public alike to partake in and/or view the meeting either online or over the phone.

#### **In Attendance:**

Commissioner Stephen Holmes, Galveston County  
Curtis Klages, DVM, DAFLAM, UBOH  
Eric Froeschner, UBOH  
James Osteen, City of La Marque  
Mayor Konyha, City of Bayou Vista  
Able Garza, City of Texas City  
Nick Finan, City of Texas City  
Mayor Gale, City of Kemah  
Jonathon Given, DVM  
Chris Armacost, City of Hitchcock  
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:**

Karen Hearing, City of Tiki Island  
Cynthia Kelley, Animal Welfare

#### **GCHD Staff:**

Kathy Barroso, Chief Executive Officer  
Andrea Cortinas, Chief Financial Officer  
Kenna Pruitt, Budget & Grant Manager  
Ashley Tompkins, Director of Communications  
Amanda Wolff, Executive Office Coordinator/Assistant to CEO

#### **Consent Agenda Item #1-3**

Mr. Osteen, Chair, asked the Committee to approve the consent agenda items one through three. Mr. Froeschner made a motion to approve the consent agenda and Mr. Garza seconded the motion. 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 March 2020 Financial Report**

Andrea Cortinas, Chief Financial Officer, presented the March 2020 financial report to the Committee. A motion to approve the report as presented was made by Ms. Tedesco and

seconded by Dr. Klages. The Committee unanimously approved the March 2020 financial report.

**Item #6 Consider for Approval the FY2021 ARC Fee Schedule**

Amber Adams, Director of Animal Services, advised the Committee there are no recommended changes to the fee schedule. A motion to approve the FY2021 ARC fee schedule as presented was made by Mr. Garza and seconded by Dr. Given. The Committee unanimously approved the FY2021 ARC fee schedule.

**Item #7 Discuss FY2021 Budget Process**

Andrea Cortinas, Chief Financial Officer, advised the Committee that due to the COVID-19 Pandemic the budget process has been delayed. Ms. Cortinas advised the Committee a meeting with the budget subcommittee will be set for the first week of June. The subcommittee will include Commissioner Holmes, Mr. Osteen, Mr. Garza and Mayor Konyha. Dr. Klages made a motion to approve the proposed process and Commissioner Holmes seconded the motion. The Committee unanimously approved the motion.

**Item #8 Consider for Approval Costs Associated with Crematorium Upgrade**

Amber Adams, Director of Animal Services, provided the Committee a bid for the repairs needed to the Crematorium. The Committee requested addition quotes for the repairs, information on how the repairs will be funded and how the crematorium repair will save the ARC money. Commissioner Holmes made a motion to table this item until the budget subcommittee meets to discuss the expense. Mr. Osteen seconded the motion and the Committee unanimously approved tabling the item.

**Item #9 Update on the formation of "ARC Pet Allies", 501c3**

Andrea Cortinas, Chief Financial Officer, provided an update on the formation of ARC Pet Allies to the Committee. Ms. Cortinas 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 #10 Comparative Data Summary (FY2020-2019) (Intake and Dispositions)**

Andrea Cortinas, Chief Financial Officer, presented the comparative data summary 2020-2019 (intake and disposition).

**Item #11 Update from Animal Services Advisory Committee Members**

Updates were given by the Animal Service Advisory Committee members.

**Item #12 Public Comments**

No comments were made from the public.

  
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Chair

08/12/2020  
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Date

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Secretary/Treasurer

\_\_\_\_\_

Date