

March 19th, 2018

Attending: Board members, Joanna Otero-Cruz, Robin Ackerman, Adam Corbett, Carrie Ruddell Maria, Dayna Villa. Conference line: Colena Johnson. ACCT staff: Vincent Medley and Olivia Straka. YPTC staff, Corey Blum and Howard Kimball.

The meeting was called to order at 6:04 pm. The Chair briefly went over the agenda and called for an executive session. Staff were excused, and the board went into an executive session at 6:08 pm to meet with Vincent Pentima, Esquire.

The executive session ended, and the meeting was resumed at 7:10 pm.

The first report was given by Howard Kimball and Corey Blum. Howard Kimball of Your Part Time Controller went over the financials. Current cash on hand right now is \$1.9 million through February 28th. In addition, there is one remaining quarter of cash for this fiscal year due from the city under accounts receivable this is listed as one million sixty-seven thousand. That brings the total to almost 3 million cash. Carrie Ruddell Maria asked when the next infusion from the city was. Vincent Medley responded that the invoice was submitted today to the 16th floor. Howard noted that there is still around \$1.4 million deferred revenue which should last until around June which is when we typically run out of city funding while waiting for the new contract to be approved.

Moving on to the profit and loss for the month and the year to date revenue is ahead of the budget by \$345,000. Most of that is due to grants that have been received from four different grants. Expenses are \$136,000 below budget which is mainly from lowered operation office expenses, lowered animal intake, and lower vehicle expenses.

Additional conversation was had between Adam Corbett and Howard Kimball about the new more detailed expense report that the board had requested. It noted that one of the items we are under budget for is postage. Vincent mentioned this was from tightening expenses and doing two mailings. He would like to do four mailings this year.

Adam Corbett asked why the gas expense was so much lower than previously. Vincent explained that ACCT uses fleet services through the city and billing is done quarterly, there are still outstanding bills.

Adam asked for more clarification on what caused shelter supplies to be almost 30% less and if it was something that can continue to be replicated. Vincent explained that inventory controls have been put into place. There are now locks on the doors to prevent loss, Traci Ray has negotiated lower costs, and adding Dr. Hillary as the medical director has added accountability for medical supplies.

Vincent Medley spoke about the current status of dog licensing. Due to not having a dedicated person at the moment licensing is down. Currently ACCT is not charging the city any administrative fees. They will start charging administrative fees and the Chair will contact the city to see if there is a possibility of ACCT retaining some of the fee.

The shelter review/highlights were given by Vincent Medley. Vincent asked for input from the board regarding this section and whether or not the board would like to see more highlights instead of the department reports. The board agreed to send feedback.

Highlights noted were:

- Year to date the lifesaving percentage is down 1% but it is still very high at 87% which is close to the national no-kill standard of 90%.
- The pet food pantry has given over 100,000 pounds of food each year and Vincent would like to continue growing that service.
- The volunteer program was recently revamped, and Adam Bates has been doing a fantastic job. The new orientations have been full and the percentage of people signing up to volunteer after orientation has increased. There have been 68 more volunteers than last year so far.
- The spay/neuter voucher program is working on getting clinics signed up and hiring for the open positions.
- Dog licenses were 887 for the month. Vincent again spoke to these being increased if a person is hired specifically for this function.
- The field service reports will be placed back on the website. They were taken down because different administrations all wanted different items on the report and they were starting to not make sense. A standard metric has been identified and reports should be back on the website next month.
- The 990 has been completed but Your Part Time Controller has not seen it yet to verify it is correct. We have an extension until May 15, 2018 and will try to get it to the board for review by the April meeting or it will be sent in an email in order to give enough time for questions.
- The CNKP help desk has been operational for a few weeks and so far things seem to be running smoothly. Vincent feels it has been a little slow but expects things to pick up quickly as everyone gets more familiar with the process.

Chair report

The Chair provided dates for the Animal Advisory Committee and Executive Committee meetings for 2018.

A draft letter to city council regarding ACCT providing additional services for raccoon management and that council would like ACCT to perform pest management (due to state law requiring raccoons be euthanized as a rabies vector). ACCT does not have the capacity to do this and it is not effective if the problem is not addressed. Vincent suggested meeting with L&I, the Health Department, and Sanitation. The board will review the letter and send feedback if there is any.

The Chair circulated a draft of a new board member nomination form for review. Carrie Ruddell Maria asked if we are considering changing the bylaws since they are so specific or if we are working towards filling the openings with the positions as is. The consensus was to try to find

people who both fit the current descriptions with additional skills. Carrie again recommended Philly Leadership as a place to look for new candidates.

The next piece of new business was to discuss the proposed contract with Ceisler Media. The Chair has worked with them previously and is recommending ACCT invests in their services. The proposal given was for \$15,000 for 5 months of services, but that is the “Cadillac version” and we can choose which services we would like to include to lower the price.

The last piece of business was the building of the new adoption center. Vincent gave an overview of the current status. The city is doing a large part of the “heavy lifting”. ACCT currently have \$787,000 for construction, the \$400,000 difference is being provided by the city through ITEP, Indio Capital, and the Department of Public Properties capital fund. Vincent will be able to provide a timeline at our next meeting for construction.

There were no committee reports.

As there was no other business, the meeting was motioned to be adjourned by Robin Ackerman, seconded by Dayna Villa, and adjourned at 8:35 pm.