



ACCT Board Meeting Minutes

January 28, 2019

Chair opens the meeting at 6:06pm

Present:

ACCT Staff: Susan Russell, Traci Ray, Adam Bates

Board staff (in person): Joanna Otero-Cruz, Adam Corbett, Robin Ackerman

Board staff (on phone): Marsha Perelman

Your Part Time Controller (YPTC) Staff: Howard Kimball and Jim McCormick

Call to order: 6:06pm

Introductory Matters: Joanna Otero-Cruz

The chair announces that Councilman Bobby Henon submitted a letter of resignation. The chair has requested Council President Clarke appoint someone from City Council to represent him.

Financial Overview: Howard Kimball - Audit Report

Just finished the 6th month of the fiscal, July - December.
Please refer to the financial reports prepared by YPTC.



See Statistical reports for additional information

Vote to accept the financials as presented by Howard.

Move to accept them by Joanna Otero-Cruz and seconded by Adam.

City Council budget hearings will begin in a few weeks and we will get more information then. Our hearing date is TBD, but will take place between the Mayor's budget address and the end of hearings. Likely to be February or March - between mid-March and early-April. We should have a date by the middle of February.

Shelter Report

Brief narrative below - See Program Statistical reports for additional information

In August of 2018, we had a meeting with YPTC. We have incorporated the changes requested in response to the Controller's audit.

We need consensus of the board on the process of approving expenses outside of normal operating expenses. Was previously set to 20K.

Everyone agrees to respond to requests for financial approval promptly. This policy is for board approving new contracts with vendors - any non-recurring vendor invoice, contract, and/or supply order form in excess of 10K.

Joanna makes a motion that we accept the policies and standard operating procedures detailed on Page 13 - With the change that reads 10K and page 16 under C.

What's within the budget and what's outside of the budget. Recommendation to change language for a clarity.

Motion is seconded by Marsha Pearlman. Motion is carried, approved with the recommended changes to 13 and 16.

Annual Review

Annual agency fiscal audit reviewed thoroughly and presented by auditor. Discussion was facilitated accordingly. Policy and procedures, ongoing updates, continual improvement process was presented by Susan Russell. Standard operating procedures (SOP) are being developed and implemented according to plan.

A formal response to the Controller's Audit has been finalized and submitted – no correspondence received as of date.

Motion to accept the 2018 audit made by Joanna Otero-Cruz.

Motion seconded by Marsha Pearlman. Vote is unanimous. Motion is approved.

Please review the 990 before the next meeting. 2017 audit is available on the website.

Staffing

Medical Director, Victoria Boyd, has been hired. She comes with a considerable resume. We are still looking for full time vet to strengthen and build out our medical department. Still in recruitment phase.

It will be easier to find someone with a strong mentor in the Medical Director position. We are not currently able to provide the same level of service as when we had a full-time vet.

In the process of hiring two people from the new lease on life program.

Gala - May 3rd at Concilio

First Fundraising Gala will take place on Friday, May 3rd. There will be some animals attending. We will ensure a minor outlay of expenses and obtain sponsorship for most spending.

Goal: Raise 50-60K to plump up our reserve accounts.



Additional Updates and Performance

Hired a pest control company. We want a clean facility. Realistically we have limited resources for upkeep and maintenance

We have been working on SOPs of internal controls, response to the report, and staff training. We have a challenge with high turnover. We are constantly hiring, which makes performance measurement more challenging. Currently, looking for the Canine Enrichment Evaluator position. And, we have more staff leaving soon.

Currently we are at full capacity. We need more transfers to our partners. Hosted an event this weekend and got a lot of response on the half-price sale. Did not lead to many dog adoptions.

Created a new employee handbook. Could use more updates and clarity around the social media use, such as no social media use during work hours.

Councilman Henon has introduced Bill 190002

Councilman Henon introduced a bill last Thursday to decrease the number of cats and dogs a person can have as household pets - currently at 12 this bill would reduce it to 6 and would allow chickens.



Concerns: What does the enforcement look like? What does violation look like?

We met with Parks and Rec (PPR) and Police. There is an opportunity for community education and to help get the word out on social media. We would like to be able to support.

Now to circle back to the minutes from the December - 12/17/18

Minutes have been distributed electronically. Motion to approve.

Motion to not approve – minutes will be updated to match the language of our old minutes. Motion to not approve is seconded.

Meeting adjourned at 7:40pm.