

Approval of the meeting minutes from April 13, 2017

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION

HELD AT 11:00 A.M. ON THURSDAY, APRIL 13, 2017, IN THE COUNCIL CONFERENCE ROOM LOCATED AT THE NOEL

C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, ROANOKE, VIRGINIA

MEMBERS PRESENT: Dan O'Donnell

Christopher Morrill Barry W. Thompson Chief Tim Jones

MEMBERS ABSENT: Gary Larrowe

OTHERS PRESENT: David Flagler Brian Townsend Andrea Trent Anne Marie Green

Mr. Morrill called the meeting to order at 11:00 a.m. and Ms. Trent called the roll.

Mr. O'Donnell made a motion to approve the minutes of the January 12, 2017 meeting; the motion was

seconded by Mr. Thompson and carried by a voice vote, all members present voting in favor.

Mr. Flagler next introduced Dr. Parker, the new Veterinarian for the Facility, who made brief comments.

The next item on the agenda was the operations report. Mr. Flagler reviewed the statistics for the

quarter and commented that there were 798 intakes made up of 386 cats and 412 dogs. There was a

59.2% live release for cats and 92.3% for dogs. During this period there was still the Feline Pan leukopenia at the Facility. He also commented on the adoptions for the quarter. The RCACP was

inspected by the State Veterinarian's Office during this quarter and there were no violations.

The volunteer program had over 203 hours in January with 10 new volunteers; 246 hours in February

with 10 new volunteers and 326.5 hours in March with 14 new volunteers.

With regard to Marketing, there was a PetSmart Charities event during the Saint Patrick's Day Event

with the City of Roanoke.

Under unfinished business, Mr. Flagler commented that the roof replacement has been completed. With

regard to the play yard, the concrete is curing and within the next week or two the fence will be

installed and they will begin using the area. They are in the process of putting a rubber mat in

the smaller play yard. The underbrush has been removed and the pathway has been marked for the

trail. The only thing remaining to be done is to put down the trail material.

With regard to the HVAC system, Mr. Flagler commented that they are now getting bids and will wait

until the bids are received to see if they can do the project in stages or if it will be cheaper to

do it all at one time. He will report back at a later meeting.

The next item on the agenda was the Operations Committee report. Mr. Flagler commented that the notes from the meeting with provided with the agenda package. Discussion was had with the Committee regarding house-keeping issues and the issue of surrendering pets and trying to encourage owners to accept responsibility for them rather than surrender them to Animal Control every time an incident occurs. Chief Tim Jones asked for specific instances when the Animal Control Officers have told owners to surrender their animals. Mr. Flagler next commented that the biggest issue they have at the facility is when an animal has been injured and surrendered by the owner to Animal Control and the animal is immediately taken to the emergency veterinarian. Those medical costs then become the issue of the facility and they do not have the opportunity look at the animal first to see if the decision is correct to seek medical treatment or to administer euthanasia. Mr. Flagler indicated to

Chief Jones that he would share those instances when they come up in the future.

The next item on the agenda was the Fiscal and Administrative Operations Committee report. Ms.

Trent commented that they continue to meet on a monthly basis and during the last quarter they spent a great deal of time on budget, which will be discussed later in the meeting. They continue to work with Mr. Flagler on issues and concerns that need guidance from the Committee. They are

finally through with the roof replacement and the next project will be the HVAC.

The next item on the agenda was the financial review. Ms. Trent referred to the report provided

with the agenda package. She commented that the overtime expense is trending high which is a result

of vacancies and turnover at the facility. They are going to try and mitigate this issue in the proposed budget for the new fiscal year. With 75% of the year completed, the expenditures are just

under 75% of the budget. The items at the end of the report are the transfer of funds from the

reserve to the operating for the expenses related to the roof. The total roof expense was right at

\$188,000, which included the skylights.

With regard to veterinarian services, Ms. Trent commented that this item is being approached differently this year. They worked with Dr. Parker and the facility on their assessment of billable

hours and they built that into the new budget under professional services. Ms. Trent referred the

proposed budget provided with the agenda package, specifically to the column "FY18 Draft Recommended" and commented that any motion would be to appropriate and approve budget dollars

according to the figures in this column. Operationally, they are showing approximately a 4% increase in the budget which reflects an increase for health insurance and a 1.5% increase for salaries. They added an animal attendant to this budget to hopefully even out the flow of overtime

and also facilitate what they believe is some staff transition as a result of the stress and scheduled work hours at the facility.

There is still outstanding debt at the facility and this budget provides for approximately \$226,000

to be paid in debt during the next fiscal year with the total outstanding debt being approximately

\$1.1 million with six years left. This budget also includes a slight increase in the fiscal agency fee to Roanoke County and the Committee supports the renewal of the agreement with Roanoke County which will be discussed later in the meeting.

Mr. Townsend asked what would be the balance of the reserve fund be at the beginning of the new

fiscal year. Ms. Trent responded that they received an estimate of \$200,000 for the HVAC replacement over a year ago and the reserve balance would be very close to that amount.

The

Committee will bring a recommendation back to the next meeting on how the remaining reserve funds

should be spent. This budget and the agreement calls for an operating reserve of about 60 days and

with the roof replacement and HVAC projects, the amount will take the reserve down to that limit.

Mr. Morrill commented on the revenue allocation and Ms. Trent commented that the total budget is

considered and then the percentage used less revenues anticipated to be received, which are very

small in nature. With regard to the allocations to the localities, Ms. Trent further commented that

a portion built into this is the real estate ownership that stayed stagnant at the point that the transition was done. The payment as it relates to amortization on debt is also slightly different

from the utilization and when you look at the combination of the numbers, there is a fractional

difference. The separation agreement had the real estate stagnant and the utilization varies on an

annual basis. Mr. O'Donnell made a motion to appropriate funding and approve the proposed FY2018 budget; the motion was seconded by Chief Jones and carried by a voice vote, all

members present voting in favor. Ms. Trent commented that it will be noted that the fiscal agency renewal is included with this budget approval with the slight annual increase. Ms. Trent

next commented that they do anticipate the amendments to the agreement being brought back to the next meeting and then to the governing boards of each locality for approval.

Under public comments:

Anita Finkle commented on positive things that are happening at the RCACP and encouraged more

volunteers. Mindy Woodford read a statement from Karen Williams, one of the volunteers, about the positive things that are now happening at the RCACP.

Bonny Lee asked if it is disclosed to families, neighbors and other pets that dogs are dangerous

when they are rescued. She next asked what happened to the \$5,500 that was raised for the care of a

dog named "River" that was badly injured in a foster home and what happens to the puppies when

pregnant dogs are turned over to rescues.

Mr. Morrill announced that the next meeting will be July 13, 2017.

The next item on the agenda was a request to convene in Closed Meeting for discussion,

consideration, or interview of prospective candidates for employment; assignment, appointment, promotion, performance, salaries, disciplining of specific public employees or appointees as permitted by Subsection (A)(1) of Section 2.2-3711 of the 1950 Code of Virginia, as amended.  
Chief

Tim Jones made a motion to convene in Closed Session; the motion was seconded by Mr. O'Donnell and

carried by a voice vote, all members present voting in favor. The Committee went into Closed Session at 11:38 a.m.

At 12:11 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was

held in accordance with State Code requirements was approved on motion by Mr. O'Donnell; seconded

by Mr. Thompson and carried by a roll call vote, all members present voting in favor.

With no further business to come before the meeting, the meeting was adjourned at 12:12 p.m.

Respectfully submitted,

Barry W. Thompson Recording Secretary