AMENDED AGENDA

The following agenda will be considered at a regular Meeting of the Animal Service Center of the Mesilla Valley Board of Directors to be Held on Thursday, January 11th, 2018 at 9am at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico.

I. Call to Order & Pledge of Allegiance

II. Roll Call of ASCMV Board Members and Determination of Quorum

III. Changes to Agenda and Approval of Agenda

IV. Minutes
   a. Approval of the Minutes from the regular ASCMV Board Meeting held December 14th, 2017

V. Reports/Presentations
   a. City and County ACO Reports – City and County Animal Control
   b. Shelter Statistics/Activities – Clint Thacker
   c. Educational Initiatives-Spay/Neuter Initiatives – Clint Thacker
   d. Committees Reports
      1. Finance – David Dollahon, Committee Chair
      2. Executive – Jess Williams, Committee Chair
      3. Facilities – Greg Smith, Committee Chair
   e. Zero In 7 Update

VI. Action Items
   b. Resolution 2018-02: Amend FY18 Budget with a State Grant Carry-Over for Capital Outlay
   c. Resolution 2018-03: Approval of Expenditure over $10,000 for Kuranda Dog Beds
   d. Resolution 2018-04: Adopt the ASCMV 2018 Holiday Schedule
   e. Resolution 2018-05: Reasonable Notice of Meetings 2018
   f. Vote to approve ASCMV re-branding.

VII. Discussion Items
   a. Update on shelter re-model
   b. Working relationships between unincorporated areas of the county and the county
   c. Update of the City proposal to incorporate the ASCMV into the City of Las Cruces
   d. Provide public sterilizations only to low income residents
   e. Juvenile Justice Services Program

VIII. Public Input

IX. Chair and Board Comments

X. Adjournment

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ANIMAL SERVICE CENTER OF MESILLA VALLEY

December 14, 2017 at 9:00 a.m.

BOARD MEMBERS PRESENT:
Jess C. Williams - Chairman
Jack Eakman - Board Member
Kassandra Gandara - Vice Chair
Billy Garrett - Board Member
Gregory Z. Smith - Board Member
David Dollahon - Ex-Officio Member

BOARD MEMBERS NOT PRESENT:
John L. Vasquez - Board Member

I. Call to Order & Pledge of Allegiance (9:00 AM)

Williams: Good morning. Today is December 14th. It is 9:00 a.m. We are gathered here in City Council chambers for the regular meeting of the Board of Directors of the Animal Service Center of the Mesilla Valley and I am suffering through a rather incredibly thrown-out bad back so I am not going to rise for the Pledge, but we are going to start with the Pledge of Allegiance. Board Member Smith.

ALL STAND FOR PLEDGE OF ALLEGIANCE.

Williams: Thank you very much.

II. Roll Call of ASCMV Board Members and Determination of Quorum

Williams: And that brings us to the roll call of the Board Members and determination of a quorum. Ms. Baum.

Baum: Board Member Dollahon.

Dollahon: Here.

Baum: Board Member Vasquez is absent. Board Member Eakman.

Eakman: Here.

Baum: Board Member Garrett.

Garrett: Here.
Baum: Board Member Smith.

Smith: Here.

Baum: Board Member Gandara.

Gandara: Here.

Baum: Chairman Williams.

Williams: I'm here.

III. Changes to Agenda and Approval of Agenda

Williams: That brings us to item three, changes to and/or approval of the agenda. Are there any changes? Well I've been advised by Mr. Thacker that everywhere on our agenda that it says "Paul Richardson," Mr. Thacker is going to do those presentations. So that is a housekeeping change, not a change of any substance. So with that, do I have a motion to approve the agenda?

Smith: So moved.

Eakman: Second.

Williams: I've got a motion by Board Member Smith, a second by Board Member Eakman. Ms. Baum would you please poll the Board?

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Board Member Garrett.

Garrett: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Board Member Gandara.

Gandara: Yes.

Baum: Chairman Williams.
Williams: Yes. And I just point out that Board Member Vasquez is absent because he's in Santa Fe for the multi-line pool meeting on behalf of the County.

IV. Introductions

A. Pet of the Month - Introduction by Clint Thacker

Williams: That brings us to item four, introductions and we begin with the Pet of the Month. Mr. Thacker. And by the way Mr. Thacker, welcome to your first meeting of the Board of Directors.

Thacker: Thank you. I kind of like walking into a room right now. Everybody claps. It might be different after a few months, but I appreciate that. Thank you very very much. Happy to be here.

Dollahon: Hey Clint. There's a toggle switch under your right hand. You can raise that up so you don't have to feel like you're stretching.

Williams: If you come to the County building, we're not that fancy.

Thacker: Okay. That's fun. All right. Again, Pet of the Month for today is King. King's been here since October at the Animal Shelter. He came to us with some sad circumstances. The owners had issues among themselves involving a knife and a stabbing so he came to us. We were able to get him better and then he was in a foster to adopt situation, the people brought him back to get sterilized but never picked him up. So King would love a home with anybody here, including those watching.

Williams: Thank you very much.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Just a question. How big is King?

Thacker: I would classify him as a large dog, probably, what do you think, Bernice, like 70?

Garrett: Okay.

Thacker: 65 to 70 pounds.

Garrett: Hard to tell from the photo so.
Thacker: He's a pocket, he's just little, he's whatever you want him to be Commissioner, I'll tell you.

Garrett: Got it.

Williams: Thank you very much. I hope that King finds his forever home soon. Will he be featured at one of our offsite pet adoption events this Saturday?

Thacker: Yes. He will.

Williams: Great.

B. ASCMV Employees - Introduction by Clint Thacker

Williams: That brings us to the Employee of the Month. Mr. Thacker.

Thacker: So this was not hard for me to decide who was going to be recognized today, and that is Bernice and Paul. They did an incredible job the past three or four months since Dr. Beth left. They have contacted new rescue organizations, they've almost doubled the amount of rescues that work with us and take animals out, doubled the amount of animals leaving the shelter via rescues, utilized the local and regional area rescue agencies as well. They've also brought a lot of things to the forefront for the Board to notice and to be aware of. So I just want to congratulate them and thank them for an incredible job that they've done in the absence of an Executive Director.

Williams: And of course everybody up here feels exactly the same way. Thank you so much Bernice and Paul, wherever you are. We appreciate, is he holding down the fort?

Thacker: He is holding down the fort, yes.

Williams: Okay. Great.

C. ASCMV Volunteers - Introduction by Clint Thacker

Williams: That brings us to our Volunteer of the Month. Bernice.

Navarro: Good morning.

Williams: Morning.

Navarro: This week we're not recognizing one individual volunteer. Again, we are recognizing all of our volunteers. We do have a special video. This is a video that our Volunteer Coordinator, Dominique, she put together just
before Thanksgiving as a thank-you to all of the volunteers who so
dselflessly give of their time day after day after day. We just couldn't hold
up everything at the shelter without them. So this is dedicated to all of
them.

BERNICE NAVARRO SHOWED THE VIDEO.

Williams: I particularly enjoyed the blooper reel.
Navarro: We had quite a few.
Williams: That was a lot of fun. Thank you Bernice.
Eakman: Mr. Chair. May I ask a question?
Williams: Board Member Eakman. By all means.
Eakman: I am most impressed by the Facebook postings and I'm wondering how
that gets accomplished at the Animal Service, do you have one person
designated to do the Facebook postings?
Navarro: Dominique and Paul I believe are the ones who have been doing most of
the posting on there, and then we also have our advertising that they also
do some of the posting that's on there too. And then through, I believe it's
the Dog'Cruces efforts where they post the found animals, so there's a few
people that are involved. But the ones from the shelter that's out from
there are usually Paul and Dominique.
Eakman: I think it's just terrific and it'd be wonderful if we could even increase the
amount of people following that. Thank you.
Navarro: Thank you.
Williams: Thank you Board Member Eakman. Any further Board comments?
Seeing none.

V. Minutes

A. Approval of the Minutes from the regular ASCMV Board Meeting held
November 9, 2017

Williams: We'll move on to the approval of the minutes and if there's no objection I
would entertain a motion to approve the regular minutes of the board
meeting of November 9th as well as the minutes of the special meeting of
November 21st in one motion please.
Smith: So moved.

Gandara: Second.

Williams: I have a motion by Board Member Smith, a second by Vice-Chair Gandara. Any discussion? Seeing none, Ms. Baum would you please poll the Board?

Baum: Board Member Eakman.

Eakman: Yes.

Baum: Board Member Garrett.

Garrett: Yes.

Baum: Board Member Smith.

Smith: Yes.

Baum: Board Member Gandara.

Gandara: Yes.

Baum: Chairman Williams.

Williams: Yes.

VI. Reports/Presentations

A. Shelter Activities - Clint Thacker

Williams: And that brings us to item six which is reports and presentations. We begin with the shelter activities. Mr. Thacker.

Thacker: Thank you again. So Board Members, please bear with me as we go through this. This is my first time. So as you know we are two months behind for reporting. I don't mean that like us physically are behind the numbers, it's just that we report those numbers two months behind as that is the first time we can get a full month of solid numbers. So you can see the October of 2017 intake, a grand total of 468 for the City of Las Cruces and 429 for the County. How in-depth would you like me to go on these?

Williams: Mr. Thacker, knock yourself out.
Thacker: Okay. We're done. And the following is for the City's, of others that we service. The total intake for the month of October was 940, separated in cats and dogs there below. Now the outcomes: 156 adoptions, 122 reclaims, and 332 went to rescue for that. Of course we'd like to see all of these to be increased and working with our management team, we do have some ideas on how to increase those.

Now something that we don't like to talk about but we will, and with me, something you have to understand is I firmly believe that euthanasia and those types of things that people don't like to talk about at animal shelter, that is not necessarily my problem. This is things that come from the public. This is a public problem. I have no problem at all giving this information out to the public and talking about euthanasia rates, live release rates, and why is one high, why is one low, and I'll be straight and to the point with all of you and anybody else that comes, too, to get these numbers. So first of all I think we've done an amazing job there, especially Paul and Bernice with the euthanasia rate and keeping that live release rate in an area that's operable for them in the transition they were at. So you can see those totals, 18.2% of the animals that came into the shelter were euthanized, so 171 was that. And of course cats, cats is always an issue for us and for almost any shelter out there is the issue there.

So this slide is something I want to get more information on and Bernice and I talked this morning and we're going to go over this presentation to see what else I would like to present to you. Because one question I have on this is 433 total licenses issued, but what are those, are new ones compared to renewals? Because if we're not getting new licenses issued and it's lower than the renewals or vice versa then we really need to look at our licensing program and see if it's effective and if it's working. Do we need to change our route, our strategies? So that's something that we are going to look into to see if we can get, is the difference of renewal versus new.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Mr. Thacker, relative to the licensing one of the things that I would suggest that you do is to reach out to some people who have tried to renew and find out how it works or doesn't work.

Thacker: Okay.

Garrett: I think we need to check to see what actually is going on in terms of using PetData. I'll just say my impression is that when people call them it's actually something that they're helpful but that simply getting the
information in the mail has been very confusing. I’ve heard that from a
number of people.

Thacker: Okay. Thank you very much.

Williams: And I would just follow up on that. Toby's had some issues lately and
we’ve been at the vet’s office a lot, and one day last week when we were
at the vet's office a lady came in with her dog and the piece of paper that
said she needed to renew her license and tried to do it at the vet's office.
And they said, "You can't do that here." And so I was able to tell her what
she needed to do, but we probably need to on the paperwork make sure
that it says, "You can go online to this place or you can go to the shelter," and that probably should be in bold, maybe even red print because there
is some confusion out there.

Thacker: Thank you Chair. Thank you.

Williams: Thank you.

Eakman: Mr. Chair, also.

Williams: Board Member Eakman.

Eakman: If I might. If I could repeat what I said about six months ago. If we’re like
an average community we’d have 60,000 companion animals in Dona Ana
County. And so less than 8% are being licensed right now, less than 8%.
And so I think finding the different issues is the key to this whole situation.
Thank you.

Williams: Board Member Eakman. If I could read between the lines it sounds like
perhaps we should have a work session to discuss this issue and as Mr.
Thacker said to look at what our options are and what the program is and
what we want it to be or where we want to go with it.

Dollahon: Mr. Chairman. If I may.

Williams: Absolutely. Board Member Dollahon.

Dollahon: This was a discussion item at the last City's Animal Care Task Force and I
was fortunate to go to the International City/County Managers meeting in
San Antonio and I met with Ann Campbell briefly, who is the
representative for PetData for the Southwest region. And one of her
suggestions was that we need to look at all options available for licensing
opportunities, I think you all know that. One of her suggestions is looking
at positive opportunities, is partnering with the veterinarians in the
community to make that available to them. The other option is we
probably need to look at our respective ordinances that makes that a mandate, not that the veterinarians have to license the pet, that we make that an option for them to do it, but mandate that the data-sharing related to the rabies vaccine has to be shared with our licensing company or with the shelter and then we can produce, based on the ordinance we can produce a bill and make outreach because the veterinarian will have make and model of the animal, age, status, and rabies vaccine, and then PetData or the shelter could in theory send a bill and remind you that you're obligated to license your pet appropriately. And so we can use associations with the veterinarians to accomplish that on a multitude of fronts, either allow them to do it for us, and if they're not willing to do that we understand. They have a business to run. But work out a mechanism under the ordinance and facilitate them sharing the data with us by ordinance for the rabies so that we can make the outreach to the pet owner ourselves. And so there are clear opportunities. I've asked Ms. Campbell and I think I'm going to have to pass this off to Clint and initiate that phone call. She had a recommendation on a model ordinance related to the pet licensing component. I've made outreach to her twice but I'm going to let somebody else harass her to get the information back to us, and we'll gladly share those specifics with the Board and the City's Animal Care Task Force.

Williams: Thank you Board Member Dollahon. That's very helpful. Board Member Eakman.

Eakman: And if I might, yes. I think a work session on this, I love the fact that we're assuming that everyone wants to be compliant with the licensing. But I think we have to dig a little further into this, because human nature being what it is, I think we have more to do than that. Thank you so much.

Williams: Thank you. Any further Board input? Bernice, would you put it on your to-do list to try and wrangle a time that we can all get together for a work session to discuss licensing? Thank you. Please proceed Mr. Thacker.

Thacker: Thank you. So some of our preliminary numbers for November 2017 you'll see there: A little bit lower on the intake than October and euth rate and live release rate are looking to be about the same.

So again, volunteers really do a central role at our animal shelter. The incredible things that they do from everything from helping with the laundry to the big ones are the offsite adoptions. We don't have the staff to do things like that all the time so the huge hours they do there are very impressive to me, individuals that give up their, you know I can give you my money and I can donate all these things but time is something that is so precious to all of us. So for them to do that, to donate their time to us, is huge and I really appreciate that. So a total of 587 hours for our volunteers you can see distributed throughout different assignments there.
So one thing recently that happened is we recarpeted the cat kennels in the cat rooms. It doesn't sound like a big thing but when you have to stretch out the carpet, you have to cut it to shape, you have to, it does take time for all of those cat cages there.

So currently fostering is a good program for us. It's working out really well. And this is just the volunteers that are fostering the 74 animals that are there. Are there any questions on fostering and what that entails? Okay.

Williams: I think Mr. Thacker that we should always assume that those of us in this room know what that is but we should also be mindful of the fact that this is being broadcast out …

Thacker: Correct.

Williams: To the public and there may be people tuning in for the first time and even though it may be a bit redundant for us, it might be a good idea to go ahead and explain what the foster to adopt program is.

Thacker: Thank you. So in an effort to get animals out of the shelter as fast as we can and healthy as we can, we have a program called foster to adopt. What that is, is somebody can come in and they can get an animal, they can adopt the animal from the shelter. However it’s not yet sterilized so we can't basically sell it to you, so we do a foster program. So the animal comes into your home, becomes part of your family essentially, and then when it's old enough or we have the time to sterilize it, a sterilization is made, appointment at our shelter. You bring the animal back and once it's sterilized that same day, then we fulfill the actual adoption paperwork so it's your animal and you're not fostering a shelter animal at that time.

Williams: Thank you very much. Appreciate that clarification.

Gandara: Chair Williams, if I may.

Williams: Vice-Chair Gandara please.

Gandara: Mr. Thacker. Thank you so much for that explanation. As most of you know, I come from the child welfare arena and foster-adopt programs are essential to making really any program in particular, child welfare, work, you know. I would be interested in knowing, what would be helpful is the prior numbers, what you had last month to this month, and maybe a quarterly number because I know that number has increased tremendously since you had your Volunteer Coordinator. So those numbers would be for me very helpful so that we can see just how well you're doing. Because if I remember correctly, last month they were not 38 families that you had. It was, in the last three months they've been
slowly increasing and I know that has to do with your staff and in particular the Volunteer …

Thacker: Yes.

Gandara: Coordinator. Thank you.

Thacker: Okay. Yeah. We can follow that. Thank you very much.

Williams: Thank you Vice-Chair Gandara.

Thacker: Okay. Bernice, what's the next one?

B. Educational Initiatives-Spay/Neuter Initiatives - Clint Thacker

Thacker: As you can tell, I'm relying on Bernice and Paul quite a bit still.

Williams: Yeah, very wise, Board Member Eakman says.

Thacker: So in November 2017 we were able to compile a grand total of the number of individuals that visited the shelter for various reasons. So the grand total's there, and broken down we see the adoption side of our shelter was almost 2,000 individuals walked through the doors in November and the number-one reason why they put is just looking around, see what they have. And we like that because that is a possibility to adopt, is what that is. And my assumption is that many of those "just lookings" did turn into adoptions.

Now the RTO or the reclaim side of the animal shelter, the biggest number was looking for missing pets. And that's encouraging because this is where people need to come to look for their animals. We do need to do better as far as getting the message out that we have missing pets. These are the pets that are at our shelter now, are pets that were owned. Come and find your pet. The billboard that we have on I-15, I'm sorry, that's in Utah, on, is it 25, 25 does do a good job stating that 8,300 animals were not claimed by owners last year. To the best of my knowledge we do not have a feral dog issue here in Las Cruces, so all of those animals are owned and we need to get the message out through education, starting I believe personally with our young, with elementary schools, that this is the place where animals are and that they can be found. So we have some ways that we're looking at to increase those numbers and education.

Some of the things we continue to do and it works really well are the radio stations. Dominique goes out, our Volunteer Coordinator, and does those spots. We have our advertising campaign which I met with yesterday and talking with her. It was a good meeting and I hope to continue that good resource. Magazines, classifieds, it's just the actual,
the middle school interview, they compiled a video of it and it was a good video to watch. They came in and interviewed our staff and just asked questions of the hardest part of the job, the most fun part of the job, so it was good to see them interact with our staff. And that was their school program that they did.

So currently right now we have 189 animals in the foster to adopt program. Compared, I don't know again what it was last year so that's something, or last month, or even a year comparison would be really interesting to me as well, so we'll get that number for you.

The reasons why we do surgeries, or the methods we do surgeries are separated into the general public and then they come from Humane Society of Southern New Mexico, APA, and so forth are the reasons or where those are coming from, so a total of 192 from them. The no-show cancellations was really alarming to me, 38. That's over one a day that we were having on average. So what that tells me is the program of foster to adopt it's working because we're getting animals out but these animals aren't getting sterilized and that's our problem, right. That is the main problem of why there are so many animals here in Las Cruces. So that is going to be a topic of conversation with the management team in our weekly meetings that we have now, to really focus on how and why and how we can overcome it. There have been some ideas thrown around but again I open ideas up to anyone on the Board for that.

Williams: Board Member Gandara.

Gandara: Chairman Williams.

Williams: Vice-Chair, I'm sorry.

Gandara: That's okay. Thank you. Mr. Thacker, just to move back because it's weighing on me now that I didn't ask it, is how do you collect the information about people coming into the shelter? Is that through a survey that they take at the end?

Thacker: It's a sign-in sheet.

Gandara: Sign-in sheet.

Thacker: Yeah. Every individual signs in and states the reason why they're there.

Gandara: So I know Kelly Barker has always said that there's opportunity there and you mentioned with all those folks, right. Every time that someone comes to the shelter there's an opportunity for many things, one for volunteerism, foster-adopt, those things. And I'm wondering, that thousand number is really, it's "We're just looking," right. But I wonder if we could either engage those individuals because sometimes some of those individuals
might want to do a little more because someone has actually had a face-to-face interview with them. And so I'm hoping that we could, through the volunteers and the staff, sort of work through that, sift through that number a little more because every time there's an opportunity. So it has to be, she talked about it, like you're a business, right. And this business is ensuring that animals are cared for or that we get these animals out, and maybe that helps reduce the intake number as well, I'm not sure. But I'd like to see a little more around, not just through that, and I know because I've been there. I've been one of those that has come to look for a lost animal, but having a little more one-on-one, face-to-face conversation with these folks may at the end get you a little more in terms of...

Thacker: Yeah.

Gandara: Either volunteers or adoption, fostering, that kind of thing. So I don't know...

Thacker: Yeah, I agree, and it's just as simple as adding a box on there that says, "Would you like to be contacted for volunteer purposes or contacted," and if they mark "Yes" then provide a phone number or an e-mail. I mean it could be that simple, and then our Volunteer Coordinator can follow-up on that.


Thacker: Yeah.

Gandara: Thank you.

Thacker: Thank you.

Williams: Thank you Vice-Chair, thank you Mr. Thacker. Please continue.

Thacker: So in total for all the reasons why we do the surgery, 325 were sterilized. We are again, as a management team, looking at increasing those numbers. December is going to be an impressive month when we get those numbers as well because we have almost every day filled with, that we do surgeries four days a week so all four days in a week are filled with surgeries and veterinarian. So it's going to be impressive to see the number there. I do want to increase those numbers. It's just a matter of how. And so we're going to discuss those as a management team as well. What I would ultimately love to do is get rid of the foster to adopt program, so all the animals in the shelter, when they're sterilized, would be able to leave that day, that time, and we wouldn't have to have them come back. Don't get me wrong, I think the program works great but to be able to be caught up on our animals that are adoptable and they're all sterilized, that...
would be a huge accomplishment as well. There is some other surgeries that our veterinarians have performed. They're the cryptorchid, pregnant, prolapse, and the hernia repair that they've done in November as well. These are some guys and gals.

Williams: Any questions from the Board? Please proceed.

Thacker: Okay. Bernice is it my turn now? Okay. So I prepared a little presentation for you. I don’t know which one it is though. Here we go. Now I prepared this after I heard about there's certain requirements that I needed to do to have the presentation, for instance the blue color and the size, the font, and all that. So please bear with me as we go through this. So what it is, I made a presentation of fresh eyes being seen by me coming in. First thing that we did the Thursday I came in was make some priorities from the Manager’s point of view, the Director’s point of view, and also some of the staff’s point of view because they had some input on it as well.

So the very first priority that we see needs to be done is we need to fill our vacancies for staffing. We are currently 13 vacant positions. That is a mixture of full-time and part-time. The Assistant Kennel Supervisor is a critical role that we need to get filled, as this is the individual that would allow Paul to free up his time to work with more, any supervising as well as, so the Animal Kennel Supervisor is the one that's going to be over the caregivers and the shelter techs and Paul is going to be over him, but be able to focus more on new programs, new cleaning protocols, working with me on new and different ways, work with rescues. I mean just a huge merit of things that he would free up his time to be able to do that he has not been able to do because he’s had the Director position and also because he’s had to supervise the staff as well, the kennel staff. Records Clerk, Bernice came to me and told me, she says, "I think I can continue to do that. We don't need to fill that position." So that was great on her part. We currently have no maintenance worker at the shelter and it's showing. There are floors that are being peeled up, there’s cabinetry that is falling apart. I watched one staff member yesterday grab a cabinet to open it and the top part fell off. I'm like, "Oh. That's something we need to get fixed." And then I saw later in the day another employee carrying around that same part. So obviously it's a problem that just hasn't been fixed. Two vet assistants is another part that needs to be done. Currently we have temp workers from a temp agency that have no experience in a vet practice are filling those positions, and they're sporadic when they do come and sometimes we have to call new ones in which need to be retrained, and it's just a huge undertaking. We are two animal caregivers and an animal care tech down, so that's three people working in the kennels, and these are full-time positions. And then our new position of the Medical Director, that is an addition that wasn't on the books before and that position has actually been posted and is on right now. We've
posted it on the AVMA website, on the Society of Animal Welfare Administrators website, and on the National Animal Care and Control Association website, and on NEO.gov so hope to get that filled as soon as possible. Bernice has been tasked with getting these positions on NEO.gov and posted by the end of the week. So that is tomorrow. Hopefully we'll be able to see at least an approval on my side to be able to approve those positions to go on there. So that is upcoming as well. So just a little comparison, the three are being filled with temp agencies and it runs us around $1,800 to $2,600 a week for those individuals. Staffing for those same would be about $1,400 to $1,800 for that. So you see it would be a large savings to have those positions filled with regular staff. Another problem being so low-staffed is when somebody calls in sick, that leaves us at such a critical level that we have to call in a temp agency and that individual has to be trained, again on how to use things. And also what they can do is so limited because of the no experience that they have. And then we have four part-time positions that are currently not being filled that need to be filled: Office assistants, caregiver, and then the animal groomer, we have some incredible volunteers that want to and have been doing our grooming so we are not going to be filling that animal grooming position.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Thank you. Mr. Thacker. As you're, I appreciate the fact that you're looking at the vacant positions. It's been something I've been concerned with and what I would like to ask is that you take a look at and identify those positions where we tend to have turnover and then how long it takes to fill a position once somebody leaves. My impression is that there are some positions where there is a relatively high turnover and it does take a significant amount of time to get somebody on. And then if that's the case, I'd like to ask for you to look at some creative ways of dealing with that. And one thing that comes to mind is that perhaps what we need to do is to approve one or two additional positions that are simply in recognition of the fact that we do have turnover. And so it's really about the fact that we need all these positions filled on a full-time basis but perhaps it could be a position that's a lower graded position, but that if somebody leaves we've already got somebody on staff who've been learning things and they could be potentially moved up more quickly. So maybe it's a matter of looking at both how individuals can have a career and can move up in the organization as well as then how we deal with the functioning of the shelter.

Thacker: Thank you.
Garrett: I just want you to know that we’re open to entertaining a range of options in terms ... 

Thacker: Yes.

Garrett: Of how to deal with this.

Thacker: Yeah. Currently we have a, in the shelter position there's an animal caregiver and there's an animal shelter technician I believe they're, and one is classified higher as the other. So you're right. We can hire into let's say the animal caregiver, the lower position, so we can hire into that and if a tech position fills, we can fill it up automatically and the priority for those, yes. I understand what you're saying. We'll continue to look at that. Thank you.

Williams: Board Member Dollahon.

Dollahon: Mr. Chairman, Board Member Garrett and other Board Members. One of the things that we do as a standard City practice is, and this is something that we should be with our Human Resources Office working with Clint is to identify succession planning opportunities within the organization. The Shelter Director can develop that policy and procedure specific to himself, specific to the operations, and then we can share that with our Human Resources Office, and then that becomes an automatic natural practice that he can implement in that succession planning effort and he can automatically, so say animal caregiver is an entry-level position and the technician is the next highest level based on experience, they automatically get promoted through time. We do it with our entry-level engineers and the like. So we can help define that process and then make that a standard practice with relative ease. And so that is something that we need to sit down with him with our Human Resources Office, and we have some examples he can use from within the organization. And it just makes it natural practice to do that. The other thing that happens is as you promote somebody to the next level, if a higher-level position gets vacated, the question is, and he has to decide as Director, “Do I leave it and fill it at that position, or does it revert to a lower-level, entry-level position?” And that's part of the balance that Clint's going to have to figure out as we work through this. But that is easily accomplished and I wanted you to know that.

Williams: I see heads nodding up here on the dais, so Mr. Thacker I think you have a consensus to proceed with that. Board Member Garrett.

Thacker: Thank you.
Garrett: Thank you. And I appreciate the idea of succession planning. What I often don't hear is how that's linked with vacancy issues and how to really fill that, and what other kinds of things might need to be done with that at the point of having a higher-graded position that becomes vacant and you have some other people who are sort of in the chain so to speak. Well part of the question is in addition to just experience on the job, what other training opportunities have they had in order to be ready to step up to higher-graded positions. And so I would see that there would be a more comprehensive look at this. I just think this is a way of both strengthening our staff and recognizing them, and at the same time dealing with an operational issue which has to do with vacancies. So I appreciate the offer from Mr. Dollahon. I think that's a good point.

Thacker: Thank you.

Garrett: Thank you.

Williams: Thank you Board Member Garrett. Please proceed, Mr. Thacker.

Thacker: Okay. So our next priority that we have on here is population and this is a touchy subject because as you know, we need to figure out what is going to be best for the shelter as far as population-wise. Is it a hard number that we have and we say we don't want to get, right at that number? Is it a range that says we can handle effectively this span of animals? So it's hard because if you have, and I know that Paul already touched on this in previous presentations with you so I won't go on too long, but a dog with puppies can fill up, or can be anywhere from two to six animals in one kennel whereas you can fit three large dogs in a kennel or two large dogs in a kennel. So you can see how that range varies greatly. So we need to understand that. However I personally believe right now we are overcrowded. A walk into the shelter, it really is an assault on those senses, sight, sound, and smell of things going on. Some things that we are working on to get animals out of there quickly, immediately we're working on is photography. We now take a picture of the animal upon intake. That picture is put onto our PetData program at the shelter, and we're able to attach that and can blast it all over the internet and people can look for lost animals and so on. We also have individuals, volunteers coming in taking pictures of adoptable animals. One thing we are going to be working with is I've contacted the Shelter Art Foundation, who's a 501(c)(3) and they come in and they train, they actually give you the digital equipment to be able to work with. I priced it out and it's around $1,000 for all the equipment needed: Background, the background holder, the speed light, all those things. So, and then we can have volunteers take high-quality "adopt" pictures with fun outfits on the dogs and the fun props and backdrops, post them on Facebook, and get a lot more interest on these animals and get our page "liked" I guess you could say a lot more.
And then our inventory. I ran our inventory and it was, when I clicked up the detail, we had animals in there from 2008 and 2010 and when I went and spoke to the managers about it they said, "We are aware that our inventory is an issue in our shelter program." They said, "We've just not had the time and it's been a low priority to get it cleaned up." And what I mean by inventory is that when an animal comes in the shelter, it's logged into the software program and then it's supposed to be logged out when it leaves. Well, a lot of these animals were never logged out. They're not in the shelter. We don't have anything there from 2013 or '10, but in the system they're still there. So I've tasked our front office manager, Jennifer, who's done an amazing job so far, when I talked to her day before yesterday I believe it was, she'd got rid and found the records for 70 of those animals that have already left the shelter. So this is a process. Once we can finally get our inventory cleaned up to actual animals in the shelter, then we'll be able to give proper, if somebody asks, "How many animals do you have in the shelter?" we can give an actual number on that. We can provide lists to local rescues and say, "These are the breeds of the animals. These are the sizes. This is what we have." Because if we were to do that right now, they would get a list of animals that currently not in the shelter. So that's another priority for the population.

The next one we're looking at is welcoming cleanliness. I don't know if that's really a word but that's what I marked it as, is welcoming cleanliness. The front area of the shelter, we have an issue of it not being cleaned. The lobbies have stained chairs. The floors are dirty, even more than an animal shelter front lobby should be. We have relayed this to the custodian, given two weeks to strip the floors, wax them, polish them. He's done the adoption side so far. That's helped out a lot. And he's going to be working on the reclaim side to get that done. We're also doing a Paint the Shelter Day. That's going to be this Saturday. We are painting the front lobbies and the break room. It's just, I know there's going to be a remodel. We have, Ace Hardware is giving us a discount, we're going to pay $7.50 for a gallon of paint. I believe this is very much worth it, be able to invest the volunteers, being able to, and also employees are invited to come, just to give us something, a new look and a new breath. I told them that they could have fun and paint us dogs and cats and hearts and murals and enjoy the time there that they have, as it's kind of their day to be able to do it. Our community service is, I'm going to want them to be focused on landscaping. Right now, I'm always terrified when I turn out of the shelter because as I look down Bataan Memorial, I can't see oncoming traffic because this bush has grown over and I have to edge out a little bit more to see it. All of the bushes are grown over the sidewalk. There's weeds throughout. It's just something that again a building maintenance individual would've been in charge of but until we get that position filled our community service are going to be focusing on landscape duties while they're there.
Our next priority we want to focus on is that spay and neuter. Again, there's three types. There's foster to adopt, the shelter animals, and the public coming in as well. Those are the three areas that we want to focus with, and you see that magical three-letter thing there is TNR. We've got to figure out and get serious both on the County and the City side if we're going to do a TNR program. I know there is technically one now but it's not effective with the current ordinances that are in place. So some changes need to be done there and those are forthcoming as well. I've been in contact with the Best Friends Animal Society just last night, be able to return some phone calls and having some good conversations with them to get some assistance to help with that.

Policy, currently some of the policies at the ASCMV are a little outdated, you can say. And that's a mixture of policy and procedures. So one of our first things we're going to do is once we're fully staffed we're going to establish what each individual is in charge of, those positions, and then we're going to separate a policy and also the procedure manual. So every time we change the way we're cleaning, we don't have to come to the Board and say, "We want to change this." Because right now it's all one document. So we would like to make those changes on that and also just go do an all-around policy update on that and work really closely with the City on improving those policies for that.

Again, our TNR program is a priority for us. We want to take a serious look at the ordinances, educate the officials that make those decisions, and then we also want to reach out to those areas that are doing a TNR program, are successful at it, and see if there really is these issues that are being brought up continually about TNR, if those really are an issue and a problem for them.

So the policy there, and the next one we want to really work on is our training. My staff or my coworkers are not attending any trainings. No training was presented to them, no training was offered to them. So this is how we proceeded. In our staff meeting which we had, which was our first one that has ever been done, we did the staff meeting and there I presented to them that we want them to attend trainings. However, our training budget is low so this is how we're going to go about doing it. I want them to find the training, I want them to explore opportunities for grants and scholarships, and I want them to take the lead on it. This makes them invested in that training and it allows them to want to go and to search it out. I've had several employees come into my office since last Friday and talk to me again, "How do I go about doing this? Where's it at?" And I pointed them in different ways: Humane Society of United States, National Animal Care and Control Association, Society of Animal Welfare Administrators, and also local opportunities as well to be able to, and I'm talking training, anything from customer service training to proper cleaning techniques in a shelter environment, disease knowledge, anything that they can get that will broaden them and make them more
invested in what we’re trying to do there and explain things is well worth it. So that’s the opportunity for the training there.

Okay. So our front area remodel is on track. We're excited for the new look. I'm being told that we're about six to seven weeks out on getting that started. We have new policies coming out. We're working with rescues more than ever nowadays. We have the new Executive Director which is hopefully going to take us in a new direction. I think he'll do an excellent job. And there's also new collaboration. I've already spoken with the County and also the City ACOs. We’ve started to rebuild some bridges there and I'm excited where those relationships are going to be able to go. So with this new thing that we're doing, I'd like to propose to the Board that we look into rebranding: New colors, new front, new logo. It's going to be a new us. I want to start referring to us as the Animal Service Center, not the animal shelter because we do more than just sheltering animals. We're sterilizing, we're adoptions, we're, all these things that we are doing I want to be known for us and what we do. So I've already been in contact with an individual that did the Shelter Animal Counts logo and also the National Animal Care and Control Association logo. He's going to be preparing just some ideas for us. I know it's something that'll most likely have to go out and get an RFP for, but this will at least give us an idea of cost-wise and some opportunities there. I want colors, when we start looking at the shelter, the front lobby. These are colors that are neutral, that are calming, and I would like to see them throughout the entire shelter when we do the new front. And like I said, a new us. And the rebrand will be something that's on all our letterhead, it'll be on our business cards, we're all going to, in all our signatures for our e-mail. It's going to be a complete and total rebrand for us, we're looking at.

The next one is the how-tos. So how do we make a lot of these changes? I'd like to also open up to the Board a consultation or a comprehensive report that will be done for us. I recommend a neutral third party. The HSUS did one for us in 2008 so I feel like they're out. Private individuals that have done it for in the past, I think they need to be out. And the reason why I want a fresh look is because there've been a lot of changes and I don't want somebody who has the history of what we were and come in and say, "I've told you you're supposed to do these things. It's not done." We don't do those things anymore. There's probably good reasons why we didn't change those things. I want a new look, fresh eyes on the situation so to say. So looking into things, the Dallas Animal Services had the Boston Consultation Group do a comprehensive study on them. You can go to this website, you can read the report. It is amazing of the stats and everything that they did and looked at there. It was privately funded, just a rescue group came forward and paid for the amount. I have reached out to both Boston Consultation Group and the individual who privately funded and I have not heard back from them about as far as how much it would be, something again that may have to go out for an RFP for things like that, but I'm really impressed
with what they did and again I think it needs to be an outside source that comes in and does that.

So those are my fresh eyes on the situation. There’s a lot of ideas in there of what we have. Again, a lot of it takes money of what we’re looking at. We do have some ideas. We’re going to be coming to the Financial Committee and talking to the Financial Committee about those things next Tuesday at our meeting and hopefully we’ll be able to move forward on some of these ideas. So with that, are there any questions?

Williams: Any questions from the Board? Board Member Garrett.

Garrett: Thank you. I really appreciate what you have done in the time that you’ve been here. I think this is a good step forward and I realize this sort of anticipates what you might be getting into in terms of some of the policies and so forth, but something I have been concerned about is the discretionary acceptance of animals when we have a potential crowded situation. And so one of your points had to do with looking at population and I realize that there are undoubtedly circumstances where it's prudent to accept the surrender of an animal, either through ACOs or through simply an owner bringing an animal in. But I would hope that you would look closely at what policies we have and it just doesn't make sense to me that if we have a problem in terms of being crowded that we are simply taking anything that comes in. And I would hope that there would be some thought given to how we can provide references and advice and things like that rather than accepting the responsibility. Because these are responsibilities, as far as I'm concerned, of the pet owner. And we're talking about if it gets surrendered to us then it becomes a public responsibility. And I think that's an important thing. I think the other point I would make is that because this is a public shelter I understand the fact that we are going to have a certain amount of euthanasia. We've never disputed that, at least I haven't. That said, we want to not have healthy and treatable animals euthanized, and that to me is the sort of critical distinction. So whether that is best reflected in the euthanasia rate with some caveats in terms of why animals are being euthanized, whether it has to do with the live release rate and putting emphasis on that, I think that we didn't have the live release rate as a reference point when we started the Zero in Seven. So, but we've never really formally adopted that as a matter of policy.

So I think in terms of looking at the overall success of the shelter and of the community working with the shelter, that it might be helpful based on your thinking and discussions with staff and others in the community, it'd probably be good for us to come to an agreement about what our metric should be in terms of success so we don't have to sort of struggle through that every time we see it. And we can say, "Yeah this is where we are. This is where we want to go. Do we want to go to a 90% live release rate or 98%, or what is it that we need to do if that's what
we're going to be?" So I would just put that as something for a future
discussion based on what you laid out here. I think this is great. It looks
comprehensive. I appreciate the fact that you're involving the staff and
want to encourage you also to make sure that you're connected with the
various animal advocacy groups and the ACOs as you move forward.

Thacker: Thank you.

Garrett: Thank you.

Williams: Board Member Eakman.

Eakman: Yes. Thank you very much. I guess I need just a little bit more time to
think about the impact of a firm such as the Boston Consulting Group
being here. They are at the pinnacle of consulting worldwide. They and
McKenzie are as good as you can possibly get. And it's going to have
huge policy impacts that affect this Board of Directors and it's also going to
have wide community impacts that I would not want to see disregarded
out of hand because they have the name Boston and they're coming into
Las Cruces to give advice and direction. And so I really think that is a
fantastic idea but I do believe a lot of buy-in has to take place before a
step like that is taken. Otherwise it's obviously a six-figure product from
the Boston Consulting Group, and that, if it was done and wasn't accepted
and wasn't implemented, there would be a lot of frustration and community
head-scratching. So I applaud you for coming forward with that. It will
take a lot of courage on a lot of persons' parts to make something like that
happen. But I salute it because we're not coming up with some answers
on our own and I don't think we have a system in place to come up with
those answers on our own. And so I think that's something we should
take into serious consideration, probably starting with the Executive
Committee working with Clint on something like that. But once you get the
bona fides of that group and their stature, and the other people they work
with, I'd be very impressed if they would accept this kind of commission.

Thank you.

Williams: Thank you Board Member Eakman. And I just would follow that up, Mr.
Thacker, you said you were very impressed with the report that was given
to Dallas. Are there lessons that can be learned from that report that we
could extrapolate for our own facility before we look at going out for a
consulting contract? Can we learn from what others have already done
with a consulting contract?

Thacker: That's kind of a dangerous road to go on. I think in a manner yes, there
might be. However, it's very specific to Dallas. It takes in demographics,
it takes in their intake, it recommends I think it was 13,000 sterilizations a
year. And so it's very specific to Dallas. I can send the link to the
Executive Committee and you can review that report and see what it is. They have an incredible loose dog issue, and that was a lot of focus of what that report was, and how to overcome that. I'm not saying it has to be Boston Consulting Group. I'm just stating that we need somebody with a name that's well-known and trusted be able to come into here, see our issues and our problems, understand them, because I just felt they had a true understanding of the issues that they had going on in Dallas when they did that program. So that's why I said that.

Williams: Thank you. Vice-Chair Gandara.

Gandara: Thank you Chairman Williams. Thank you Mr. Thacker. I appreciate the fresh look, fresh eyes look. I think that's always important. Let me remind the Board on the dais that we have talked about a comprehensive assessment or evaluation and we've talked about consultation. I think the presentation from Mr. Thacker was more, "This is an idea," and it would go through the proper channels if you will. He mentioned there was an RFP process I would assume. I don't know much about this group but if this group is worth anything, and it sounds like they are, then they take into consideration all the animal services groups and they're very collaborative in nature, doing focus groups and other things I think to capture information and ensure very clearly that you're getting lots of feedback from the community, from staff, from us as a Board. So I'm very appreciative. I think the things that you have brought up have been things that we all have struggled with. I know, speaking for myself I know that these have been concerns that have been brought up to us in terms of cleanliness and overcrowding and those kinds of things. And so I very much appreciate your bird's-eye view and that you considered staff in this process. I think it is very important to consider staff. They're the ones on the, boots on the ground doing the work daily, to include the volunteers. So I like the recommendation about giving it to the Executive Board, sort of looking at that and moving through that process. I think that's an important one. Thank you.

Williams: Thank you Vice-Chair. Any further Board comments? Thank you. And just in case we ever wonder whether there actually are people out there watching on TV, I've already received an e-mail from somebody who's excited about the rebranding effort, so. Please proceed Mr. Thacker.

Thacker: In closing I wanted to state that I respect very much the efforts and the things that Dr. Beth, a lot of things put in place. As I look at the numbers throughout the years of 2008 to now, there has been drastic improvements and I want in no way to think that I disagree or I'm contradicting anything that she is doing or efforts that she put in place. I applaud her for what she's done with what she has. And so I also applaud the rescue groups that are coming forward and helping us. We sent out, I
think an e-mail went out that said almost 142 animals went out just last 
week with the various efforts. So we are changing. I want to point out that 
my staff, my coworkers there at the Center, they do an incredible job. If I 
could nominate every single one of them and give them anything I could, I 
would do so every single meeting. The listening to staff, I feel, is very 
important. We had a staff member come forward and say, "Listen. The 
food that we're feeding these animals is not good quality food. I think 
that's probably why we have so many feces." I look at the food and yeah, 
the protein rate was way low and corn was the second-highest ingredient. 
So while we can afford the food, it's not the best that we can because it's 
causing a lot of problems: More feces, have to feed a lot more. So we're 
looking into changing that program as well all because an employee came 
forward and mentioned that. And there's been some other things. I think 
the meeting once a week with the managers is really going to help and 
also the monthly staff meetings that we've put in place are a chance for 
feedback and a chance for everybody to be on the same page is also very 
important in a situation like this. So those are all things that we're working 
on. Again I thank you for this opportunity and that's all I have.

Williams: Thank you Mr. Thacker. And I would just follow that up by saying that 
what I'm encouraged by is your emphasis on a new us. The old us was 
good. The new us can be better.

Thacker: Right.

Williams: So let's just keep moving forward. That's why you're here.

Thacker: Thank you.

C. Committee Reports

1. Finance - David Dollahon, Committee Chair

Williams: That brings us to the City and County, no. The Committee reports. That 
brings us to first the Finance Committee. Mr. Dollahon and Josh, you're 
limping worse this month than you were last month.

Saffell: Good morning Mr. Chair and Members of the Board. My name is Josh 
Saffell and on behalf of the Finance Department I would like to present the 
unaudited financials as of October 2017. On the balance sheet, this is 
page one in your handouts, the Statement of Net Position. We see the 
General Fund is showing about $589,000 in cash and $129,000 in 
receivables. There's also total liabilities in the General Fund at or about 
$85,000. In Operations, this is going to be page two and page three in 
your packet, the Statement of Revenues, Expenditures, and Changes in 
Fund Balance, and the Budget in Actual Statement. The General Fund is
showing approximately $892,000 in revenues and $726,000 in expenditures, giving net income of $166,000. The revenues are at 39.8% of budget and the expenditures are at 30.6% of budget, and of course our target for this period is 33.3%. And I have to apologize for the titles, that June actual should have been changed to October on that column so I apologize for that. That is an oversight that will be corrected next month for sure. Here we see the revenues. We see that the actual revenues compared to budget, the actual of $892,000 is mainly due to Dona Ana and City contributions as per the Joint Powers Agreement. Here we see our expenditure comparison. There are a few areas that we're over the 33.3%. Notably, services are at 38.1%, insurance is at 41.1%, that is of course due to the way the premiums are paid, and the supplies are at 44.6%. Part of that was due to payment for tires that should've actually gone to the repairs and maintenance line item, was actually charged to supplies. That's been moved out and then next month you'll see that correction. Our Capital Projects Fund shows cash of $563,000 and a receivable of $18,000. Are there any questions?

Williams: Any questions from the Board? Seeing none, thank you Josh. Hope you get to feeling better soon.

Dollahon: I talked about his next doctor's appointment while he was in the chair back there. By the way, Bernice, Steve, Josh, and I got the memo that today was supposed to be burgundy day. I don't know what the rest of you were doing. Mr. Chairman, Board Members. David Dollahon. We did have a Finance Committee meeting. We went over the October numbers that Josh just presented with you. We will be meeting next week. Based on the discussion with Mr. Thacker's presentation today, there are clearly some things that we can look to do with the finances. Some of his objectives might make the budget a little bit tighter so we're going to have to have that discussion. Just for all of the Board Members to know, we are going to be discussing fixed assets at next week's Finance Committee meeting. I do want to talk to the Committee about some maintenance issues and some procurement issues.

The building maintenance issues, we need to look at opportunities, maybe we have City crew go out and do an inventory and an assessment of the building and try to identify some items that we can pay the City to do in an overtime setting and maybe procuring outside services might be difficult, and support his efforts on getting a building maintenance worker sooner rather than later. But if there's a lot to overcome maybe we need to take a targeted team sweep and go in and do some quick maintenance and charge that out to the City. I think we also need to have some discussion on the City's Procurement Office. I had this discussion previously about buying food and medication. Our Procurement Office, our purchasing staff should be helping us to find the best price through the best means and method for procurement, and that needs to be part of our
discussion next week. So those were on my list. I reminded Josh and Josie and Bernice and Steve to maintain this list. So we will have a detailed Finance Committee meeting next week and more to report next month.

Williams: Thank you Board Member Dollahon. Any comments or questions from the Board? I'll just point out that I did get the burgundy memo but I misunderstood it so I'm going to have mine with dinner this evening.

Dollahon: Okay. I'm going to probably have an opportunity, I have to cut out today for the rest of this meeting. If there are any questions of us please get with me, send me an e-mail. I know Gino is here from Animal Control and will be making his monthly report, and we are having our Animal Care Task Force meeting tomorrow morning at 9:30. I do want to give some thanks to Councillor Gandara and Gino. I know Mr. Thacker will be at his first meeting tomorrow. Vicki Lusk and Mary Lou Ward from the County are here and they've been great participants in the Task Force meeting. And we've had some courageous conversations and we will have more, and we have some ideas and solutions coming out of this. We've invited the Veterinary Association. I haven't had any feedback from anybody but they've been extended the invite to participate so we are working on things. And I'm not too proud, I think we need a veterinarian on the Animal Care Task Force for part of our discussions going forward, and I'm ready to start begging, and I might guilt a few people that I do business with into participating also. So we are making progress and I'm very pleased with Clint's presentation earlier and I think it's a good new day. We're in good shape but I know we'll be in better shape in the future. So thank you for your time.

Williams: Thank you Board Member Dollahon. Vice-Chair Gandara.

Gandara: Thank you Chairman Williams. I want to say a special thanks to David Dollahon. If it wasn't for you to help manage, maintain, sort of remind, follow-up, I saw the letters and all the follow-up from the previous Animal Task Force and to include inviting a vet to this group because we've had some great conversations about possibly engaging the veterinarian community in helping us with licensing and a small fee. And so there's been some real encouraging conversations and I appreciate it, David. I really do.

Dollahon: Thanks.

Gandara: Thank you.

Dollahon: Thank you. And we are going to work on improving our communication with the public and getting it on the City's website and meeting agendas.
and minutes, and that's on my to-do list so that we can be sure to share
with the community, and getting the notice out they are public meetings.
We're not hiding anything from anybody, and so everyone is more than
welcome. Tomorrow's meeting is at 9:30 here at City Hall, room 2007B
(as in Boy), the (inaudible) conference room. And we welcome any and all
that can make it. We generally meet the last Friday of the month but
holidays impacted both November and December so we split the
difference and are doing it in the middle of December. So please join us.

Williams: Thank you Board Member Dollahon.

2. Executive - Jess Williams, Committee Chair

Williams: That brings us to item number six, c2 which is the Executive Committee
report. The Executive Committee did meet. The primary topic of
discussion was today's agenda and getting to know Mr. Thacker a little bit
better. So it was a pleasant lunch meeting of the Executive Committee.

3. Facilities - Greg Smith, Committee Chair

Williams: We'll move now to the Facilities Committee. Board Member Smith.

Smith: Thank you Mr. Chairman. And Mr. Thacker's done a great job of covering
many of the items that we talked about at our Facilities meeting. The first
item was making sure that the plans were on track and that Mr. Thacker
was up to speed and on board. He assured us he was. So that, it's
coming up here shortly as far as getting the RFP out and we're excited
about that. I think that will have a huge impact on both the effectiveness
of our outreach with the public as well as the morale on the part of the
staff and volunteers working there. He also mentioned working on getting
the kennels themselves cleaned up better and the painting the lobbies,
those items we discussed. The one thing that he didn't mention, and so
thank you for giving me something to talk about Mr. Thacker, is the
possibility of reconfiguring the drains in the kennels because currently that
impacts how they're cleaned out and makes it harder. And so it may be
very costly but we need to look at potentially in the future reconfiguring the
drains in a way that allows for easier cleanout. And the other thing you
mentioned was also the diet but you kind of touched on that today as well,
having that impact on what's needing to be cleaned up. So thank you Mr.
Thacker. I appreciate your contributions to my report but also your good
efforts. Thank you Mr. Chair.

Williams: Thank you Board Member Smith.

D. City and County ACO Reports - City and County Animal Control
Williams: And that brings us to our City and County ACO reports. And I want to thank both City and County representatives for being here and perhaps suggest that on future agendas that we put the County and City ACO reports up a little earlier in the agenda. Although we love having you here, I know that you're all very busy people and so we'll try and get you in and out a little faster in the future. And with that, we'll begin with the City.

Jimenez: Good morning Mr. Chairman, Members of the Board. My name is Gino Jimenez. I'm the Animal Control Supervisor for the City of Las Cruces. With me you'll see Abraham Flores. With Mr. Dollahon's approval I thought this would be a great opportunity to bring a member of my staff in for every one of these Board meetings so that they can see the process, so they can see what's actually going on with not only what we do but also what the issues are with the shelter and how the Board operates. So I figured this is a perfect venue. I am going to allow Officer Flores to introduce himself and answer any questions that you all may have before I do my report.

Williams: Thank you. Officer Flores.

Flores: Chairman Williams and Members of the Board. Thank you very much for the opportunity to come in front of you. I am Officer Flores. I am employed as a City Animal Control. I been with the Department for 24 years. Before I was an Animal Control Officer I was an employee for the Humane Society as a caretaker. My job there was to prep the animals for adoptions, grooming, and vaccinations. I'm also one of four Cruelty Investigators. I did five of the cruelty case in which out of five, three was convicted on those cases. And as well I also do public information with the schools. I educate them by preventions, caring the animals, dealing with wildlife, and that's pretty much what I do. If there's any questions.

Williams: Officer Flores, thank you so much and I appreciate your years of service both with the Humane Society and with the City of Las Cruces. Thanks for a good job. Board Member Smith.

Smith: Thank you Mr. Chairman and thank you Officer Flores for being here today. I think Chief Jimenez has done a great job of recognizing that it's not just you hearing about what we are thinking and how we're viewing things, but also us hearing from you. We oftentimes, and it happens in just about every endeavor, we look at what somebody else is doing and we have a hard time understanding why they're working in a particular way or getting what they're doing. So I think this kind of broadening of our understanding and of yours is going to be very helpful to us as we move forward. And I do think we're on the, probably well into the threshold of some very big changes as far as how we approach a lot of this. So thank you very much for being here today. Thank you Mr. Chairman.
Williams: Thank you Board Member Smith. Thank you Officer Flores.

Jimenez: Mr. Chairman, Members of the Board. I think one of the things that Abraham failed to, or didn't fail but being a little shy and nervous right now didn't explain. As a Cruelty Investigator what my officers do is whenever we have a possible felony animal cruelty they will do the initial investigation. If it's a misdemeanor case, they will prosecute the case themselves through Municipal Court. If it becomes a felony case what they do is they gather all the evidence, turn it over to our Criminal Investigation Division, and then they take that information into District Court for the District Attorneys to prosecute. But everything begins with their initial investigation. So right now like he said, we have four certified officers. I would love to have my entire staff certified so that they can do that on their own. Whenever one of the officers that is not certified encounters a cruelty case, they will turn it over to the Cruelty Investigators who'll then pick it up from there and run with it. And the other thing that he mentioned is being our School Resource Officer. What he does is right about two weeks into the new school year, he will make contact with every elementary school within the City limits and schedule presentations where he can go in and speak to classrooms. Sometimes it's 15 students. Other times it's the whole entire school, 150 students. He's instrumental with the Career Days. He is our representative there. So valuable, valuable employee to me.

Williams: Valuable employee to us all. Thank you very much.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Thank you. I have a question about the kinds of cases, the cruelty cases that you've been seeing. What kinds of cruelty cases have you been seeing in the City?

Flores: Well what I have seen so far, we were dealing with people with mental cases and in where the cause where they do harm with the animals either dropping them, killing it, or neglect where they starve to death. Those are the kind of cases that we will see a lot. I know in the past we've been seeing subjects are setting their animal on fire and two was the case we had, and I believe those two were prosecute on those cases.

Garrett: It might be interesting or worthwhile for the community I think as a whole to have a report at the end of the year, maybe in terms of your presentation, maybe from City and County. How many cases do we have, what are the nature of those cases, and what are the trends? This is sort
of like the dark underbelly of things that most people I think don't even comprehend or imagine are going on. But I think that would be helpful for us to know. I think the other thing that would be useful is to know how these situations come to light. Is it because of a neighbor reporting a situation or a family member, or is it something that is picked up just because of the ACOs being out on patrol? So that kind of information I think would be helpful to the Board and to the community at some point.

Williams: Thank you Board Member Garrett.

Jimenez: Not on mic.

Baum: You're not on your microphone. Bring it up more.

Jimenez: There we go.

Williams: That's much better.

Jimenez: Mr. Chairman, Chairperson, Chairman Garrett. The cruelty runs a tremendous gamut. I mean we go from the misdemeanor cruelty which could be simply not grooming your pet to the point where there's mats underneath and it's very very uncomfortable. The animal is going to survive that, but it's that neglect. To the other part where I have responded to where a gentleman stomped his dog to death, you know by stomping on its head. So there's that tremendous, from one end to the other. I can start a report for that and some of it is going to be misdemeanor cruelties and the felony cruelties, we typically don't know the outcome because those are going to go, prosecuted by the District Attorney. But we can show you what has been turned over to them for their prosecution.

Garrett: Mr. Chair.

Williams: Board Member Garrett.

Garrett: Thank you. I think that the misdemeanors might be very well as important for us to hear about as the felonies, partly because if it's a matter of neglect, is it intentional or is it people don't know or is it people don't have access to resources or, I mean those are some of those things that maybe we can help support and address. So yeah, I don't want to pile on but if you've already got the information and it's simply a matter of consolidating it perhaps, and providing us with the information that might be of interest.

Jimenez: Absolutely.

Garrett: Thank you.
Williams: Thank you Board Member Garrett. Board Member Eakman.

Eakman: Yes. If I might also just chime in for a second. I think we also know that there’s a huge overlay here in the behavioral health community where a lot of people have issues and they take it out on whatever, and so it’s an interesting topic but there’s so many ramifications here, not just isolated to this Board’s concern. Thank you.

Williams: Thank you Board Member Eakman. Thank you Gino.

Jimenez: Thank you. And with that I will begin my report. For the month of November 2017, City Animal Control responded to a total of 541 stray calls. Of those 302 were GOA, again GOA meaning gone on arrival. The officer did not make contact with that animal. We did impound 193 animals. 101 were dogs, 92 were cats. We had 46 successful field RTOs. Of those we had 38 unsuccessful field RTOs, meaning we weren’t able to make contact with that pet owner. Here’s our three-year comparison, fiscal year. We’re still keeping up that trend. We’re pretty consistent right there, this month 541. Here is our fiscal year for 18 field RTOs, again very consistent if you could see our numbers: 52, 40, 46, 45, 46 again. Very consistent. And our four-year comparison. Again, that spike in there, I have to give that credit to Vic Villalobos and DogCruces for allowing us to do those, utilizing his Facebook page. That’s why we had that spike in there. But again, last year we had 53 at this time. We’re at 46 so still pretty consistent. Any questions?

Williams: Board Member Eakman.

Eakman: Yes. As a follow-up, a rhetorical question. How many of these stray animals were licensed?

Jimenez: That is something that we are still working on sir. I don’t have that number for you. But we will work, I know that we are working with a new reporting system that hopefully I’ll be able to have those numbers for you.

Eakman: I would be interested in that. My guess is it would be a negligible number. Thank you.

Williams: Thank you Board Member Eakman. Any further Board comments or questions? Board Member Garrett.

Garrett: I think that, thank you Mr. Chair. The spike when Mr. Villalobos was working with the City ACOs really tells us what’s possible and you know that’s nearly tripling the average. I think it would be worthwhile to explore what would be necessary to replicate that on an ongoing basis. And I
would just, I don't know who that needs to be with but I think that that's an important question. Because if we can get an additional 80 animals returned, that would take some of the pressure off of the shelter without reducing health and safety, presumably. So I've seen that spike and I haven't really thought, "Well yeah," but what would it take to get us up there all the time? And then maybe that could also be replicated for the County as well.

Jimenez: Chairman, Board Member Garrett. On this, I believe that spike was there because it was new. The officers are still utilizing the Dog'Cruces page and posting the animals on there as they get them. I think what happened there is it was new and exciting. The public accepted it and we were able to increase those numbers. I would love it as well to have it be consistent right there at 113, 120. That would be awesome. But again I think it was because it was new. It was a new idea, something fresh, something different. But since then you can see that our numbers increased. Our numbers are pretty consistent before, they spiked, and then they've stayed consistent over the last couple years.

Williams: Thank you Gino. Any further questions or comments from the Board? Thank you Gino.

Jimenez: Thank you.

Williams: Appreciate it. Looks like Mary Lou Ward's coming up for the County.

Ward: Good morning Chair, Board Members.

Williams: Morning.

Ward: Mary Lou Ward, Supervisor for Dona Ana County Animal Control and Codes Enforcement. And I want to first apologize for not being at the last board meeting. I've been ill recently so I apologize for not being here. And I would like to start by congratulation to Mr. Thacker for joining us here and I look forward to working with him and making some improvements with all our divisions and our partners partnering with everyone. So I will start by looking at some of the numbers that we have here. I know that's going to be kind of hard to read. I will start by saying right now our division is going through a new upgrade with our software that we have on all our statistics that are given back to us through our New World software that's through the MVRDA software system. And so it seems like our County is the last to get everything installed and so everything is behind right now for us. All our statistics are from 2017 in October. But I do have our RTOs, and our RTOs for November. So I'll go over that with you, but before that I'll just go over the October numbers and if we look over the straight numbers for 2017 October, those numbers
if you look at that are 166. And if you can see that here, not sure if you
can see that, it's right in here, those are the stray animals that the Animal
Control Officers took in for October was 166 stray animals. Through that
as well, we took in 17 of those were the vicious animals and animals in
custody were 114 of those. So that means somebody found a dog or a
cat and they called an Animal Control Officer because those animals were
in custody and they needed that animal picked up. So those are those
numbers.

Then I'll go over the next one which is the actual Animal Control's,
the return to owners and these are the return to owners for our
department. In November we'd returned 87 animals to their owners in the
field, our field RTOs, and I'm happy to show that in 2016 we returned 38
and in 2017 we've returned 87. So that's over double the amount and of
course Jason, he returned the most, 18 out of those this month. So every
month we have a little competition amongst our officers. They get
coupons to a local restaurant and they get a little traveling trophy that they
get to display, so it's a competition whoever returns the most animals in
the field. So Jason will be getting that this afternoon when we have our
staff meeting. So he returned 87 of those this month.

So that's the report I have, and I just wanted to answer
Commissioner Garrett and you had talked about the types of cruelty calls
and whatnot. Because in the County it's a little bit different than in the
City. Of course within the County you're going to see things more like
cock fighting, that type of thing which can go into your types of cruelty
calls, which would be misdemeanor types of cruelties and can actually,
like Gino was saying go into your, a lot of it can start as a misdemeanor
type of cruelty and can progress into felony type cruelties depending on
what has occurred. I will say depending on what has happened, you can
have different types of cases that can progress. I'll give you an example
of something. Just recently we had an individual who was bitten by a
skunk and we had an Animal Control Officer respond and take a report at
the hospital. So they go out to the individual's house to get the
information, the individual's not home. Now we learned later on that the
individual has ten pet skunks. You can't have any pet skunks in the
County. So when we finally can make contact with the individual, which
was day before yesterday, or yesterday, no, day before yesterday, I
apologize, he has already taken care of all the skunks, got rid of them all
knowing that we're coming for them. So now we're working with the
District Attorney's Office to charge him with tampering with evidence which
is now a fourth-degree felony. So you know how things can change like
this, because now we have an individual who's going to have to undergo
rabies shots for being bitten by a skunk. So things can progress pretty
seriously.

So in the County, our types of cruelty cases are like from cock
fighting to, Gino hit a very good topic when he said stomping cases.
When I just went to, and I know Mr. Thacker was at the NACA conference
recently, and then we had a cruelty investigation training in Detroit recently to that as well, but one of the topics right now, the big topic is social media, stomping cruelty cases. It's a big topic where people are throwing animals on the ground and they're stomping on them, and it's a big issue right now. Those are some cruelty issues that some of the officers are facing. So one of the things that we have is also burning cases where people are burning animals. Neglect is one of the biggest ones we have, neglect where they purposely aren't feeding the animals because of whatever reason, and a lot of it where they are not, the embedded collars where the collars are, you know they're growing into the collars. So I just wanted to bring that up and explain that a little bit further. Any questions?

Williams: Any questions from the Board? Thank you Mary Lou. I appreciate that very much and I hope you're feeling better.

Ward: Thank you.

Public Input

Williams: That brings us to item 6E which is the Zero in Seven update and I understand Mr. Townsend is going to do that for us. I think he's left the room for a moment so we'll move on to public input. Please confine your input to three minutes. Is there any public input today?

Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. Just real quick I want to say this is a very exciting meeting. I hate to use that term but what I've heard today was very promising. I want to thank Mr. Thacker for what he's done. I would say very candidly we all should be sort of in a state of shock and awe at what he's proposed because there're things that really need to be done and I hope and I assume that this Board's going to support him 100%. The community's going to support him 100%, I can almost guarantee that with no reservation and I really like what he had to say. Thank you.

Williams: Thank you Mr. Bryce. Any further public input? Yes, please come forward.

English: Good morning. My name is Janice English and I'm the Director of the Spay and Neuter Program and we look forward to working with Mr. Thacker. But a question that I wanted to ask, has the City and County looked into vacant facilities? Since the shelter is so overcrowded, are there any facilities available where you could move a portion of the shelter, i.e. maybe you could move the cats to another shelter, to another area and fix that instead of trying to enlarge that area that you have? You know there may be buildings available. Animal Humane in Albuquerque has a cat section and they have a dog section, and a lot of that is donated.
So if the City and County could get outside donations you could probably help and remodel some of those, move some of your animals where you would have plenty of room. And that's just what I wanted to say. Thank you guys and appreciate it.

Williams: Thank you. Any further public input? Seeing none.

E. Zero in Seven Update

Williams: Tom we skipped over you. If you're ready to do the Zero in Seven we'd love to hear from you.

Townsend: Commissioner Williams, City Council Members, County Commission Members, Animal Services Center Board. Thank you for this opportunity this morning. Hope I can find this thing. I believe it's where ...

Williams: Just to ...

Townsend: Right there it ...

Williams: There it is.

Townsend: Got it. All right. Okay. Going to have to do some things here to get this working I think. All right. I'm here to talk about the Coalition for Pets and People. We're talking about donations just a moment ago from your representative from SNAP. In reviewing this report, I didn't write this. Someone else put the slides together for me. But the thing that struck me was the tremendous amount of time and energy and motivation that we see from some of these Coalition members in working toward reducing the input at the shelter, intake at the shelter, and getting animals out of the shelter. And we've seen some new initiatives that we'll be talking about today. I think you know what our mission is. It is to reach Zero in Seven by 2019 and I appreciate the discussion about how to define no-kill and how we get there. And I'm with Mr. Garrett. I think what we really need to look at is healthy and adoptable animals when we're talking about getting to no-kill.

I'm not going to read this. These are all the members of the Coalition that contribute to reducing intake and getting animals out of the shelter. Some events that you might be interested in knowing about, APA is doing pet photos with Santa at Petco on December 16th, 17th, and 23rd. You might want to attend some of these things. I think you're going to find an opportunity to interact with some of the folks that are out there doing the work that you rarely hear about or that you rarely see. On the 16th SHAS is doing pet photos with Santa at the thrift store on El Paseo. On the 16th APA's having a rummage sale to raise donations, to raise funds at the APA adoption center. On the 17th a holiday gift box
fundraiser by HSSNM and UCLC at 2000 South Solano. On the 19th we're having our CFPP holiday dinner and social at Habanero's from 5:30 to 7:30 and I would invite each of you to attend. It's Dutch treat so you're going to buy your own dinner, we're not going to buy your dinner for you. Those dollars are going to go to helping animals. And on the 28th Humane Society of Southern New Mexico is having their fundraiser at Red Brick Pizza.

Williams: Tom, I'm going to stop you there for just a second.

Townsend: Please.

Williams: Bernice, make sure that we have a notice of potential quorum for that event on the 19th. I don't know that enough of us would attend but just to be safe. Thank you.

Townsend: That's something that I think about very often, when I think of you when you attend those events as sort of functioning out of your official position although I know what the law says. So I hope you can make it. I'd love to interact with some of you there. Our meeting was the 27th. Some of the things that were discussed were Mr. Thacker, I haven't had an opportunity to meet you yet. I hope to do that very soon. Vicki Lusk made a report as did Mary Lou Ward. Our strategic plan was discussed. Specific categories were identified and a calendar was established for the microchip events and the next event is December 19th at Habanero's. Next meeting is January 2018. That meeting date will be announced with the location.

We do have teams that have been established, not going to read those to you but they address each of the issues that we feel are the most important in terms of our strategic plan to reduce intake and to move animals out of the shelter. CFPP did organize microchip events. They participated in the Chaparral ACES program where they microchipped quite a number of animals. I believe they microchipped 42, excuse me, no. That was the Pits for Peace APA event where they did 42. I guess the number in Chaparral is not indicated. An event that's upcoming is an $8 pet microchip event sponsored by APA in association with the County ACES event, and that will be held at the Community Center in Rincon, New Mexico and I hope the folks in that area are watching this morning and will bring their animals for microchipping.

And here is a pretty neat picture of the German Shepherd, Sierra going home with her family from one of the APA adoption programs. At that event, or excuse me, during November their intake was 38, they've had 22 adoptions and 15 transfers from APA to other organizations. They're having a Home for the Holidays event, an adoption event, $20 adoptions for all animals that they currently have. That will be held November 23rd through the 3rd at the APA adoption center, at the
education center at 800 West Picacho. That's an interesting cartoon. That's exactly what they want. They want a home.

A fairly new initiative that occurred in both October and December is Tails to Freedom Flight, done by Dog is my Copilot. And the next line I believe indicates the total numbers that have been done in the October and the December 7th event: 114 animals were taken from the shelter after they were identified and flown out of here to much more rural areas where they don't have that many dogs. Within three days of the dogs arriving at their destination, some of those dogs had already been adopted. And that comes up here in a second. I went a little out of my order here. Here's some of the folks that made this happen. I wanted to show you their pictures. And these are the folks receiving the animals at the animal shelter at Woodriver Valley. And here's some of the freedom flyers' pictures here. Four of them were adopted within three days of arriving at their destination. That indicates the kind of level of success that we're seeing here.

Here goes a bonded pair. We'd really like to see these two find a home together. They've been together since they were very very young. Anybody out there interested in adopting these animals needs to talk with Caged Paws. And their phone number's down there at the bottom as is their e-mail address. It's a great-looking couple of dogs.

And here is Kylie. She's one of Cherished K-9's animals. Cherished K-9 arranged transport in conjunction with other area rescues that need animals or want specific types of animals, and they hold adoption events on a regular basis. And their contact information is in the upper right-hand corner. The director of that organization is Carla Baker.

SHAS, this is one of the animals that was adopted from the SHAS shelter. Bandit has now found his forever home. And the production of "Annie" is actually using one of Safe Haven Rescue's dogs as part of their production, and that's Andy who is available for adoption right now. Their performances are December 1st through the 17th and tickets are on sale right now. Their shows are Friday and Saturday 8:00 p.m. and Sundays 2:00 p.m. and there'll be one Thursday performance during the week on the 14th of December at 7:00 p.m.

This is of particular interest to me and it will be to Mr. Thacker. I just want to remind you that we did make application to PetSmart Charities for a TNR grant to do 1,000 TNRs in a year. Broken Promises has already done 400 TNRs this year, that single organization. Most of their work is done from out-of-pocket money and a very small amount of donations. This is the last animal of a colony of 24 to be TNR'd from somewhere on the south side of Las Cruces. And there's their numbers. Absolutely phenomenal, 400 for this year.

November 17th, Humane Society of Southern New Mexico had six cat adoptions, 90 to 100 pet line phone calls, and that's their referral center that sends folks to specific resources that are available in the community that they need. They did 19 microchips. They did 47 sessions
of humane education and they rescue/returned 16 cases with dogs and
cats.

We have an informal group spread out to the County that has
scanners, as does Humane Society of Southern New Mexico and we work
together. I'll often get phone calls from Frank if someone in my area up in
Radium Springs has a dog that walked, it came into their yard and they
want that animal microchip scanned, we have folks that do that on a
private basis, primarily through HSSNM.

And this is Anna Juarez, one of the Board Members from HSSNM
doing one of her ambassador dog programs and training programs with
Apollo, her ambassador dog.

This is Guy and Dulce, two canines available for adoption through 2
Hearts 4 Paws refuge. They are up in Radium Springs, relatively small,
but they have a capacity for about 35 animals and the north valley seems
to be having more problems than it ever has before in terms of animals
running free up there.

This is a phenomenal situation here: 15,000 pounds of pet food
was donated to APA through Long Leash on Life in Albuquerque thanks to
the efforts and coordination of Dee Dougil and Las Cruces Pet Network,
15,000 pounds of pet food that will be distributed essentially at no cost to
folks in the community that need it in order to keep their animals.

And we should welcome Renee Waskiewicz, the new Volunteer
and Events Coordinator at SNAP. Renee just started over there. You
might want to consider stopping in and saying hello and checking out
SNAP and what's going on over there.

Animal rescue, New Mexico forever home animals, the Rescue
Network, Jamie Jones is a group placement for any Phoenix Pit Bull
Rescue, with Phoenix Pit Bull Rescue and Rebecca Stanger who also
works with one of the TNR groups during one leg of that transfer. The
bottom picture you see Ron Comeau driving Santa's sleigh and
transporting two shepherds to Naples, Florida, all right, where those
animals were wanted.

Cat's Meow, one very important feline rescue organization and
home for animals. About 25 felines reside there. There are always cats
on the waiting list and it's done completely with volunteers and donations
that are now needed for maintenance of the facility. So please consider
donating to Cat's Meow. Their contact information is on the bottom right-
hand side of that slide. Can I answer any questions for you?

Williams: Any questions from the Board? Board Member Garrett.

Townsend: Thank you for your patience.

Garrett: Thank you. Thank you.

Townsend: Okay.
Garrett: I just want to say it's always impressive. I think early in the meeting we had the video on the volunteers and I think that sort of captured a certain spirit of renewal. We had Mr. Thacker's presentation which again was renewal and I think that this presentation was very positive and uplifting. So good work going on everywhere. Thank you.

Williams: Thank you Board Member Garrett. Any further Board input? Seeing none.

Gandara: I'm sorry. Yes.

Williams: Vice-Chair Gandara.

Gandara: One thing. Just wanted to ask Mr. Townsend if there's an update on the funding opportunity that you had applied for recently.

Townsend: NOT ON MIC.

Gandara: Oh. Sorry.

Williams: Please speak into the microphone so we catch everything for the record.

Townsend: I'm sorry. Go ahead.

Gandara: Mr. Townsend, wondering if you have an update on the funding opportunity that you ...

Townsend: With PetSmart?

Gandara: Yes.

Townsend: I have not.

Gandara: Okay.

Townsend: I put in a call to Ms. Jenny Hayhoe several days ago and I called again this morning, and she's out of the office. I suspect that she doesn't want to talk to me because they haven't yet made the final decisions on their grant.

Gandara: Okay.

Townsend: This is the time when they're coming down to the crunch, they're looking at the money they have, and trying to fund as many as possible.
Gandara: Right.

Townsend: But I will say this year they have $34 million ...

Gandara: Wow.

Townsend: To distribute nationally ...

Gandara: Okay.

Townsend: To grant programs.

Gandara: Okay. Well good luck.

Townsend: Thank you very much.

Gandara: You're welcome.

Williams: Thank you Vice-Chair Gandara. Thank you Tom.

VII. Public Input

OTHER PUBLIC INPUT, PAGE 34, LINE 18 THROUGH PAGE 35, LINE 6.

Williams: And we have additional public input. I'll allow one more round.

English: I'm Janice English again and I wanted to tell the City and County that SNAP got a TNR grant of $5,000 and we're working with Broken Promises to fulfill that grant through Dr. Schumacher. And we also got a $22,000 grant from PetSmart Charities for spays and neuters, and we just got the word the other day. So we're making progress and we're trying to spay and neuter as many pets as we can in Dona Ana County. Thank you Board.

Williams: Thank you so much. That's great news.

VIII. Chair and Board Comments

Williams: And that brings us to Chair and Board comments. Are there any comments from the Board? Board Member Smith.

Smith: Thank you Mr. Chairman. I wanted to thank Mr. Thacker for joining us. The positive movement and the positive environment that we're seeing is a great thing to see and I am very encouraged by what I'm hearing from you and what I'm hearing from others. So thank you. Also, Board Member Eakman mentioned earlier the fact that sometimes our
emotionally disturbed or behaviorally disturbed folks in the community take
it out on the pets, but there's also another side to that and is how often
service animals make a difference for folks who are with PTSD or
suffering from other things. So there's two sides to that and I think that
what we're doing, what we've been doing, what we continue to do, has
that impact on everyday lives certainly, but certainly sometimes for people
who need that extra peace. So that's something I want to encourage us to
continue to look at, is how we work with the prison systems, how we work
with people who are having those other needs where they don't need a
seeing-eye dog but they do need a dog to be that unconditionally loving
companion that makes such a difference. So thank you again. Thank you
Mr. Chairman.

Williams: Thank you very much Board Member Smith. Any further Board
comments? Board Member Garrett.

Garrett: Thank you Mr. Chair. I probably preempted myself with what I said at the
end of Mr. Townsend's presentation. I think that this feels like we're on
the right track. Every so often we have these moments where we say,
"You know what? We really are making progress." And it's not just the
numbers, it's the spirit of everything and I suppose that leads me to just
wishing everyone a very happy holiday, safe one, and let's just keep up
the good work and make 2018 absolutely spectacular.

Williams: Thank you Board Member Garrett. Any further Board comment? Seeing
none, just I'll pick up there. Thank you Clint. It was great having you here
for your first Board meeting. I want to reiterate my thanks to all the
volunteers, the staff, and particularly Paul, Bernice, and Curtis who just did
a great job, and everybody pitched in. And it is a new day, it's about to be
a new year, it is a new us, and I'm glad we're all working together. And
Toby says Merry Christmas.

IX. Adjournment (11:08 AM)

Williams: We are adjourned.

BOARD OF DIRECTORS

_________________________________________
Jess C. Williams, Chairman

_________________________________________
Kasandra Gandara, Vice Chairperson
Jack Eakman, Board Member

Billy G. Garrett, Board Member

Gregory Z. Smith, Board Member

John L. Vasquez, Board Member

ATTEST:

Scott A. Krahling, County Clerk
MEMORANDUM

To: Animal Service Center of the Mesilla Valley Board of Supervisors
From: Maria Villa, Accounting Manager
Date: December 13, 2017
Subject: Animal Service Center of the Mesilla Valley Financial Report
Unaudited November 30, 2017

Initials: \*mv\
File #: F-17-151

Attached are the unaudited preliminary financial results of the Animal Service Center operations for the period ending November 30, 2017. Some observations for your consideration:

- The Statement of Net Position (page 1) shows cash of $576,641. Accounts receivable balance is at $1,092.

- The outstanding payroll liabilities is $76,679 for the General Fund. There is an outstanding accounts payable balance of $16,809. The Capital Projects Fund shows cash of $813,389 and accounts receivable of $17,695.

- The Statement of Revenues and Expenditures (page 2) shows YTD operating revenues in the General Fund are $982,132. YTD operating expenditures are at $963,090, which results in an increase in Net Fund Balance of $19,042.

- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual (page 3) indicates 43.8% of budgeted revenues and 40.6% of budgeted expenditures have been recognized. The current budget parameter for this month is 41.7%.

Enclosures/Attachments:

cc: Rosie Duran, CGFM Finance Director

Initials: \*RD\*
Animal Service Center of the Mesilla Valley  
Statement of Net Position  
November 30, 2017 (Unaudited)

<table>
<thead>
<tr>
<th>Assets</th>
<th>Fund 7440 General Fund</th>
<th>Fund 7441 Capital Projects</th>
<th>Fund 9440 Capital Assets</th>
<th>Statement of Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; investments</td>
<td>$ 576,641</td>
<td>$ 813,389</td>
<td></td>
<td>$ 1,390,030</td>
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<tr>
<td>Accounts receivable</td>
<td>1,092</td>
<td>17,695</td>
<td></td>
<td>18,787</td>
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<tr>
<td>Total Current Assets</td>
<td>577,733</td>
<td>831,084</td>
<td></td>
<td>1,408,817</td>
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<tr>
<td>Capital Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment, net of accum depr</td>
<td>-</td>
<td>-</td>
<td>303,637</td>
<td>303,637</td>
</tr>
<tr>
<td>Total Capital Assets</td>
<td>-</td>
<td>-</td>
<td>303,637</td>
<td>303,637</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$ 577,733</td>
<td>$ 831,084</td>
<td>$ 303,637</td>
<td>$ 1,712,454</td>
</tr>
</tbody>
</table>

| Liabilities                   |                         |                             |                          |                           |
| Current Liabilities           |                         |                             |                          |                           |
| Accounts payable              | $ 16,809                | $ -                         |                          | $ 16,809                 |
| Accrued payroll liabilities   | 75,679                  | -                           |                          | 75,679                    |
| Total Current Liabilities     | 92,488                  |                             |                          | 92,488                    |

| Fund Balance                  |                         |                             |                          |                           |
| Required reserve              | 197,596                 | -                           |                          | $ 197,596                |
| Unassigned                    | 287,649                 | 831,084                     | 303,637                  | 1,422,370                |
| Total Fund Balance            | 485,245                 | 831,084                     | 303,637                  | 1,619,966                |

| Total Liabilities and Fund Balance | $ 577,733 | $ 831,084 | $ 303,637 | $ 1,712,454 |
### Revenues

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Projects</th>
<th>Fixed Assets</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7440</strong></td>
<td><strong>7441</strong></td>
<td><strong>9440</strong></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td></td>
</tr>
<tr>
<td>Pet licenses CLC</td>
<td>$24,153</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Pet licenses DAC</td>
<td>6,669</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>9,739</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>20,217</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>17,694</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Return to owner-Dona Ana County</td>
<td>4,710</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Return to owner-City of Las Cruces</td>
<td>10,301</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>21,352</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>4,005</td>
<td>50,574</td>
<td>-</td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Village of Hatch</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other revenue</td>
<td>9,461</td>
<td>38,000</td>
<td>-</td>
</tr>
<tr>
<td>Investment income</td>
<td>9,430</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>982,132</strong></td>
<td><strong>88,574</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Capital Projects</th>
<th>Fixed Assets</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7440</strong></td>
<td><strong>7441</strong></td>
<td><strong>9440</strong></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>601,350</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>17,903</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Services</td>
<td>198,288</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>84,942</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Insurance</td>
<td>34,977</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>25,630</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Depreciation &amp; amortization</td>
<td>-</td>
<td>15,686</td>
<td>-</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>-</td>
<td>1,095</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>963,090</strong></td>
<td><strong>1,095</strong></td>
<td><strong>15,686</strong></td>
</tr>
</tbody>
</table>

Net Operating Income (Loss) | 19,042 | 87,479 | (15,686) | 90,835

Transfers | (355,000) | 605,000 | - | 250,000

Net Change in Fund Balance | (335,958) | 692,479 | (15,686) | 340,835

Net Investment in Capital Assets | - | - | - | -

Beginning Fund Balance | 821,201 | 138,605 | 303,637 | 1,263,443

Ending Fund Balance | $485,243 | $831,084 | $287,951 | $1,604,278
### Animal Service Center of the Mesilla Valley
### Statement of Revenues, Expenditures, And Changes in Fund Balance - Budget and Actual
### For the Period Ended November 30, 2017 - Fund 7440 (Unaudited)

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Budget</th>
<th>Actual</th>
<th>Actual/Bgt %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet licenses CLC</td>
<td>$ 50,000</td>
<td>24,153</td>
<td>48.3%</td>
</tr>
<tr>
<td>Pet licenses DAC</td>
<td>25,000</td>
<td>6,669</td>
<td>26.7%</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>29,000</td>
<td>9,739</td>
<td>33.6%</td>
</tr>
<tr>
<td>Pet micro-chip</td>
<td>50,000</td>
<td>20,217</td>
<td>40.4%</td>
</tr>
<tr>
<td>Onsite adoptions</td>
<td>65,000</td>
<td>17,694</td>
<td>27.2%</td>
</tr>
<tr>
<td>Return to owner-Dona Ana County</td>
<td>13,000</td>
<td>4,710</td>
<td>36.2%</td>
</tr>
<tr>
<td>Return to owner-City of Las Cruces</td>
<td>30,000</td>
<td>10,301</td>
<td>34.3%</td>
</tr>
<tr>
<td>Spay/neuter</td>
<td>72,000</td>
<td>21,352</td>
<td>29.7%</td>
</tr>
<tr>
<td>Dona Ana County</td>
<td>901,787</td>
<td>390,228</td>
<td>43.3%</td>
</tr>
<tr>
<td>City of Las Cruces</td>
<td>901,787</td>
<td>454,173</td>
<td>50.4%</td>
</tr>
<tr>
<td>City of Anthony</td>
<td>27,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Donations &amp; memorials</td>
<td>27,000</td>
<td>4,005</td>
<td>14.8%</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>City of Sunland Park</td>
<td>6,000</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Village of Hatch</td>
<td>240</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other revenue</td>
<td>28,906</td>
<td>9,461</td>
<td>32.7%</td>
</tr>
<tr>
<td>Investment income</td>
<td>16,535</td>
<td>9,430</td>
<td>57.0%</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td><strong>2,243,255</strong></td>
<td><strong>982,132</strong></td>
<td><strong>43.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1,610,703</td>
<td>601,350</td>
<td>37.3%</td>
</tr>
<tr>
<td>Repairs and maintenance</td>
<td>45,000</td>
<td>17,903</td>
<td>39.8%</td>
</tr>
<tr>
<td>Services</td>
<td>398,452</td>
<td>198,283</td>
<td>49.8%</td>
</tr>
<tr>
<td>Supplies</td>
<td>163,000</td>
<td>84,942</td>
<td>52.1%</td>
</tr>
<tr>
<td>Insurance</td>
<td>85,000</td>
<td>34,977</td>
<td>41.1%</td>
</tr>
<tr>
<td>Other</td>
<td>69,000</td>
<td>25,630</td>
<td>37.1%</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td><strong>2,371,155</strong></td>
<td><strong>963,090</strong></td>
<td><strong>40.6%</strong></td>
</tr>
</tbody>
</table>

Net income (loss)                              | (127,900) | 19,042 |

Transfer to capital from operations            | 355,000   | 355,000 |

Net change in fund balance                     | $(482,900) | $(335,958) |

Beginning Fund Balance                         | 821,201   |

Ending Fund Balance                            | $ 485,243 |
Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date- November 2017
Revenues not including CLC or DAC Contributions

<table>
<thead>
<tr>
<th></th>
<th>Annual Budget</th>
<th>YTD Actual</th>
<th>% of budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licenses-CLC</td>
<td>50,000</td>
<td>24,153</td>
<td>48.3%</td>
</tr>
<tr>
<td>Licenses-DAC</td>
<td>25,000</td>
<td>6,669</td>
<td>26.7%</td>
</tr>
<tr>
<td>Vaccination</td>
<td>29,000</td>
<td>9,739</td>
<td>33.6%</td>
</tr>
<tr>
<td>Micro-Chip</td>
<td>50,000</td>
<td>20,217</td>
<td>40.4%</td>
</tr>
<tr>
<td>Adoptions</td>
<td>65,000</td>
<td>17,694</td>
<td>27.2%</td>
</tr>
<tr>
<td>Return to Owner-DAC</td>
<td>13,000</td>
<td>4,710</td>
<td>36.2%</td>
</tr>
<tr>
<td>Return to Owner-CLC</td>
<td>30,000</td>
<td>10,301</td>
<td>34.3%</td>
</tr>
<tr>
<td>Spay/Neuter</td>
<td>72,000</td>
<td>21,352</td>
<td>29.7%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>28,906</td>
<td>9,461</td>
<td>32.7%</td>
</tr>
</tbody>
</table>
Animal Service Center of the Mesilla Valley
Annual Budget vs. Actual Year-To-Date
November 2017-Expenditures

Budget Parameter = 41.7%
### Animal Services Center of the Mesilla Valley

#### Monthly Statistics Report - November 2017

<table>
<thead>
<tr>
<th>INTAKE</th>
<th>Dogs</th>
<th>Cats</th>
<th>Rabbits</th>
<th>Reptiles</th>
<th>Pocket Pets</th>
<th>Avian E</th>
<th>Avian L, W</th>
<th>Livestock (horse, goat, sheep, pig, donkey)</th>
<th>Wildlife (skunk, bat, coyote, fox, raccoon)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City of Las Cruces</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner Surrender</td>
<td>56</td>
<td>26</td>
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<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>Returned Adoptions</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Seized from Owners</td>
<td>4</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>4</td>
</tr>
<tr>
<td>Strays (brought in by the public)</td>
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<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>Strays (brought in by Animal Control)</td>
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<td>130</td>
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<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>270</td>
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<td>Wildlife</td>
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<td><strong>Subtotal City of Las Cruces</strong></td>
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<td><strong>Doña Ana County</strong></td>
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<tr>
<td>Owner Surrender</td>
<td>59</td>
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<td>61</td>
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<tr>
<td>Returned Adoptions</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Seized from Owners</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Strays (brought in by the public)</td>
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<td>40</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>66</td>
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<tr>
<td>Strays (brought in by Animal Control)</td>
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<td>75</td>
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<td></td>
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<td></td>
<td></td>
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<td>179</td>
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<tr>
<td>Wildlife</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Subtotal Doña Ana County</strong></td>
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<td>320</td>
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<td>Anthony, NM</td>
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<td>26</td>
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<tr>
<td>Hatch, NM</td>
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<td></td>
<td>1</td>
</tr>
<tr>
<td>Sunland Park, NM</td>
<td>10</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Jurisdiction Unknown/Other</td>
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<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Intake</strong></td>
<td><strong>484</strong></td>
<td><strong>315</strong></td>
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<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td></td>
<td><strong>810</strong></td>
</tr>
<tr>
<td>OUTCOME</td>
<td>Admin Missing</td>
<td>Foster-Escaped</td>
<td>Foster-Lost Contact</td>
<td>Foster-Stolen From</td>
<td>FTA-Escaped</td>
<td>FTA-Lost Contact</td>
<td>FTA-Stolen</td>
<td>Offsite-Missing</td>
<td>Offsite-Stolen From</td>
<td>Shelter-Escaped</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-------------------</td>
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<td></td>
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<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Subtotal Admin Missing</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

| Adoptions | 92 | 44 | 1 | 1 | 6 | 2 | 1 | 147 |
| Expired in Shelter | 21 | 22 | 0 | 0 | 0 | 0 | 0 | 43 |
| DOA | 32 | 21 | 0 | 0 | 0 | 0 | 0 | 53 |
| Return to Owner | 98 | 23 | 0 | 0 | 0 | 0 | 0 | 121 |
| Transferred Out (Rescues) | 164 | 99 | 0 | 0 | 0 | 0 | 0 | 263 |
| Wildlife Release | 1 | 5 | 6 | 0 | 0 | 0 | 0 | 39 |
| Owner Request Euthanasia | 29 | 9 | 0 | 0 | 0 | 0 | 0 | 39 |

<p>| Euthanized |  |
| Age - Too Old | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 4 |
| Age - Too Young | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Behavior - Aggressive - Dog | 10 | 0 | 0 | 0 | 0 | 0 | 10 | 10 |
| Behavior - Aggressive - Human | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Behavior - High Arousal Level | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Behavior - Resources Guarding | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 3 |
| Behavior - Timid | 0 | 7 | 0 | 0 | 0 | 0 | 7 | 7 |
| Behavior - Timid - Fear Biter | 4 | 0 | 0 | 0 | 0 | 0 | 4 | 4 |
| Breed - Medical | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Court Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Eliminator | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Failure To Thrive | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 2 |
| Feral | 0 | 56 | 0 | 0 | 0 | 0 | 56 | 56 |
| Hit by Car | 0 | 4 | 0 | 0 | 0 | 0 | 4 | 4 |
| Medical Issues | 4 | 7 | 0 | 0 | 0 | 0 | 11 | 11 |
| Medical - Animal Attack | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - Distemper - TX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - Distemper - Non TX | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Medical - FeLV | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - FIV | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - HW Positive | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| Medical - Kennel Cough - TX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - Kennel Cough - Non TX | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - Liver Failure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medical - Mange - TX | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Dogs</th>
<th>Cats</th>
<th>Rabbits</th>
<th>Reptiles</th>
<th>Pocket Pets</th>
<th>Avian E</th>
<th>Avian L, W</th>
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<th>Wildlife (skunk, bat, coyote, fox, raccoon)</th>
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<tbody>
<tr>
<td>Medical - Mange - Non TX</td>
<td>7</td>
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<td>Medical - Mass</td>
<td>2</td>
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<td>0</td>
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<td>Medical - Neurological</td>
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<td>Medical - Pneumonia</td>
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<td>Medical - Pregnant</td>
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<td>Medical - URI - Non TX</td>
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<td>0</td>
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<td>na</td>
<td>na</td>
<td>20.0%</td>
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<td>18.0%</td>
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<th>Public Services</th>
<th>Dogs</th>
<th>Cats</th>
<th>Rabbits</th>
<th>Reptiles</th>
<th>Pocket Pets</th>
<th>Avian E</th>
<th>Avian L, W</th>
<th>Livestock (horse, goat, sheep, pig, donkey)</th>
<th>Wildlife (skunk, bat, coyote, fox, raccoon)</th>
<th>Total</th>
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<tbody>
<tr>
<td>City Clinic (includes outside surgeries, vaccinations, and microchips)</td>
<td>52</td>
<td>28</td>
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<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td>County Clinic (includes outside surgeries, vaccinations, and microchips)</td>
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<td>0</td>
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<td>Clinic Out (includes outside surgeries, vaccinations, and microchips)</td>
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<td><strong>Grand Total</strong></td>
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<th>Dogs</th>
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<th>Rabbits</th>
<th>Reptiles</th>
<th>Pocket Pets</th>
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<th>Avian L, W</th>
<th>Livestock (horse, goat, sheep, pig, donkey)</th>
<th>Wildlife (skunk, bat, coyote, fox, raccoon)</th>
<th>Total</th>
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<tbody>
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<td>Live Release Rate</td>
<td>88.7%</td>
<td>62.4%</td>
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<td>na</td>
<td>75.0%</td>
<td>100.0%</td>
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<td>Euthanized, Expired in Shelter, DOA</td>
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<tr>
<td>Average Intake/day</td>
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<tr>
<td>Average Outcome/day</td>
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<tr>
<td>Average Euthanizations/day</td>
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<td>3.3</td>
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<tr>
<td>Average RTOd/day</td>
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<td>0.8</td>
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<td>0.0</td>
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</tr>
<tr>
<td>Average Adoptions/day</td>
<td>3.1</td>
<td>1.5</td>
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<td>0.0</td>
<td>0.0</td>
<td>0.2</td>
<td>0.0</td>
<td>0.1</td>
<td>0.0</td>
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</tbody>
</table>

* The discrepancy between intake and outcome numbers is due to the number of animals taken in on the final three to five days of the month whose outcome is listed on the following month’s report. (Animals are held as Strays three days without tags and five days with identification for owner reclaim). It is doubtful that the two numbers will ever
A RESOLUTION TO AMEND THE ADOPTED FISCAL YEAR 2018 BUDGET ALLOWING FOR A CARRY OVER OF THE STATE GRANT BALANCE OF $17,696 FOR BOTH THE REVENUE AND EXPENDITURES FROM THE STATE OF NEW MEXICO FOR CAPITAL OUTLAY.

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS, the ASCMV is requesting a carryover of state grant balance in the amount of $17,696 for both the revenue and expenditure accounts; and

WHEREAS, the City of Las Cruces, as fiscal agent to the ASCMV, received capital outlay from the state of New Mexico for the design phase I of the renovation and expansion to the ASCMV's main building on Bataan Memorial; and

WHEREAS, a budget adjustment is required to appropriate expenses from balance, as designated in Exhibit "A"; and

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I)

THAT, the ASCMV FY18 budget is hereby adjusted as reflected in Exhibit "A" attached here and made part of this resolution.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY18 budget for the ASCMV.
PASSED AND APPROVED this 11th day of January 2018.

__________________________
Board Chair

MOVED BY: ____________________

SECONDED BY: __________________

VOTE:
Jess Williams, Chair__________________________  ___ yea ___ nay
Kassandra Gandara, Vice-Chair__________________  ___ yes ___ nay
Gregory Z. Smith, Member_______________________  ___ yea ___ nay
Jack Eakman, Member__________________________  ___ yea ___ nay
John L. Vasquez, Member_______________________  ___ yea ___ nay
Billy G Garrett, Member_______________________  ___ yea ___ nay
David Dollahon, Ex-Officio Member______________  ___ yea ___ nay

ATTEST:
_______________________________
Scott Krahling, County Clerk
### CITY OF LAS CRUCES

**BUDGET ADJUSTMENT REQUEST**

**BUDGET FISCAL YEAR 2017-18**

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Reg. Adjustment</th>
<th>Adjusted Budget</th>
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<td><strong>Beginning Balance</strong> $145,820</td>
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<td>212</td>
<td>$146,032</td>
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<table>
<thead>
<tr>
<th><strong>Revenues</strong></th>
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<td>Pet Licenses</td>
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<td>Euthanasia</td>
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<td>Vaccinations</td>
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<td>Adoptions</td>
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<tr>
<td>DAC Return to Owner</td>
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<tr>
<td>CLC Return to Owner</td>
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<td>State Grants</td>
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<td>Investment Income</td>
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<td>Local Grant</td>
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<td>Operating Transfers In</td>
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<td>1,057,775</td>
<td>17,696</td>
<td>1,075,471</td>
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**TOTAL RESOURCES** $1,100,820

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<tr>
<th><strong>Expenditures</strong></th>
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<td>Operating</td>
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<td>$1,202,775</td>
<td>17,696</td>
<td>1,220,471</td>
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<table>
<thead>
<tr>
<th><strong>Accrual Adjustments</strong></th>
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<tr>
<td><strong>ENDING BALANCE</strong> $820</td>
<td>$820</td>
<td></td>
<td>212</td>
<td>$1,032</td>
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</table>
A RESOLUTION TO REMOVE AND AUCTION A DUTCH MOTOR HOME, 1999 FORD TAURUS AND 2010 DODGE RAM. THESE VEHICLES ARE NO LONGER UTILIZED AND IT WOULD BE AN EXPENSE TO THE ASCMV TO RESTORE.

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS, the ASCMV is requesting the removal and auction of two ASCMV vehicles; and

WHEREAS, the City of Las Cruces, as fiscal agent to the ASCMV, received proceeds to be added to Misc. Sales for the FY18 budget and

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I)

THAT, the ASCMV 2010 Dodge Ram, 1999 Ford Taurus and 1997 Dutch Motor Home be auctioned and the proceeds to be entered in the Misc. Sales for the FY18 budget.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY18 budget for the ASCMV.
PASSED AND APPROVED this 11th day of January 2017.

__________________________________
Board Chair

MOVED BY: ______________________

SECONDED BY: ___________________

VOTE:
Jess Williams, Chair___________________________  ____yea____nay
Kassandra Gandara, Vice-Chair____________________  ____yes____nay
Gregory Z. Smith, Member_______________________  ____yea____nay
Jack Eakman, Member___________________________  ____yea____nay
John L. Vasquez, Member_______________________  ____yea____nay
Billy G Garrett, Member_________________________  ____yea____nay
David Dollahon, Ex-Officio Member_______________  ____yea____nay

ATTEST:
__________________________________
Scott Krahling, County Clerk
A RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE FY 2017-2018 ANIMAL SERVICE CENTER OF THE MESILLA VALLEY EXPENDITURE over $10,000.

The Animal Service Center of Mesilla Valley (ASCMV) Board of Directors is hereby informed that:

WHEREAS, the FY 2017-2018 budget to include the cost of Kuranda beds for the ASCMV; and

WHEREAS, the ASCMV is in need of Kuranda dog beds to decrease the use of the washing machine to ensure its longevity; and

NOW THEREFORE, be it resolved by the Board of Directors for the Animal Service Center of the Mesilla Valley:

(I)

THAT, the ASCMV FY 2017-2018 budget is hereby adjusted and made part of this resolution.

(II)

THAT, once approved, a copy of the signed, recorded resolution and any supporting documentation will be submitted to the City of Las Cruces, as fiscal agent for submission to the Department of Finance and Administration (DFA) for approval and incorporation into its (City of Las Cruces) respective budget for inclusion in the FY18 budget for the ASCMV.
PASSED AND APPROVED this 11th day of January 2017.

______________________________
Board Chair

MOVED BY: ______________________

SECONDED BY: ___________________

VOTE:

Jess Williams, Chair___________________________ ____yea____nay
Kassandra Gandara, Vice-Chair____________________ ____yes____nay
Gregory Z. Smith, Member ______________________   ____yea____nay
Jack Eakman, Member _________________________    ____yea____nay
John L. Vasquez, Member_______________________    ____yea____nay
Billy G Garrett, Member_________________________    ____yea____nay
David Dollahon, Ex-Officio Member________________ ____yea____nay

ATTEST:

______________________________
Scott Krahling, County Clerk
RESOLUTION APPROVING THE 2018 HOLIDAY CLOSURE SCHEDULE FOR THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

The Animal Service Center of the Mesilla Valley (ASCMV) is informed that:

WHEREAS, the ASCMV deems it necessary to establish a Holiday/Closure schedule for the 2018 calendar year to be observed by the Animal Service Center of the Mesilla Valley; and

WHEREAS, the ASCMV deems this schedule to be in the best interest of the public and employees.

NOW THEREFORE, be it resolved by the governing body of the Animal Service Center of the Mesilla Valley that the Holiday/Closure schedule is approved as follows.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>Monday, January 1, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Easter</td>
<td>Sunday, April 1, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday, July 4, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 22, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25, 2018</td>
<td>Closed</td>
</tr>
<tr>
<td>Floating Holidays</td>
<td>5-8 hour days for full time employees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5-4 hour days for part time employees</td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 15, 2018</td>
<td></td>
</tr>
<tr>
<td>President’s Day</td>
<td>Monday, February 19, 2018</td>
<td></td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Monday, November 12, 2018</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Friday, November 23, 2018</td>
<td></td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>Monday, December 24, 2018</td>
<td></td>
</tr>
</tbody>
</table>
(I)

In the event the services of any Animal Service Center of the Mesilla Valley employee(s) is necessary on any of the holidays listed, compensation shall be made at the approved holiday rate that has been established.

(II)

The Director is hereby authorized to do all deeds necessary to accomplish the intent and implementation of this resolution.

PASSED AND APPROVED this 11th day of January, 2018.
Board of Directors of the Animal Service Center of the Mesilla Valley, Doña Ana County, New Mexico.

VOTE:

Jess C. Williams, Chair_____________________________  ____yea____nay
Kasandra Gandara, Vice-Chair___________________________  ____yes____nay
Jack Eakman, Member _________________________________  ____yea____nay
Billy G. Garrett, Member_______________________________ ____yea____nay
Gregory Z. Smith, Member_____________________________  ____yea____nay
John L. Vasquez, Member_______________________________ ____yea____nay
David Dollahon, Ex-Officio Member_______________________ ____yea____nay

ATTEST:

______________________________________
Scott Krahling, County Clerk
A RESOLUTION PROVIDING FOR DETERMINATION OF REASONABLE NOTICE OF MEETINGS AND MEETING DATE OF THE ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

WHEREAS, the Animal Service Center of the Mesilla Valley met on Thursday, January 11, 2018, and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, House Bill 21 amended the Open Meetings Act (OMA) to increase the time that public bodies must make the final agenda available from at least 24 hours prior to a meeting to at least 72 hours, except in the case of an emergency; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the Board of Directors of the Animal Service Center of the Mesilla Valley to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Animal Service Center of the Mesilla Valley that:

1. All meetings shall be held at the City Council Chambers, City Hall, 700 N. Main St., Las Cruces, New Mexico at 9:00 a.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the second Thursday of the month. The agenda will be available at least seventy-two hours prior to the meeting. The notice shall indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the chairman or a majority of the members upon three days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.

4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board of Directors of the Animal Service Center of the Mesilla Valley will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, and the Doña Ana County Clerks Office.

6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: Branigan Library, City of Las Cruces Clerks Office, and the Doña Ana County Clerks Office.

7. In addition to the information specified above, all notices shall include the following language:

   If You Need an Accommodation for a Disability to Enable You to Fully Participate in the Event Please Contact Us 48 Hours Before the Event at 382-0018/v or 541-2128/tty.
8. The Board of Directors of the Animal Service Center of the Mesilla Valley may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Directors of the Animal Service Center of the Mesilla Valley taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If a closed meeting is conducted when the Board of Directors of the Animal Service Center of the Mesilla Valley is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Directors of the Animal Service Center of the Mesilla Valley in an open public meeting.

PASSED AND APPROVED this 11th day of January, 2018.
Board of Directors of the Animal Service Center of the Mesilla Valley, Doña Ana County, New Mexico.

VOTE:

Jess Williams, Chair________________________________  ____yea____nay
Kasandra A. Gandara, Vice-Chair_____________________  ____yea____nay
Jack Eakman, Member _____________________________  ____yea____nay
Billy G. Garrett, Member_____________________________  ____yea____nay
Gregory Z. Smith, Member___________________________  ____yea____nay
John L. Vasquez, Member___________________________  ____yea____nay
David Dollahon, Ex-Officio Member____________________  ____yea____nay

ATTEST:

_________________________________________________

Scott Krahling, County Clerk