



## ANIMAL SERVICE CENTER OF THE MESILLA VALLEY BOARD OF DIRECTORS

### 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, March 26<sup>th</sup>, 2020, immediately following the work session.** The Board Meeting is to be held 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 February 27<sup>th</sup>, 2020.
  - b. Approval of the Minutes from the ASCMV Work Session Held on March 5<sup>th</sup>, 2020.
  - c. Approval of the Minutes from the ASCMV Work Session Held on March 19<sup>th</sup>, 2020.
- V. Reports/Presentations**
  - a. City and County ACO Reports – City Animal Control and County Animal Control
  - b. Shelter Statistics/Activities – Clint Thacker
  - c. Committee Reports
    1. Finance – David Dollahon, Committee Chair
    2. Executive – Yvonne Flores, Committee Chair
    3. Facilities – Kasandra Gandara, Committee Chair
- VI. Discussion Items**
  - a. ASCMV FY20-21 Budget
- VII. Action Items**
  - b. Resolution 2020-09\_Adopt New Leave and Work Policies Regarding Extraordinary Leave, Quarantine Leave and Remote Work
- VIII. Public Input**
- IX. Chair and Board Comments**
- X. Adjournment**

This work session can be viewed on CLC-TV, Comcast Cable Channel 20, via the City of Las Cruces website, and also via YouTube.

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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3 **February 27, 2020 at 9:00 a.m.**

4  
5 **BOARD MEMBERS PRESENT:**

6 Yvonne Flores - Chairperson  
7 Lynn Ellins – Board Member  
8 Tessa Abeyta-Stuve – Board Member  
9 Kasandra Gandara - Board Member  
10 Ramon S. Gonzalez - Board Member  
11 Manuel Sanchez - Board Member  
12 David Dollahon - Ex-Officio Member  
13 Jeanne Quintero - Ex-Officio Member

14  
15 **BOARD MEMBERS ABSENT:**

16  
17 **I. Call to Order & Pledge of Allegiance (9:00 PM)**

18  
19 Chair Flores called the meeting to order.

20  
21 ALL STOOD FOR THE PLEDGE OF ALLEGIANCE.

22  
23 **II. Roll Call of ASCMV Board Members and Determination of Quorum**

24  
25 A quorum was determined to be present.

26  
27 **III. Changes to Agenda and Approval of Agenda**

28  
29 Clint Thacker stated there was a change. Under Committee Reports, Facilities,  
30 that a Chairperson had not been appointed and Clint himself would give that report.

31  
32 **IV. Minutes**

33  
34 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**  
35 **December 12, 2019**

36  
37 Motion by Board Member Sanchez, second by Board Member Abeyta-  
38 Stuve. Passed unanimously.

39  
40 **V. Reports/Presentations**

41  
42 **A. City and County ACO Reports - City and County Animal Control**

43  
44 The County ACO report included 20 court cases which included 26 charges  
45 that resulted in 49.5 hours, including 13 hours of overtime. There was one  
46 warrant issued, 6 guilty pleas with a total of \$600 of donations to Animal

1 Services Center of the Mesilla Valley. There were 4 dismissed for  
2 compliance and 1 deferred sentence. Continued spay and neuter project  
3 includes 183 cats and 179 dogs done; 562 SNAP vouchers have been  
4 redeemed to date.

5  
6 Continued educational outreach and ACES project has been concentrated  
7 on the Placitas area. There are 87 self-initiated properties and 16%  
8 increase in compliance. A total of 6.1 tons of trash was picked up and 119  
9 homes were visited. There were 49 violations and compliance pending and  
10 citations are still being issued. There was discussion.

11  
12 Lynn Ellins asked Jeanne Quintero to introduce herself as the new ex-officio  
13 member. She gave her current duties.

14  
15 City ACO reported the January 2020 numbers including responding to 543  
16 calls for strays and of those 294 were GOA (gone on arrival); 249 were  
17 impounded/apprehended, 220 were taken to ASCMV with 144 dogs and 76  
18 cats. Successful in field RTO 29, unsuccessful in returning 24 with a total  
19 of 53 identifiable animals. Numbers for stray calls are fairly consistent in  
20 the three-year comparison. Three-year comparison field RTOs for January  
21 2020 were considerably lower than the two previous years. The 2018-2019  
22 identifiable animal comparison shows that there is only a 50-animal  
23 difference in January. Reasons for owner releasing animals were: Moving,  
24 killed another dog, owner arrested, unable to feed or vet, dog escaped and  
25 bit someone, overwhelmed with puppies and feces, rental will not allow  
26 pets, too old to have a large dog. Reasons for being unable to field RTO:  
27 No contact by phone or at the residence, wrong phone number, wrong  
28 address/moved and chip not updated, owner was unable to leave work  
29 when contacted, owner out of town, vet was closed to research rabies tag  
30 number or chip tag number, no owner information on chip registered at  
31 ASCMV.

32  
33 The stray map was shown but there are technical issues so City ACO will  
34 present and discuss both January's and February's maps. City ACO  
35 showed a screenshot of the map for January 2020 but it was not clear.  
36 There was discussion.

37  
38 **B. Shelter Statistics and Activities/Educational and Spay-Neuter**  
39 **Initiatives**

40  
41 Clint Thacker gave the ASCMV Executive Director's report. Current count  
42 as of yesterday is 443 animals in the center compared to 505 in 2019 in the  
43 same time frame. Intake for 2020 is 674 animals: 486 dogs and 187 cats  
44 which is more dogs but fewer cats than in 2019. January 2020 showed 298  
45 adoptions, 93 reclaims, 261 rescues, 39 community cats, and 100

1 euthanasia. The live release rate for January 2020 was 87.4%, higher than  
2 in 2019. Total surgeries 376. Total visitors 2,552 similar to January 2019.  
3

4 Clint Thacker gave the annual report, done every year in January or  
5 February that shows the entire year's numbers. Highest method of intake  
6 is stray animals at 3,030 dogs and 2,388 cats. Strays coming from the  
7 public is second highest, and then owner surrenders at 1,268 animals. Total  
8 intake comparison: 2018 was 10,626 animals; 2019 was 10,281 animals.  
9 Numbers are consistent since 2015. Monthly intake trends are higher in the  
10 summer and fall and lower in the winter. Dogs are 58.0% of annual intake  
11 and cats are 40.3%. Outcome statistics 2019: Adoptions 27%; transferred  
12 to rescue organizations 27%; euthanasia 18%; returned to owners 12%;  
13 expired in the shelter 2%; expired in foster 1.7%; less than 1% stolen or  
14 missing; wildlife release 0.3%. Actual number of adoptions for 2019 was  
15 2,804. Mr. Thacker suggested reducing the regular adoption fee to \$25.00.  
16 The adoptions broke down as: Dogs 62%, cats 34%, and other 4%.  
17 Transfers to rescues was 2,800 animals. Live release rate in 2018 was 80%  
18 for dogs, 73% for cats; in 2019 was 82% for dogs, 79% for cats; total for  
19 2018 was 77.5% and 2019 went up to 80.9%. Euthanasia breakdown of  
20 reasons: Respiratory signs, no response to treatment; general medical;  
21 behavior; ringworm (cats); medical/no space. Euthanasia numbers: 2008  
22 was 10,000 to 2019 to 1,875. There was discussion.  
23

24 Public attendance for 2019 was 29,601. Community outreach continues  
25 with radio programming, publications, television, internet, and special  
26 promotions and programs. The volunteer program is robust. There was  
27 discussion.  
28

29 Breed identification studies and liability issues were discussed.  
30

31 **C. Committee Reports**

32  
33 **1. Finance - David Dollahon, Committee Chair**

34  
35 City Finance staff reported on the unaudited January numbers.  
36 General Fund: Cash balance of \$282,000; receivable balance is at  
37 \$91,000; \$88,000 is due from Doña Ana County which was received in  
38 February; total liabilities at \$70,000; \$61,000 of that is payroll liabilities  
39 and \$8,000 is owed to vendors and was paid in February. Balance of  
40 \$4,000 in revenues collected in advance for the Best Friends Grant that  
41 has not been expended; as of February the balance is expected to be  
42 \$1,490. Unassigned balance for the general fund is \$299,000. The  
43 capital projects funds: Restricted fund balance of \$3,500 and that is for  
44 the Stern Capital Donation. Change in net activities: Fund 7440, total  
45 revenues \$1.775 million and total expenditures \$1.576 million. The  
46 change in fund balance \$122,000 after transfer from general fund to

1 capital fund. Budget parameter for January is 58.3%. Total revenue  
2 overall is 61.5% due to the Doña Ana and City of Las Cruces  
3 contributions. Total expenditure is 55.7%. Revenue breakdown:  
4 Vaccinations are at 61.2%, mainly because of the vaccination clinic.  
5 Adoptions 4.5% above the parameter. Doña Ana County is at 7.5%  
6 above the threshold because they paid 22% upfront of the \$1.2 million  
7 appropriation. City of Anthony is at 124.3%. Expenditures breakdown:  
8 Temporary agencies at 11.7% above parameter; insurance at 67.7%.

9  
10 David Dollahon gave the Finance Committee report.

11  
12 **2. Executive – Yvonne Flores, Committee Chair**

13  
14 Chair Flores and Mr. Thacker gave the Executive Committee report.  
15 The management analysis was discussed and suggestions made  
16 towards the new budget that is coming up as well as breed identification  
17 and whether the Animal Services Center should be brought under the  
18 umbrella of the City and the logistics connected to that. There was  
19 discussion.

20  
21 **3. Facilities**

22  
23 Clint Thacker stated they did not meet this past month. Updates on the  
24 new center: 60% completion of blueprints will be turned in in March;  
25 staff input is very useful. HVAC project started mid-February. It has a  
26 July 13th completion date, including a new roof on the entire center and  
27 converting from swamp coolers to HVAC. On March 5th there will be  
28 no internet or computers or phones. There will be partial solar power.  
29 There was discussion.

30  
31 **D. Zero in 7 Update**

32  
33 Jean Gilbert discussed some of the local nonprofits. Meetings were held  
34 with various groups to discuss networking, mutual support, and calls  
35 received for animals in need. 2020 Coalition goals and logo were  
36 presented. Dog park activities were presented. Las Cruces Pet Network  
37 was discussed. New Mexico Forever Homes Animal Rescue in Alamogordo  
38 was discussed; they helped 728 dogs and 83 cats in 2019. Lost to Found  
39 Pets was discussed. Safe Haven houses approximately 90 animals and  
40 receives 25 to 60 phone calls daily and their spay/neuter activity in January  
41 resulted in 158 neuters. SNAP has clinics scheduled through June with  
42 Paws N' Hooves Mobile Clinic. They issued 246 vouchers in January, 149  
43 for dogs and 97 for cats. Uncaged Paws programs were discussed. Project  
44 Save a Kitten activities were discussed. Doña Ana Humane Society  
45 activities were discussed. There was discussion.

1 **VI. Action Items**

2  
3 **A. Resolution 2020-06: Adjust the FY2020 Budget for Carry Over Grant**  
4 **and Donation Revenues and Expenses**

5  
6 David Dollahon discussed adjustments to the capital account. Grant  
7 revenue year for \$21,000 that was received last year and the net positive  
8 amount of \$16,654.00 that has been spent. Refer to Exhibit A.

9  
10 Motion by Board Member Sanchez, second by Board Member Gandara.  
11 Passed unanimously.

12  
13 **B. Resolution 2020-07: Accept the FY2019 Financial Audit**

14  
15 Amador Espinoza discussed the 2019 audit. The auditor's opinion is  
16 unmodified. No material weaknesses or significant deficiencies were  
17 identified in the overall audit. FY16 revenues were \$2.3 million and  
18 expenditures were \$1.9 million. FY17 expenditures exceeded revenues at  
19 \$2.18 million. FY18 expenditures exceeded revenues at \$2.18 million.  
20 FY19 expenditures at \$4.1 million and revenues at \$2.9 million. Capital  
21 projects fund of \$1.3 million went to the City. Cash management  
22 procedures were discussed. The discussion also included last month's  
23 suggestion of a fiscal audit. Amador Espinoza stated that the FY19 audit  
24 numbers would not change.

25  
26 Motion by Board Member Sanchez, second by Board Member Ellins. Board  
27 Members Gonzalez, Ellins, and Sanchez voted aye. Board Members  
28 Abeyta-Stuve, Gandara, and Flores voted nay. 3-3. Not passed.

29  
30 **C. Resolution 2020-08: Accept \$5,000 from Best Friends Animal Society**  
31 **for the Executive Leadership Training Program**

32  
33 This is a scholarship to send Clint Thacker to the Executive Leadership  
34 Training Program.

35  
36 Motion by Board Member Gandara, second by Board Member Abeyta-  
37 Stuve. Passed unanimously.

38  
39 **VII. PUBLIC INPUT**

40  
41 Laura Duncan spoke about her barn cat and her interaction with Animal Services  
42 Center and Paul Richardson regarding the euthanasia of that cat the same day it  
43 was impounded. The cat did have injuries.

1 Frank Bryce was impressed with the meeting. He reported on the Check the Chip  
2 program and made suggestions for improving data on chipped animals and  
3 complimented how well Animal Control Officers are working together.  
4

5 **VIII. CHAIR AND BOARD COMMENTS**  
6

7 There were none.  
8

9 **IX. Adjournment (12:10 PM)**  
10

11 **BOARD OF DIRECTORS**  
12

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14 Yvonne Flores, Chairperson  
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17 Manuel Sanchez, Vice-Chair  
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20 Kasandra Gandara, Board Member  
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23 Ramon S. Gonzalez, Board Member  
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26 Tessa Abeyta-Stuve, Board Member  
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29 Lynn Ellins, Board Member  
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36 **ATTEST:**  
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40 \_\_\_\_\_  
41 Amanda Lopez Askin, County Clerk

**ANIMAL SERVICE CENTER OF MESILLA VALLEY**  
**Work Session**  
**March 5, 2020 at 10:00 a.m.**

**BOARD MEMBERS PRESENT:**

Yvonne Flores- Chairperson  
Manuel Sanchez - Vice-Chair (departed 11:08)  
Tessa Abeyta-Stuve - Board Member  
Lynn Ellins - Board Member  
Kasandra Gandara - Board Member  
David Dollahon - Ex-Officio Member  
Jeanne Quintero - Ex-Officio Member

**BOARD MEMBERS ABSENT:**

Ramon S. Gonzalez - Board Member

**I. Pledge of Allegiance**

ALL STAND FOR PLEDGE OF ALLEGIANCE.

**II. Determination of Quorum and Call to Order**

A quorum was determined to be present.

**III. Review of the proposed ASCMV FY2021 Budget**

Clint Thacker stated they are here to talk about the increased fund needs. Divide the one budget into four separate. Proposed budget has an increased revenue of \$1,037,705. Right now revenues are 45% from City and 45% County and 10% Center operations. Expenses personnel 68%, operating 31%, and capital 1% which are industrial washer and dryer for the existing center. Kennels are high in personnel and low in operating. Medical high in operating and low in personnel. The programs include Executive Director budget, Medical Director budget, Kennel Operations budget, and Admin Operations budget. Executive Director will include associate costs and capital (i.e. major expenses). Medical Director; medical supplies, medical things. Kennel Operations: there is mainly operations, purchasing. Admin Operations; the front office, also all of the utilities, base money payments. Expenses broken into Kennel operations 35%, Medical Director 29%, Admin Operations 27%, and Executive Director 9%. A new Shelter Manager position to report to Executive Director and be handling the shelter operations and allow Executive Director to focus on policies, relationships with City, developing the center and working towards 90% benchmark for live release rate.

General discussion on laundry, washer and dryer; right now ASCMV is limited to what can fit within a regular sized doorway and only one of each. The new center



1 building will accommodate two of each. There was mention of the Southern New  
2 Mexico Correctional facility helping with the migrant issue from last year with  
3 regard to laundry and that that might be an option as the only requirement was  
4 detergent.

5  
6 Board Members wanted to see comparisons from previous years budgets to this  
7 new increased budget. This information will be forwarded to all Board Members.

8  
9 It was noticed that there was no capital outlay and that it would behoove the Center  
10 to lobby the legislators about capital outlay. Clint Thacker has spoken with Ms.  
11 Ferrari and that there are funds to be had, the Center just needs to be prepared.  
12 Have it placed on the agenda for further meetings to have the discussion, at least  
13 with the staff and department heads.

14  
15 David Dollahon mentioned needing an entire roster by section, benefits, et. al with  
16 an accounting by section, by administrators with budget and verification for HR.  
17 How many positions, and also operating budget within the Director's office budget.  
18 Need details, and then year over year. NPSC - non-personnel services center  
19 costs, PSC - personnel services costs, basically people cost versus non-people  
20 costs. The Director has two people as full time staff. Medical Director has 10  
21 people all full time staff. The Kennel Operations has 33 people, broken down  
22 between 7 part time and 26 full time. And the Admin has 17 people, 12 people full  
23 time and 5 people part time. This includes all positions, filled or vacant within the  
24 Center.

25  
26 Board Member Gandara mentioned wanting more detailed information on  
27 presentations. There was a question on if the budget would be broken down via  
28 the new sections mentioned by Clint Thacker. David Dollahon stated the financial  
29 report monthly one is different than the budget. The monthly one is how the Center  
30 is performing against the budget both for revenue and expenditures. Amador  
31 Espinoza stated for FY2021 they can prepare a financial packet that can that the  
32 four program areas for the Center. A question was also asked why each of the  
33 program areas totals did not add to 100% on each of the slides. Some was  
34 miscellaneous charges and the rest are major contributing expenses and not  
35 intended to go 100%. Board Member Flores requested that it be included from  
36 now on. Clint Thacker mentioned they were asked to keep things simpler but will  
37 do more detail from now on. Board Member Sanchez stated just an "Other  
38 Category" to encompass and get the amounts to 100%, and for presenters to know  
39 what is entailed in the "Other Category."

40  
41 Board Member Gandara mentioned that using the term "Shelter Manager" might  
42 be against the Center, "Facilities Manager," "Center Manager." Move away from  
43 "Shelter."

44  
45 Dr. Hadden presented the Medical Director Program Area expenses and stated  
46 with this new "Program Area" breakout it would be very difficult to acquire previous

1 years information broken out, and different programs. Admin salaries is the  
2 Director. Classified is the rest of the medical staff; four medical treatment techs,  
3 four surgical techs, with currently three vacancies. Contract employees are  
4 surgeons contracted to do spay and neuter, which are 11 surgical days a month  
5 (30 surgeries a day) and Dr. Hadden does one to two days at least a week.  
6 Medical Supplies covers, syringes, needles, surgical supplies, etc.  
7 Professional/Tech Services, SNAP testing, blood testing, microchips. Question on  
8 who does euthanasias, this is split between Medical and Kennel. When the new  
9 Center is finished, there is hope to do more surgeries, including public, which  
10 would also include additional surgical techs, surgical tables. Although Board  
11 Member Gandara wants to increase surgeries, it was mentioned that there is no  
12 space right now for that. The most limiting factor is getting surgeons, high quality,  
13 high volume spay/neuter surgeons are difficulty to locate. The current fiscal year  
14 budget for spay and neuter is \$51,000. Dr. Hadden mentioned to bring people  
15 need regular schedule and the contract doctors wait to last minute to give their  
16 availability for the month. Dr. Hadden mentioned that when the surgeries equal  
17 the intake, then the population decreases. Surgeries that are not long time will be  
18 done at the Center, otherwise hopefully a rescue will take the animal. For Dr.  
19 Hadden keeping the animal comfortable is important, otherwise euthanasia, as she  
20 is about quality of life. David Dollahon mentioned keeping track of animals coming  
21 in with injuries, or injured in the Center.

22  
23 Paul Richardson described the Kennel Operations Program Area. Classified  
24 includes managers, assistant managers. There are 15 full time animal caregivers,  
25 six part time animal caregivers. Animal caregivers work with medical program,  
26 vaccinations, process animals coming in via checking for microchips, vaccinations,  
27 de-wormers, accurate descriptions of the animals, photograph the animal, interact  
28 with the public in assisting with adoptions, assist with missing pets. A maintenance  
29 working will be within this Program Area, day-to-day repairs and maintenance to  
30 the facility. Temp agency is used for unfilled animal caregiver positions.  
31 Transportation is rescue animals, paying for the gas, overnight if needed, meals.  
32 Board Member Gandara asked about hiring a grant writer as she feels it is  
33 important, more robust grant writing effort to help with some of the expenses. Clint  
34 Thacker is in agreement and states they do have a volunteer that helps with the  
35 grant writer.

36  
37 Bernice Navarro described the Admin Operations Program Area. This includes  
38 customer service, front office area, utilities, payments of bills that come in.  
39 Includes Bernice; Michael Fuccini, financial analyst; office manager senior;  
40 volunteer coordinator; 12 office assistants. Administrative charges includes fee to  
41 the City for their services as the Center's Fiscal Agent which includes HR,  
42 accounting. Purchase Services General which includes security services, pest  
43 control that comes monthly, armored carriers to take deposits. Advertising,  
44 promote improved image, not just "the pound." Other items included would be  
45 purchasing software, new licenses, postage and freight, uniforms which helps with  
46 professionalism, cell phones which are used for taking animal pictures, travel for

1 conferences and registration fees. David Dollahon asked about the workers'  
2 compensation being limited to the Admin Operations Program Area and not equally  
3 distributed under each of the various Program Areas as various jobs are more  
4 dangerous than others. Also why all the utilities under Admin Operations rather  
5 than under the Directors Operations. David would like to see the differences, i.e.  
6 the request of a million dollar increase from the City and County, need to know in  
7 great detail for the justification. Lastly he would like the history on the revenue  
8 outside of the City and County, historical trend. Clint Thacker took notes to be able  
9 to answer these questions in the future. Also multiple people should be doing  
10 payroll. Need a clear delineation of duties and support for the other functions within  
11 the rest of the operations. With different "Program Areas" be sure accounting when  
12 material comes in, ensuring information received property, and bill paid in timely  
13 manner. Admin Operations Classified includes office assistants, greeters, assist  
14 the customers, handle phones. Board Member Gandara agrees with David  
15 Dollahon that each Program Area should have their own admin person and also a  
16 chart for where the employees are.

17  
18 Jeanne Quintero asked about volunteers and if they offset the costs from the  
19 budget. Also could a solid volunteer cadre that would eventually mitigate some of  
20 the budget costs. Clint Thacker answered yes to both. Also community servicer  
21 personnel were mentioned that do help out, but unreliable permanent.

22  
23 Clint Thacker stated the FY21 new initiatives would include develop a strategic  
24 business plan. Removing the licensing might help the live release rate. Get  
25 program of trap/neuter/return, or shelter/neuter/return legally that is effective. Staff  
26 reorganization throughout the Center. Team building. Increase grant funding.  
27 Additional vaccine clinics, as they have been incredibly successful. Developing  
28 policies and procedures, started meeting every Wednesday at 9:00 a.m. Lastly  
29 the new building opening. A lot of dirt to be moved. Construction will be 10-12  
30 months.

31  
32 **IV. Adjournment (11:57 AM)**

33  
34 **BOARD OF DIRECTORS**

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Yvonne Flores, Chairperson

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Manuel Sanchez, Vice-Chair

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Tessa Abeyta-Stuve, Board Member

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Lynn Ellins, Board Member

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Kasandra Gandara, Board Member

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Ramon S. Gonzalez, Board Member

ATTEST:

\_\_\_\_\_  
Amanda Lopez Askin, County Clerk

1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**  
2 **Work Session**

3  
4 **March 19, 2020 at 3:30 p.m.**  
5  
6

7 **BOARD MEMBERS PRESENT:**

8 Yvonne Flores- Chairperson  
9 Manuel Sanchez - Vice-Chair  
10 Tessa Abeyta-Stuve - Board Member  
11 Lynn Ellins - Board Member  
12 Kasandra Gandara - Board Member  
13 David Dollahon - Ex-Officio Member  
14 Jeanne Quintero - Ex-Officio Member  
15

16 **BOARD MEMBERS ABSENT:**

17 Ramon S. Gonzalez - Board Member  
18

19 Chairperson Flores called the meeting to order 3:32.  
20

21 Board Member Ellins asked on how the meeting was noticed to the public and answered  
22 that it was noticed 72 hours prior to the meeting.  
23

24 Board Member Dollahon stated no decision was being made at this meeting, just a more  
25 detailed discussion on the budget due to Clint needing to make a budget  
26 adoption for next week's regular public meeting to share the information with  
27 the City Council and County Commission in their budget development that  
28 has to be done by May for the City Council and County on the same close  
29 deadline. Per the Joint Powers Agreement, if the jurisdictions decide to  
30 reduce the contribution beyond what ASCMV asks, then the City, County,  
31 and ASCMV will have time to adjust appropriately in a public hearing.  
32

33 Board Member Quintero disagrees with Mr. Dollahon. When looking at the Open  
34 Meetings Act, there are two sections to reasonably look at, first is the law  
35 pertaining to what is a new meeting. Is this a new meeting or a  
36 continuation? The Open Meetings Acts states if this is a new meeting, the  
37 law specifically states any meetings at which the discussion or adaptation  
38 of any proposed resolution, rule, regulation, or formal action occurs, is  
39 subject to the Open Meetings Act. If we look at this as being a continuation  
40 of our March 6th meeting, we still have to adhere to the requirements of  
41 Open Meeting by inviting the public. She did not get notice of today's  
42 meeting. The purpose of the Open Meetings Act is to notify the public for  
43 their input. The notice is the public is kind of discouraged from coming  
44 which is a violation of the Open Meetings Act because in the recent Attorney  
45 General decision which was set for immediate release on March 17th, just  
46 two days ago, talked about the Open Meetings Act and how we need to

1 comply with the condition set forth by the public pandemic emergency of the  
2 COVID-19 virus. The Attorney General issued guidance to public entities  
3 across the State of New Mexico regarding their obligations to comply with  
4 the Open Meetings Act and the Inspection of Public Records Act during the  
5 state of emergency in New Mexico. Basically it says the health and safety  
6 of New Mexican families is the number one priority, but government must  
7 still remain transparent and accountable. All public entities must follow the  
8 guidance of the Department of Health, but we also must make these  
9 meetings available to the public through alternative means, and that is  
10 generally through a virtual meeting to where we still have to comply with the  
11 notice. Should contain detailed information about how members of the  
12 public may attend and listen via telephone, live streaming, or other similar  
13 technologies and when provided by alternative means the public must have  
14 some form of access to the meeting to substitute for the access it would  
15 during any normally scheduled public meeting, subject to OMA through  
16 regular channels of public accessibility. Not discourage public from  
17 attending, but give an alternative to attend, to seek input and be a part of  
18 the meeting.

19  
20 Although no decision is being made, discussion of public funding from the  
21 County and the City that's going toward a public service which is the Animal  
22 Services Center that based on public money. That by discouraging the  
23 public from attending it could be a violation of the Open Meetings Act. The  
24 notice from the Attorney General is being offered for the meeting.

25  
26 Chairperson Flores stated the notice from the Attorney General will be part of the official  
27 record. Part of the record will be the reading of Attorney General Balderas'  
28 issues, guidance to public entities regarding Open Meetings Act, Inspection  
29 of Public Records Act, compliance during COVID-19 state of emergency.  
30 Press release dated March 17, 2020. With contact of Matt Baca (505) 270-  
31 7148. Asked about Ms. Quintero's status in stating this.

32  
33 Board Member Quintero stated she is hired as an attorney for the County, also is  
34 management for codes enforcement. She did discuss this with the county  
35 Attorney.

36  
37 Chairperson Flores stated that they fall within the notice requirements but your (Ms.  
38 Quintero's) concern is that the public was discouraged via, "in consideration  
39 of state guidelines and direction from the Office of the City Manager  
40 because of the recent COVID-19 limitations, the public is strongly  
41 encouraged not to attend. A transcript of the meeting will be made available  
42 as quickly as possible.

43  
44 Board Member Dollahon stated something else could be done.  
45

1 Chairperson Flores stated she was not done. The other is that no decisions are going to  
2 be made. A regular meeting will be held next week, a week from today for  
3 the public can attend or wherein it can be streamed. That's my opinion and  
4 that's why I called the meeting to order.  
5

6 CITY ATTORNEY JENNIFER VEGA-BROWN JOINED.  
7

8 Chairperson Flores stated there is some problem with the language, but the decision that  
9 needs to be made and an emergency part to it. The budget issue is timely  
10 and something to be voted on next week. Asked if ASCMV might fall short  
11 of a deadline.  
12

13 Leeann DeMouche stated she is familiar with the issue. Stated what is very much  
14 necessary is that the Animal Service Center Board needs to pass a  
15 resolution before we take our resolution to Council. To Council will be May  
16 25th. Also with the new building being open. And all financials will be  
17 shown in Council April 13th as the City is the ASCMV fiscal agent.  
18

19 Chairperson Flores asked if that fell within the emergency.  
20

21 Jennifer Vega-Brown asked what the new emergency is; a new budget issue, something  
22 planned, due to the most recent emergency?  
23

24 Board Member Dollahon stated the future year budget. With the concerns we can move  
25 to next week and have a budget work session at the beginning of the regular  
26 meeting, properly noticed, and have the regular meeting. Don't have to  
27 adopt the budget at that meeting. Other action items need to be done at  
28 that meeting also. We can have a special meeting in the Council chambers,  
29 via social media and broadcast and set up a call in number to provide public  
30 opportunity. Council chambers are open, spacing distributed. This can be  
31 solved at a future meeting.  
32

33 Clint Thacker stated this meeting today was because he was going to be out of town  
34 leaving tomorrow, but that is no longer happening.  
35

36 Chairperson Flores asked for Jennifer Vega-Brown's opinion.  
37

38 Board Member Quintero stated that the Open Meetings Act was somehow compromised  
39 by discouraging the public for attending with the lack of any other  
40 accommodation which should have been made prior to this hearing. The  
41 law of the Open Meeting Act specifically does address discussions and not  
42 necessarily taking a vote on an issue, but it talks about any discussion of  
43 any proposed resolution, rule, regulation, or formal action occurs, that is  
44 subject to the Open Meeting's Act. And whether this is a brand new meeting  
45 or whether it is a continuation of the meeting from March 6th, that  
46 accommodation should have followed to the public to either allow them to

1 attend or to have alternative means where they could have input or listen in  
2 light the current COVID-19 restrictions and that was not offered,  
3

4 Jennifer Vega-Brown asked if the meeting was noticed properly. It is not a closed  
5 meeting.  
6

7 Chairperson Flores read the notice for the record "In consideration of the state guidelines  
8 and direction from the Office of the City Manager because of the recent  
9 COVID-19 limitations, the public is strongly encouraged not to attend. A  
10 transcript of the meeting will be made available as quickly as possible."  
11 Since we're not making a decision and a transcript of the meeting will be  
12 made available as quickly as possible, given that context I think that there  
13 hasn't been a violation of the OMA.  
14

15 Board Member Gandara stated the reading was off an e-mail, not the actual attachment,  
16 the notice.  
17

18 Chairperson Flores stated it was the revised work session agenda.  
19

20 Jennifer Vega-Brown stated the document that you provided from the Attorney General's  
21 office that issues guidance to public entities regarding Open Meetings Act  
22 and Inspection of Public Records Act compliance during COVID-19 state of  
23 emergency, the last sentence of the third paragraph reads "If however a  
24 public entity has an emergency or time sensitive matter to attend to, it may  
25 proceed with a virtual meeting under the following guidelines." She asked  
26 if this meeting was a virtual meeting? The answer from various Board  
27 Members was no it is not a virtual meeting.  
28

29 Her interpretation is that if choose to prohibit the public from attending and  
30 conduct a virtual meeting, then the following applies. This is not virtual; it is  
31 an actual open meeting because the public is not prohibited from attending  
32 this meeting. It was discouraged but not prohibited. The guideline would  
33 certainly pertain to a virtual meeting. I don't see anything that prohibits a  
34 discouragement from attending. Believes it would be prudent to provide on-  
35 line access just because it would be prudent to do that. If the public can  
36 attend, it is certainly not closed.  
37

38 Board Member Quintero stated the public was not advised how to submit input into a  
39 public meeting. The was not told to e-mail in or record it and put it on  
40 YouTube or whatever, the public was just strongly encouraged not to attend.  
41 From the County's perspective that again we're an Open Meeting and  
42 discussing the allocation of public funds toward a public service, which is  
43 the Animal Center, that based on the money that we collect from the people  
44 of this County and City. Their input is required. It doesn't matter that just  
45 discussing. Agrees that this is a time sensitive issue.  
46



1 Clint Thacker stated should have the meeting with the correct notices, and we can have  
2 the work session next week as it seems just spinning wheels now and would  
3 like to move on.  
4

5 Chairperson Flores disagreed with Clint. But wants it resolved. Because more situations  
6 with COVID-19 will appear. Feels that the transcript made available shortly  
7 and because no vote to be taken and final decision will be next week, it  
8 seems that the public input aspect of the issue at hand is met.  
9

10 Board Member Dollahon stated follows the philosophy, "When in doubt, don't."  
11

12 Chairperson Flores stated didn't know how difficult it was for people to rearrange  
13 scheduled, people with children at home. Strong disagreement not  
14 appropriate notice because of the language in the notice.  
15

16 Board Member Ellins stated she called the meeting to order. Move to adjourn.  
17

18 Board Member Abeyta-Stuve seconded the motion.  
19

20 MOTION PASSES UNANIMOUSLY TO ADJOURN.  
21

22 Board Member Sanchez stated he understands Board Member Quintero's concerns, but  
23 can go either way. Divided on way to vote.  
24

25 Board Member Dollahon stated there is a scheduled meeting for next week. Calendar  
26 can be adjusted to have a budget work session first and then adjourn the  
27 budget work session and then go to a regular meeting that does have some  
28 action items acted on. Biggest issues is scheduling a special meeting,  
29 hopefully before April 13th, that's the biggest complexity. Do not need to  
30 act on the budget next week, hear more detail because we asked for more  
31 detail at the last budget work session, that is what this is about. Do not  
32 need to act next week if a special meeting can be accommodated sometime  
33 between next week and before April 13th.  
34

35 Chairperson Flores stated it is a continuation of the previous work session.  
36

37 Board Member Quintero stated even so it does need to meet the requirements of the  
38 Opening Meetings Act.  
39

40 ROLL CALL VOTE FOR POSTPONING THIS MEETING.  
41

42 Board Member Ellins - Yes.  
43 Board Member Sanchez - Yes.  
44 Board Member Gandara - Yes.  
45 Board Member Abeyta-Stuve - Yes.  
46 Chairperson Flores - No.

1 ADJOURNED (3:58)

2

3 BOARD OF DIRECTORS

4

5

\_\_\_\_\_  
Yvonne Flores, Chairperson

6

7

8

9

\_\_\_\_\_  
Manuel Sanchez, Vice-Chair

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Tessa Abeyta-Stuve, Board Member

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Lynn Ellins, Board Member

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\_\_\_\_\_  
Kasandra Gandara, Board Member

22

23

24

25

\_\_\_\_\_  
Ramon S. Gonzalez, Board Member

26

27

28 ATTEST:

29

30

31

32

33

\_\_\_\_\_  
Amanda Lopez Askin, County Clerk

## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Josie Medina, Accounting Manager **Initials:** JM  
**Date:** March 26, 2020 **File #:** F-20-090  
**Subject:** Animal Service Center of the Mesilla Valley (ASCMV) Unaudited Financial Report for February 29, 2020.

Attached is the unaudited financial report of the Animal Service Center of the Mesilla Valley for the period ending February 29, 2020. Below are some observations for your consideration:

- The General Fund Statement of Net Position (page 1) shows cash of \$173,619 with an outstanding accounts receivable balance of \$179,793. The accounts receivable amount due from City of Anthony is \$2,240, City of Sunland Park amount due is \$280, and \$177,273 was due from Dona Ana. Outstanding payroll liabilities are \$61,794, and revenue collected in advance is \$505. The Unassigned Fund balance is \$291,113.
- The Capital Projects Fund has a restricted fund balance of \$3,565 for the Stern Cat Room Donation.
- The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual (page 3) indicates 68.8% of budgeted revenues and 62.9% of budgeted expenditures have been recognized. The budget parameter for the month is 66.7%. Year-to-date revenues exceeded expenditures by \$113, 343 after transfers.
- Due to not being fully staffed temporary services is at 83.0% of budget. Purchased services is at 69.7% of budget due to medical supplies purchases from IDEXX Distribution Inc. and MWI Veterinary Supplies. Due to insurance premiums paid at the beginning of the fiscal year, insurance expenditures is at 67.7% of budget. All other expenditures in the General Fund are within the budget parameter of 66.7%.
- The Grants and Donations Schedule on page 7 provides a summary of grants and donations received.

**cc:** Alfredo R. Pacheco, Deputy Director of Finance

**cc:** Amador Espinosa, Accountant

**Initials:** AP

**Initials:** AE

**Animal Service Center of the Mesilla Valley**  
**Statement of Net Position**  
**February 29, 2020 (Unaudited)**

	<u>Fund 7440</u> <u>General Fund</u>	<u>Fund 7441</u> <u>Capital Projects</u>	<u>Fund 9440</u> <u>Capital Assets</u>	<u>of</u> <u>Net Position</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & investments	\$ 173,619	\$ 3,565	\$ -	\$ 177,184
Accounts receivable	179,793	-	-	179,793
<b>Total Current Assets</b>	<u>353,412</u>	<u>3,565</u>	<u>-</u>	<u>356,977</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	269,594	269,594
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>269,594</u>	<u>269,594</u>
<b>Total Assets</b>	<u>\$ 353,412</u>	<u>\$ 3,565</u>	<u>\$ 269,594</u>	<u>\$ 626,571</u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	-	-	-	-
Accrued wages payable	-	-	-	-
Accrued payroll liabilities	61,794	-	-	61,794
Revenue collected in advance	505	-	-	505
<b>Total Current Liabilities</b>	<u>62,299</u>	<u>-</u>	<u>-</u>	<u>62,299</u>
<b>Fund Balance</b>				
Required reserve	-	-	-	-
Restricted	-	-	-	-
Unassigned	291,113	3,565	269,594	564,271
<b>Total Fund Balance</b>	<u>291,113</u>	<u>3,565</u>	<u>269,594</u>	<u>564,271</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 353,412</u>	<u>\$ 3,565</u>	<u>\$ 269,594</u>	<u>\$ 626,571</u>

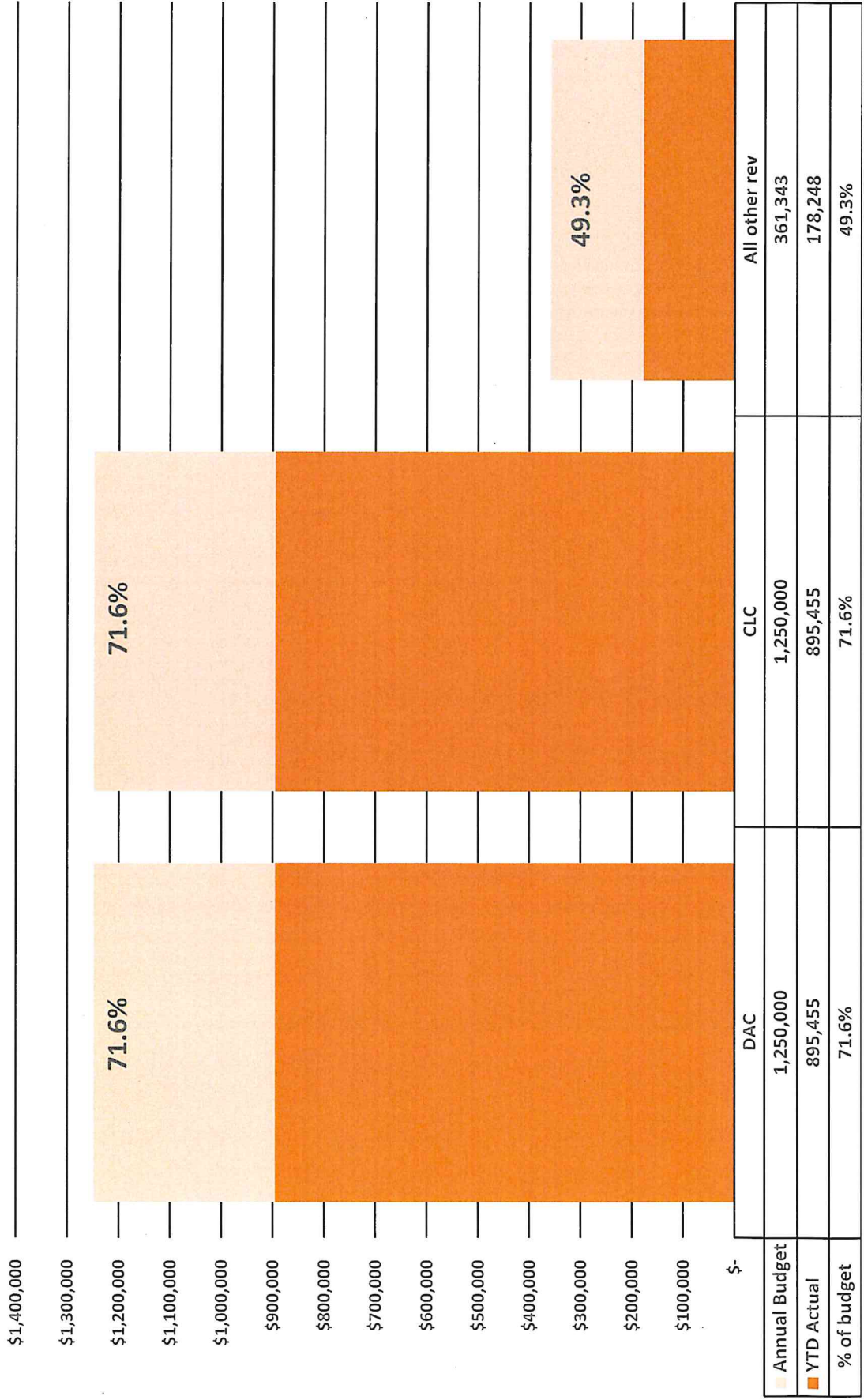
**Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance  
For the Period Ended February 29, 2020 (Unaudited)**

	<b>General Fund 7440 Actual</b>	<b>Capital Projects 7441 Actual</b>	<b>Fixed Assets 9440 Actual</b>	<b>Total</b>
<b>Revenues</b>				
Pet licenses-CLC	\$ 20,785	\$ -	\$ -	\$ 20,785
Pet licenses-DAC	8,005	-	-	8,005
Vaccinations	12,291	-	-	12,291
Pet micro-chip	6,418	-	-	6,418
Onsite adoptions	38,092	-	-	38,092
Return to owner-DAC	5,811	-	-	5,811
Return to owner-CLC	8,470	-	-	8,470
Spay/neuter	12,613	-	-	12,613
Dona Ana County	895,455	-	-	895,455
City of Las Cruces	895,455	-	-	895,455
City of Anthony	7,455	-	-	7,455
Donations & memorials	12,355	-	-	12,355
Grant revenue	24,495	13,344	-	37,839
City of Sunland Park	280	-	-	280
Village of Hatch	-	-	-	-
Other revenue	13,067	-	-	13,067
Investment income	8,111	-	-	8,111
<b>Total revenues</b>	<u>1,969,158</u>	<u>13,344</u>	<u>-</u>	<u>1,982,502</u>
<b>Expenditures</b>				
Personnel	1,309,339	-	-	1,309,339
Temp agency services	58,123	-	-	58,123
Repairs and maintenance	11,329	-	-	11,329
Services	198,775	-	-	198,775
Supplies	140,125	-	-	140,125
Insurance	42,082	-	-	42,082
Other	18,542	-	-	18,542
Depreciation	-	-	30,259	30,259
Capital outlay	-	48,170	-	48,170
<b>Total expenditures</b>	<u>1,778,315</u>	<u>48,170</u>	<u>30,259</u>	<u>1,856,744</u>
Net Operating Income (Loss)	<u>190,843</u>	<u>(34,826)</u>	<u>(30,259)</u>	<u>125,758</u>
Transfers	77,500	(77,500)	-	-
Net Change in Fund Balance	<u>113,343</u>	<u>42,674</u>	<u>(30,259)</u>	<u>125,758</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Beginning Fund Balance</b>	<u>177,770</u>	<u>(39,109)</u>	<u>299,853</u>	<u>438,513</u>
<b>Ending Fund Balance</b>	<u>\$ 291,113</u>	<u>\$ 3,565</u>	<u>\$ 269,594</u>	<u>\$ 564,271</u>

**Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance - Budget and Actual  
For the Period Ended February 29, 2020 (Unaudited)**

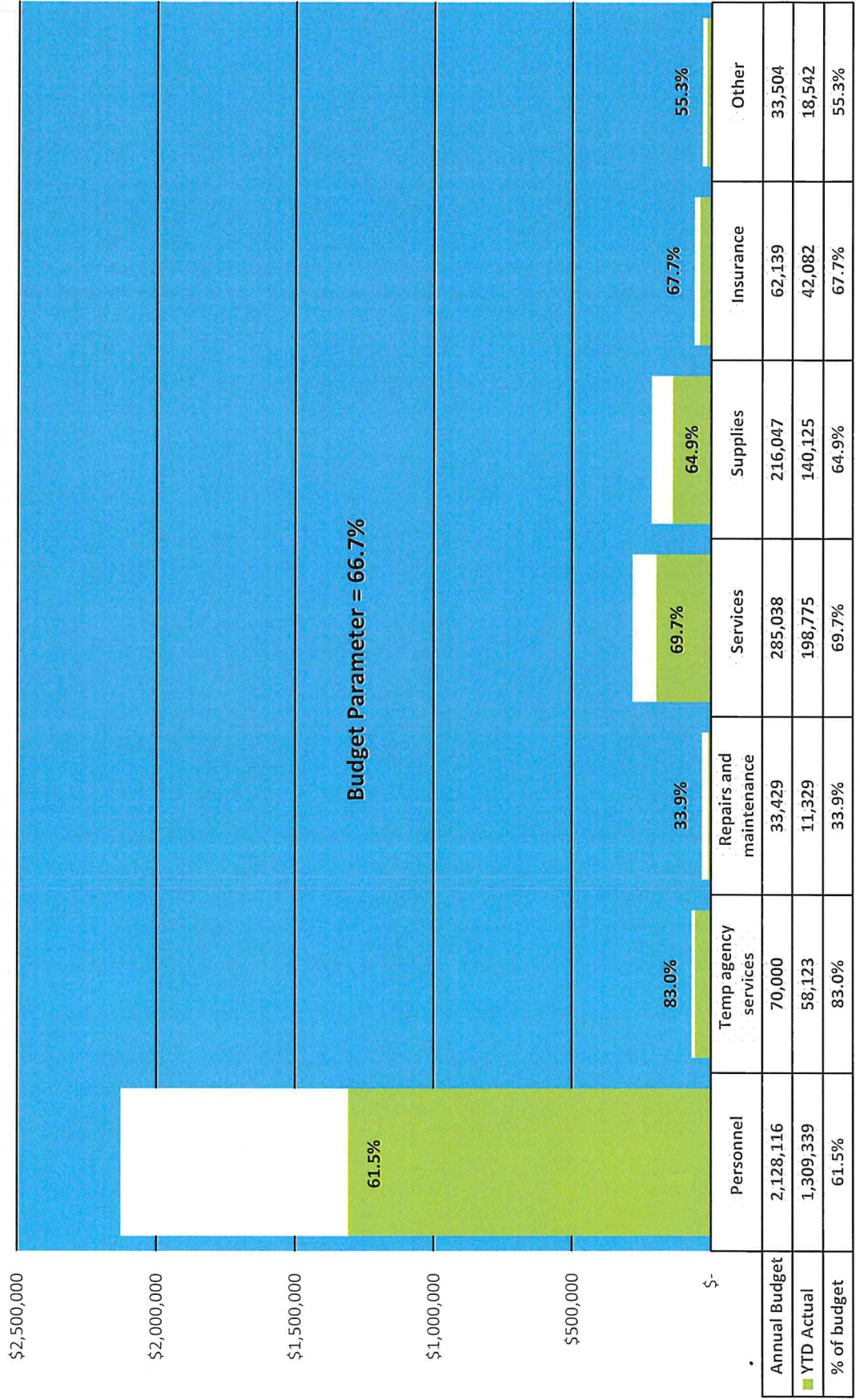
	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses-CLC	\$ 59,608	\$ 20,785	34.9%
Pet licenses-DAC	18,000	8,005	44.5%
Vaccinations	14,339	12,291	85.7%
Pet micro-chip	37,718	6,418	17.0%
Onsite adoptions	51,787	38,092	73.6%
Return to owner-DAC	6,083	5,811	95.5%
Return to owner-CLC	20,517	8,470	41.3%
Spay/neuter	45,588	12,613	27.7%
Dona Ana County	1,250,000	895,455	71.6%
City of Las Cruces	1,250,000	895,455	71.6%
City of Anthony	6,000	7,455	124.3%
Donations & memorials	21,263	12,355	58.1%
Grant Revenue	28,853	24,495	84.9%
City of Sunland Park	2,858	280	9.8%
Village of Hatch	338	-	0.0%
Other revenue	30,156	13,067	43.3%
Investment income	18,235	8,111	44.5%
<b>Total revenues</b>	<u><b>2,861,343</b></u>	<u><b>1,969,158</b></u>	<b>68.8%</b>
<b>Expenditures</b>			
Personnel	2,128,116	1,309,339	61.5%
Temp agency services	70,000	58,123	83.0%
Repairs and maintenance	33,429	11,329	33.9%
Services	285,038	198,775	69.7%
Supplies	216,047	140,125	64.9%
Insurance	62,139	42,082	67.7%
Other	33,504	18,542	55.3%
Capital outlay	-	-	0.0%
<b>Total expenditures</b>	<u><b>2,828,273</b></u>	<u><b>1,778,315</b></u>	<b>62.9%</b>
Net income (loss)	<u><b>33,070</b></u>	<u><b>190,843</b></u>	
Transfer to capital from operations	<u><b>105,500</b></u>	<u><b>77,500</b></u>	
<b>Net change in fund balance</b>	<u><u><b>\$ (72,430)</b></u></u>	<u><u><b>113,343</b></u></u>	
<b>Beginning Fund Balance</b>		<u><b>177,770</b></u>	
<b>Ending Fund Balance</b>		<u><u><b>\$ 291,113</b></u></u>	

Animal Service Center of the Mesilla Valley  
 Annual Budget vs. Actual Year-To-Date  
 Revenues as of February 29, 2020





**Animal Service Center of the Mesilla Valley  
Annual Budget vs. Actual Year-To-Date  
Expenditures as of February 29, 2020**



Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance  
as of February 29, 2020 (Unaudited)

General Fund  
7440

Revenues	Revised Budget	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	Total	Actual/Bgt. %
Pet licenses-CLC	\$ 59,608	\$ 3,838	\$ 3,611	\$ 2,957	\$ 2,468	\$ 2,192	\$ 1,040	\$ 3,238	\$ 1,441	\$ 20,785	34.9%
Pet licenses-DAC	18,000	968	1,159	974	1,238	1,094	463	1,554	555	8,005	44.5%
Vaccinations	14,339	858	1,085	8,389	245	553	110	601	450	12,291	85.7%
Pet micro-chip	37,718	988	1,390	2,235	295	400	170	465	475	6,418	17.0%
Onsite adoptions	51,787	4,816	6,444	6,621	4,780	4,325	1,225	5,870	4,011	38,092	73.6%
Return to owner-DAC	6,083	782	727	1,080	368	996	420	755	683	5,811	95.5%
Return to owner-CLC	20,517	2,045	1,487	1,109	490	375	610	1,419	935	8,470	41.3%
Spay/neuter	45,588	1,515	1,139	587	1,585	2,254	960	3,000	1,573	12,613	27.7%
Dona Ana County	1,250,000	275,003	88,636	88,636	88,636	88,636	88,636	88,636	88,636	895,455	71.6%
City of Las Cruces	1,250,000	275,003	88,636	88,636	88,636	88,636	88,636	88,636	88,636	895,455	71.6%
City of Anthony	6,000	-	2,415	2,415	-	3,325	-	1,715	-	7,455	124.3%
Donations & memorials	21,263	901	1,273	781	1,553	1,306	1,036	4,879	626	12,355	58.1%
Grant revenue	28,853	-	-	-	9,997	4,528	6,700	-	-	24,495	84.9%
City of Sunland Park	2,858	-	-	-	-	-	-	280	-	280	9.8%
Village of Hatch	338	-	-	-	-	-	-	-	-	-	0.0%
Other revenue	30,156	935	1,284	630	4,869	1,297	369	1,547	2,116	13,067	43.3%
Investment income	18,235	-	-	4,078	1,307	-	1,055	573	1,098	8,111	44.5%
<b>Total revenues</b>	<b>2,861,343</b>	<b>567,652</b>	<b>196,871</b>	<b>209,128</b>	<b>206,467</b>	<b>199,917</b>	<b>191,450</b>	<b>203,168</b>	<b>194,505</b>	<b>1,969,158</b>	<b>68.8%</b>
<b>Expenditures</b>											
Personnel	2,128,116	112,966	162,934	162,831	240,715	162,200	161,200	151,909	154,584	1,309,339	61.5%
Temp agency services	70,000	-	2,800	12,945	4,472	7,222	16,579	4,962	9,143	58,123	83.0%
Repairs and maintenance	33,429	1,348	926	2,146	1,257	1,658	1,285	1,503	1,206	11,329	33.9%
Services	285,038	15,856	8,083	22,812	44,141	17,473	38,834	25,275	26,301	198,775	69.7%
Supplies	216,047	5,334	7,049	39,689	14,796	5,850	36,344	21,463	9,600	140,125	64.9%
Insurance	62,139	12,916	783	39,689	15,902	-	7,677	4,804	-	42,082	67.7%
Other	33,504	1,805	3,017	2,924	4,353	1,061	1,132	2,364	1,886	18,542	55.3%
Depreciation	-	-	-	-	-	-	-	-	-	-	0.0%
Capital outlay	-	-	-	-	-	-	-	-	-	-	0.0%
<b>Total expenditures</b>	<b>2,828,273</b>	<b>150,225</b>	<b>185,592</b>	<b>243,347</b>	<b>325,636</b>	<b>195,464</b>	<b>263,051</b>	<b>212,280</b>	<b>202,720</b>	<b>1,778,315</b>	<b>62.9%</b>
<b>Net Operating Income (Loss)</b>	<b>33,070</b>	<b>417,427</b>	<b>11,279</b>	<b>(34,219)</b>	<b>(119,169)</b>	<b>4,453</b>	<b>(71,601)</b>	<b>(9,112)</b>	<b>(8,215)</b>	<b>190,843</b>	
Transfers	105,500	-	-	-	-	77,500	-	-	-	77,500	
<b>Net Change in Fund Balance</b>	<b>\$ (72,430)</b>	<b>\$ 417,427</b>	<b>\$ 11,279</b>	<b>\$ (34,219)</b>	<b>\$ (119,169)</b>	<b>\$ (73,047)</b>	<b>\$ (71,601)</b>	<b>\$ (9,112)</b>	<b>\$ (8,215)</b>	<b>\$ 113,343</b>	

**Animal Service Center of the Mesilla Valley  
Grants and Donations Schedule  
as of February 29, 2020**

Fund	Project	Project Name	Award Amount	Life-to-Date Expenditures	Remaining Balance	Type	End Date	Purpose
7440	11864	Best Friends	\$ 25,000	21,225	\$ 505	Local Grant	7/1/19 to 7/31/2020	The purpose of the grant is to waive the first-time impound and hold fees in addition to help reduce shelter deaths for cats and dogs.

# Animal Services Center of the Mesilla Valley

Monthly Statistics Report-February 2020

<b>INTAKE</b>	<b>City of Las Cruces</b>	<b>Dogs</b>	<b>Cats</b>	<b>Rabbits</b>	<b>Reptiles</b>	<b>Pocket Pets</b>	<b>Avian E</b>	<b>Avian L, W</b>	<b>Livestock</b> (horse, goat, sheep, pig, donkey)	<b>Wildlife</b> (skunk, bat, coyote, fox, raccoon)	<b>Total</b>
	Owner Surrender	69	5	1							75
	Returned Adoptions	7	0								7
	Seized/Welfare Hold	6	2								8
	Strays (brought in by the public)	59	23								82
	Strays (brought in by Animal Control)	79	59						1		139
	Wildlife									5	5
	<b>Subtotal City of Las Cruces</b>	<b>220</b>	<b>89</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>316</b>
	<b>Doña Ana County</b>										
	Owner Surrender	77	10								87
	Returned Adoptions	1	0								1
	Seized/Welfare Hold	13	2								15
	Strays (brought in by the public)	24	14								38
	Strays (brought in by Animal Control)	95	34								129
	Wildlife										0
	<b>Subtotal Doña Ana County</b>	<b>210</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>270</b>
	Anthony, NM	25	17								42
	Hatch										0
	Mesilla	1	0								1
	Sunland Park	5	0								5
	WSMR										0
	Born In Care	12	3								15
	Community Cats										0
	Jurisdiction Unknown/Other										0
	<b>Total Intake</b>	<b>472</b>	<b>169</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>649</b>

<b>OUTCOME</b> <i>(city and county)</i>	<b>Dogs</b>	<b>Cats</b>	<b>Rabbits</b>	<b>Reptiles</b>	<b>Pocket Pets</b>	<b>Avian E</b>	<b>Avian L, W</b>	<b>Livestock</b> <i>(horse, goat, sheep, pig, donkey)</i>	<b>Wildlife</b> <i>(skunk, bat, coyote, fox, raccoon)</i>	<b>Total</b>
<b>Admin Missing</b>										
Foster-Escaped	1									1
Foster-Lost Contact	1									1
Foster-Stolen From										0
FTA-Escaped		1								1
FTA-Lost Contact	12	6								18
FTA-Gave Away (Foster)										0
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped										0
Shelter-Missing										0
Shelter-Stolen										0
<b>Subtotal Admin Missing</b>	<b>14</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
<b>Adoptions</b>	<b>176</b>	<b>92</b>	<b>1</b>					<b>1</b>		<b>270</b>
<b>Expired in Shelter Care</b>	<b>4</b>	<b>1</b>								<b>5</b>
<b>Expired in Foster Care</b>	<b>1</b>	<b>1</b>								<b>2</b>
<b>DOA</b>										<b>0</b>
<b>Return to Owner</b>	<b>78</b>	<b>13</b>								<b>91</b>
<b>Transferred Out (Rescues)</b>	<b>201</b>	<b>61</b>								<b>262</b>
<b>Community Cats (TNR)</b>		<b>46</b>								<b>46</b>
<b>Wildlife Release</b>									<b>1</b>	<b>1</b>
<b>Owner Request Euthanasia</b>	<b>33</b>	<b>3</b>								<b>36</b>
<b>Euthanized</b>										<b>0</b>
Behavior - Aggressive - Dog	9	0								9
Behavior - Aggressive - Human	1	1								2
Behavior - Feral	0	35								35
Behavior - High Arousal Level										0
Behavior - Problem Eliminator										0
Behavior - Resources Guarding	2	0								2
Behavior - Timid										0
Behavior - Timid - Fear Biter	6	0								6
Court Order										0
Medical Issues General	3	7								10
Medical - Distemper - TX										0
Medical - Distemper - Non TX										0
Medical - Distemper - Exposed										0
Medical - Felv										0
Medical - FIV										0
Medical - HW Positive - TX										0
Medical - HW Positive - Non TX										0
Medical - Mange - TX										0
Medical - Mange - Non TX										0
Medical - Mass	4	0								4
Medical - Neurological										0

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Medical - Organ Failure	0	1								1
Medical - Parvo - TX	1	0								1
Medical - Parvo - Non TX										0
Medical - Pregnant										0
Medical - Prolapse										0
Medical - Respiratory Signs - TX	8	3								11
Medical - Respiratory Signs - Non TX										0
Medical - Ringworm	0	1								1
Medical - Too Old										0
Medical - Too Young										0
Medical - URI - TX										0
Medical - URI - Non TX										0
Rabies Suspect										0
Rabies Suspect - Injured										0
Rabies Suspect - Wildlife										0
Rabies Suspect - Sick/Symptomatic										0
Severe Injuries - General	0	1								1
Severe Injuries - Animal Attack										0
Severe Injuries - Hit By Car	1	2								3
Space - General										0
Space - Behavior	2	0								2
Space - Medical	7	0								7
Wildlife - Nuisance										4
<b>Subtotal Euthanized</b>	<b>44</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>99</b>
<b>Euthanasia Rate</b>	<b>9.3%</b>	<b>30.2%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>80.0%</b>	<b>15.3%</b>
<b>Total Outcome</b>	<b>551</b>	<b>275</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>833</b>

<b>Grand Total</b>	<b>Intake*</b>	<b>472</b>	<b>169</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>649</b>
	<b>Outcome*</b>	<b>551</b>	<b>275</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>833</b>

<b>Statistics</b>	<b>Live Release Rate</b>	<b>91.2%</b>	<b>80.6%</b>	<b>100.0%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>100.0%</b>	<b>20.0%</b>	<b>87.1%</b>
	<b>Euthanized, Expired in Care, DOA</b>	<b>48</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>104</b>
	<b>Average Intake/day</b>	<b>16.3</b>	<b>5.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>22.4</b>
	<b>Average Outcome/day</b>	<b>19.0</b>	<b>9.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>28.7</b>
	<b>Average Euthanizations/day</b>	<b>1.5</b>	<b>1.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>3.4</b>
	<b>Average RTO/day</b>	<b>2.7</b>	<b>0.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.1</b>
	<b>Average Adoptions/day</b>	<b>6.1</b>	<b>3.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9.3</b>

**ANIMAL SERVICES CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2020-09**

**RESOLUTION TO ADOPT THREE NEW POLICIES REGARDING QUARANTINE LEAVE, EXTRAORDINARY LEAVE AND REMOTE WORK.**

**WHEREAS**, the Animal Services Center of the Mesilla Valley (ASCMV) is committed to the health and safety of its employees and our community; and

**WHEREAS**, the ASCMV supports the recommendations made by the State of New Mexico to limit public gatherings and person-to-person contact; and

**WHEREAS**, based on the Governor's Executive Order 2020-004 issued on March 11, 2020 and the Public Health Orders issued by the New Mexico Department of Health Cabinet Secretary.

**NOW THEREFORE**, the Board of Directors of the Animal Services Center of the Mesilla Valley hereby resolves that:

(I)

**THAT** the new policies regarding Quarantine Leave, Extraordinary Leave and Remote work be adopted and placed in the current ASCMV Policies and Procedures Manual; and

(II)

**THAT** the policies reflected in exhibits "A", "B" and "C" attached hereto and made part of this resolution are hereby adopted.

**PASSED AND APPROVED** this 26<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Board Chair

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE:

Yvonne Flores, Chair \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Manuel Sanchez, Vice-Chair \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Lynn Ellins, Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Kasandra Gandara, Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Ramon S. Gonzalez, Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Tessa Abeyta-Stuve, Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

David Dollahon, Ex-Officio Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

Jeanne Quintero, Ex-Officio Member \_\_\_\_\_ \_\_\_yea\_\_\_ nay

ATTEST:

\_\_\_\_\_  
Amanda López Askin, Ph. D., County Clerk



**Subject: QUARANTINE LEAVE**

**I. PURPOSE**

The purpose of this policy is to make a form of leave available for use due to a public health emergency, or pandemic. These emergencies shall be identified and designated by the Office of the City Manager, the State of New Mexico, and/or the Federal Government and include, but not be limited to, incidents involving concerns with public safety and health.

**II. OBJECTIVE**

The intent of this policy is to minimize the negative impact to employees who have been tested positive, or have had exposure, and have a need to be quarantined due to a public health emergency, or pandemic.

**III. POLICY**

- A. Department Directors shall submit a contingency plan for their operations during these emergencies or incidents for the review and approval of the Executive Director, or designee.
- B. Employees shall follow guidelines and recommendations issued for any incident which may include, but not be limited to, guidelines regarding social gathering, mass gathering, business and/or personal travel, self-isolation, or quarantine. These guidelines may be issued by a qualified medical professional or facility, or agencies such as the Centers for Disease Control, Department of Health, Occupational Safety and Health Administration, or other local, state, and federal agencies and as communicated by the Office of the City Manager.
- C. Upon designation of an emergency incident, the ASCMV may grant this form of leave for its employees determined to be eligible. This includes those employees that are not eligible to accrue, or have granted, any other forms of leave.
- D. The amount of leave granted may be based on the guidelines and recommendations issued for the emergency incident, take into consideration public health and safety, and may also consider operational needs. Hours paid will be based on the employees regularly scheduled hours of work, regardless of their category of employment, or probationary status.
- E. The Department Director, or designee, is responsible to submit a schedule of the regular hours worked by the employee.

- F. These hours will be paid at their regular rate of pay and in accordance with the Fair Labor Standards Act (FLSA).
- G. Proof of the need for this leave shall be required and submitted to the Human Resources Department for verification and documentation either prior to, or upon return to work.
- H. Employees that qualify for this leave may be required to submit a medical release to return to work, or other information and documentation to verify compliance with guidelines regarding length of quarantine, to the Human Resources Department prior to reporting back to work.
- I. If the employee has not followed the guidelines and recommendations as set forth, if abuse of this or other forms of leave are identified, or if the need for this leave cannot be verified, the employee will be required to use existing leave accruals, and/or leave without pay, for the period of time absent. In the case of leave without pay, applicable sections of the ASCMV Personnel Manual would be applied.
- J. If it is discovered that an employee has not followed these guidelines as issued or communicated, or if other ASCMV policies or work rules have been violated, discipline may be issued, up to and including termination.
- K. Employees who already have preapproved leave when the public health emergency, or pandemic, is identified may not substitute this category of leave for the period absent. This category of leave may be used for time beyond the leave that was preapproved, if the need for quarantine can be verified.
- L. Exceptions to this policy may be made under extraordinary circumstances upon recommendation of the Department Director, the Human Resources Director, or their designees.

#### **IV. PROCEDURE**

Employees will be notified of the availability of this category of leave via communications distributed in accordance with the contingency plan established by their Department Director, or designee, and submitted to the Executive Director. These communications may be made electronically and/or verbally, in person, by telephone, or email.

**Subject: EXTRAORDINARY LEAVE**

**I. PURPOSE**

The purpose of this policy is to make a form of leave available for use based on extraordinary, crisis, or emergency incidents. These incidents shall be identified and designated by the Office of the City Manager, the State of New Mexico, and/or the Federal Government and include, but not be limited to, incidents involving concerns with public safety and health.

**II. OBJECTIVE**

The objective is to minimize the negative impact to employees who may be determined non-essential for a period of time, not required to report to work, or not eligible for a remote work assignment, based on extraordinary, crisis, or emergency incidents.

**III. POLICY**

- A. Department Directors shall submit a contingency plan for their operations during these incidents for the review and approval of the Executive Director, or designee. These contingency plans will designate those employees, or positions, determined to be essential, or non-essential, to the necessary daily operations of the ASCMV.
- B. Upon designation of an incident, the ASCMV may grant up to fifteen (15) days of leave for its employees. These days will be based on their regularly scheduled hours of work, regardless of their category of employment, or probationary status. This includes those employees that are not eligible to accrue, or have granted, any other forms of leave.
- C. The Department Director, or designee, is required to submit a schedule of the regular hours worked by the employee.
- D. These hours will be paid at their regular rate of pay and in accordance with the Fair Labor Standards Act (FLSA).
- E. The nature of the incident may designate certain populations to be at-risk. These populations may include, but not be limited to, children, older adults, and those with pre-existing medical conditions or otherwise compromised immune systems. There may be a need for these qualifying employees to stay home for their own health and wellbeing, or the health and wellbeing of an immediate family member considered at-risk.

Immediate family shall be defined as a spouse, minor child or stepchild (dependent), an individual for which the employee is a court appointed legal guardian, or domestic partner and their minor children. Proof of an at-risk designation may be required and submitted to the Human Resources Department for review and determination.

- F. Employees required to work must remain in service, unless determined to be at-risk as identified in section III.E, above. These employees will be paid at their regular rate of pay and in accordance with the FLSA regulations. They may be subject to alternate, flexible, or compressed work schedules and extended hours as deemed necessary by the Department Director, or designee.
- G. Employees may be permitted the use of this leave, up to the available limit, in lieu of other available leave accruals, for leave requested and preapproved after the declaration of an emergency incident has been announced.
- H. Employees who already have preapproved leave when an incident is identified may not substitute this category of leave for the period of closure. This category of leave may be used for time beyond the leave that was preapproved.
- I. Exceptions to this policy may be made under extraordinary circumstances upon recommendation of the Department Director, the Human Resources Director, or their designees.

#### **IV. PROCEDURES**

Employees will be notified of the availability of this category of leave via communications distributed in accordance with the contingency plan established by their Department Director, or designee, and submitted to the Executive Director. These communications may be made electronically and/or verbally, in person, by telephone, or email.

**Subject: REMOTE WORK**

**I. PURPOSE**

The purpose of this policy is to provide remote work (work from home) assignments during periods of time designated as extraordinary, crisis, or emergency incidents. These incidents shall be identified and designated by the Office of the City Manager, the State of New Mexico, and/or the Federal Government and include, but not be limited to incidents involving concerns with public safety and health.

**II. OBJECTIVE**

The objective is to provide continuity of operations by designating the ability for remote work (work from home) assignments based on extraordinary, crisis, or emergency incidents.

**III. POLICY**

- A. Department Directors shall submit a contingency plan for their operations during these incidents for the review and approval of the Executive Director, or designee. These contingency plans will designate those employees, or positions, determined to be essential, or non-essential, to the necessary daily operations of the ASCMV.
- B. As part of the contingency plan, Department Directors, or their designee, may identify and recommend that certain employees, or positions, be eligible to work from home. Recommendations shall consider operational needs, public safety and health. Other items of consideration may be used and included in the justification provided for a remote work assignment.
- C. The assignment to work remotely is considered a management option to provide continued operations and limit employee exposure to the identified risk. These assignments are not considered an employee right, or benefit, and do not change the employee's terms or conditions of employment.
- D. The nature of the incident may designate certain populations to be at-risk. These populations may include, but not be limited to, children, older adults, and those with pre-existing medical conditions or otherwise compromised immune systems. There may be a need for these qualifying employees to stay home for their own health and wellbeing, or the health and wellbeing of an immediate family member considered at-risk. Immediate family shall be defined as a spouse, minor child or stepchild (dependent), an individual for which the employee is a court appointed legal guardian, or domestic partner and their minor children.

- E. Proof of an at-risk designation may be required and submitted to the Human Resources Department for review and determination.
- F. Job responsibilities, standards of performance, and the requirements to adhere to established policies and procedures remain the same as when the employee is reporting to their normal workstation, or location.
- G. This assignment may be evaluated on an ongoing basis to ensure performance goals and expectations are being met during the critical incident identified.

#### IV. GENERAL GUIDELINES

- A. The expectation for those performing in these assignments is that the employee will effectively accomplish their regular job duties. Employees identified as eligible for remote work assignments shall adhere to the following:
  - 1. remain available during the established work schedule;
  - 2. report in with their designated supervisor on a regular recurring basis at the times, and using methods, established by the supervisor and as needed;
  - 3. if the position is non-exempt (paid on an hourly basis), the employee is required to request approval from their supervisor in advance of working hours in excess of their established schedule;
  - 4. request use of leave in accordance with the ASCMV Policies and Procedures Manual for time they are not available to work within their established schedule;
  - 5. maintain accurate records of time worked and submit those records in accordance with established policies and procedures, or as otherwise directed;
  - 6. maintain security and confidentiality of all records and information as required;
  - 7. immediately report any issues related to technology access, equipment failures, or service interruptions that impact their ability to perform their duties;
  - 8. maintain a safe working environment and report any injuries sustained while performing work during their established schedule in accordance with the policies and procedures outlined in the ASCMV Policies and Procedures Manual.
- B. A remote work assignment is not intended it be indefinite and shall end when the incident requiring the need for a remote work assignment is over.
- C. The assignment may also end at the discretion of the Department Director, Executive Director, or their designee.

#### V. PROCEDURES

- A. Employees will be notified of a remote work assignment via communications distributed in accordance with the contingency plan established by their Department Director, or designee, and submitted to the Executive Director. These communications may be made electronically and/or verbally, in person, by telephone, or email.
- B. Department Directors, or their designee, shall maintain a record of any equipment required to be issued to the employee for the remote work assignment.
- C. A remote work assignment agreement will be required to be signed, or otherwise acknowledged if events prevent signature, by the employee and Department Director, or

Director's designee and will be made a part of the employee's official personnel file in the Human Resources Department.

- D. The appropriate personnel actions will be generated placing employees in remote assignments and removing them from remote assignments.

## MEMORANDUM

**To:**

**From:**

**Date:**

**Subject:** Remote Work Assignment

In accordance with CMP 1.23, you are being placed in a remote work assignment. The expectation for those performing in these assignments is that the employee will effectively accomplish their regular job duties. Employees identified as eligible for remote work assignments shall adhere to the following:

1. remain available during the established work schedule;
2. report in with their designated supervisor on a regular recurring basis at the times, and using methods, established by the supervisor and as needed;
3. if the position is non-exempt (paid on an hourly basis), the employee is required to request approval from their supervisor in advance of working hours in excess of their established schedule;
4. request use of leave in accordance with the ASCMV Policies and Procedures Manual for time they are not available to work within their established schedule;
5. maintain accurate records of time worked and submit those records in accordance with established policies and procedures, or as otherwise directed;
6. maintain security and confidentiality of all records and information as required;
7. immediately report any issues related to technology access, equipment failures, or service interruptions that impact their ability to perform their duties;
8. maintain a safe working environment and report any injuries sustained while performing work during their established schedule in accordance with the policies and procedures outlined in the ASCMV Policies and Procedures Manual.

A remote work assignment is not intended to be indefinite and shall end when the incident requiring the need for a remote work assignment is over. The assignment may also end at the discretion of the Executive Director, or their designee.



If you have questions, or require additional information, please let me know. During the emergency incident identified, I may be reached by phone at xxxxxxx, via email at xxxxxx.

By signing below, or acknowledging receipt of this assignment via email communication, you accept this temporary work assignment.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee  
Signature



**P.O. Box 1237  
Las Cruces, NM 88004  
575-636-7686**

## **March 2020 Reports- Animal Welfare Groups**

### **2 Hearts 4 Paws:**

35 dogs @ refuge, 7 available for adoption

### **ACTion Programs for Animals:**

January intake: 12

January adoptions: 13

January transfers: 0

February intake: 15

February adoptions: 52

February transfers: 32

## **ACTion Programs for Animals continued:**

Jan. & Feb. micro-chips (APA animals): 65

Jan. & Feb. micro-chips (public animals): 33

## **Broken Promises SW:**

February adoptions: 9

see report for 2019 stats (board packet Feb. 27)

## **Cats' Meow:**

January adoptions: 9

February adoptions: 18

2019 adoptions from facility: 124

2019 transports: 70 transports w/8-20 felines per transport

**Cherished K-9's All Breed Rescue:** see report for 2019 stats (board packet Jan.30)

## **Humane Society of Southern NM: Jan.1-March 13**

Adoptions: 3/cats, 5/dogs

Pet Help Line Calls: 90-120 a month answered & assisted

Humane Ed.: 56 sessions

Cans 4 Critters: \$9,840 w/205 animals helped (2012-YTD)

Micro-Chips: 9,800 (since 2014)

## **Spay-Neuter Action Program- Jan.1-Feb.29**

S-N Vouchers Issued: 463

Dogs Vouchers: 245

Cats Vouchers: 139

Dogs Vouchers Issued for the PNH Mobile Clinic: 47

Cats Vouchers Issued for the PNH Mobile Clinic: 32