



# ANIMAL SERVICE CENTER OF THE MESILLA VALLEY

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

### 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 11<sup>th</sup>, 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 14<sup>th</sup>, 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**

- a. Resolution 2018-01: Disposition of a Dutch Motor Home, 1999 Ford Taurus and 2010 Dodge Ram
- 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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1 **ANIMAL SERVICE CENTER OF MESILLA VALLEY**

2  
3 **December 14, 2017 at 9:00 a.m.**

4  
5  
6 **BOARD MEMBERS PRESENT:**

7 Jess C. Williams - Chairman  
8 Jack Eakman - Board Member  
9 Kasandra Gandara - Vice Chair  
10 Billy Garrett - Board Member  
11 Gregory Z. Smith - Board Member  
12 David Dollahon - Ex-Officio Member

13  
14 **BOARD MEMBERS NOT PRESENT:**

15 John L. Vasquez - Board Member

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

18  
19 Williams: Good morning. Today is December 14th. It is 9:00 a.m. We are gathered  
20 here in City Council chambers for the regular meeting of the Board of  
21 Directors of the Animal Service Center of the Mesilla Valley and I am  
22 suffering through a rather incredibly thrown-out bad back so I am not  
23 going to rise for the Pledge, but we are going to start with the Pledge of  
24 Allegiance. Board Member Smith.

25  
26 ALL STAND FOR PLEDGE OF ALLEGIANCE.

27  
28 Williams: Thank you very much.

29  
30 **II. Roll Call of ASCMV Board Members and Determination of Quorum**

31  
32 Williams: And that brings us to the roll call of the Board Members and determination  
33 of a quorum. Ms. Baum.

34  
35 Baum: Board Member Dollahon.

36  
37 Dollahon: Here.

38  
39 Baum: Board Member Vasquez is absent. Board Member Eakman.

40  
41 Eakman: Here.

42  
43 Baum: Board Member Garrett.

44  
45 Garrett: Here.

1 Baum: Board Member Smith.

2

3 Smith: Here.

4

5 Baum: Board Member Gandara.

6

7 Gandara: Here.

8

9 Baum: Chairman Williams.

10

11 Williams: I'm here.

12

13 **III. Changes to Agenda and Approval of Agenda**

14

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

21

22 Smith: So moved.

23

24 Eakman: Second.

25

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

28

29 Baum: Board Member Eakman.

30

31 Eakman: Yes.

32

33 Baum: Board Member Garrett.

34

35 Garrett: Yes.

36

37 Baum: Board Member Smith.

38

39 Smith: Yes.

40

41 Baum: Board Member Gandara.

42

43 Gandara: Yes.

44

45 Baum: Chairman Williams.

46

1 Williams: Yes. And I just point out that Board Member Vasquez is absent because  
2 he's in Santa Fe for the multi-line pool meeting on behalf of the County.  
3

4 **IV. Introductions**

5  
6 **A. Pet of the Month - Introduction by Clint Thacker**  
7

8 Williams: That brings us to item four, introductions and we begin with the Pet of the  
9 Month. Mr. Thacker. And by the way Mr. Thacker, welcome to your first  
10 meeting of the Board of Directors.  
11

12 Thacker: Thank you. I kind of like walking into a room right now. Everybody claps.  
13 It might be different after a few months, but I appreciate that. Thank you  
14 very very much. Happy to be here.  
15

16 Dollahon: Hey Clint. There's a toggle switch under your right hand. You can raise  
17 that up so you don't have to feel like you're stretching.  
18

19 Williams: If you come to the County building, we're not that fancy.  
20

21 Thacker: Okay. That's fun. All right. Again, Pet of the Month for today is King.  
22 King's been here since October at the Animal Shelter. He came to us with  
23 some sad circumstances. The owners had issues among themselves  
24 involving a knife and a stabbing so he came to us. We were able to get  
25 him better and then he was in a foster to adopt situation, the people  
26 brought him back to get sterilized but never picked him up. So King would  
27 love a home with anybody here, including those watching.  
28

29 Williams: Thank you very much.  
30

31 Garrett: Mr. Chair.  
32

33 Williams: Board Member Garrett.  
34

35 Garrett: Just a question. How big is King?  
36

37 Thacker: I would classify him as a large dog, probably, what do you think, Bernice,  
38 like 70?  
39

40 Garrett: Okay.  
41

42 Thacker: 65 to 70 pounds.  
43

44 Garrett: Hard to tell from the photo so.  
45

1 Thacker: He's a pocket, he's just little, he's whatever you want him to be  
2 Commissioner, I'll tell you.

3  
4 Garrett: Got it.

5  
6 Williams: Thank you very much. I hope that King finds his forever home soon. Will  
7 he be featured at one of our offsite pet adoption events this Saturday?  
8

9 Thacker: Yes. He will.

10  
11 Williams: Great.

12  
13 **B. ASCMV Employees - Introduction by Clint Thacker**

14  
15 Williams: That brings us to the Employee of the Month. Mr. Thacker.

16  
17 Thacker: So this was not hard for me to decide who was going to be recognized  
18 today, and that is Bernice and Paul. They did an incredible job the past  
19 three or four months since Dr. Beth left. They have contacted new rescue  
20 organizations, they've almost doubled the amount of rescues that work  
21 with us and take animals out, doubled the amount of animals leaving the  
22 shelter via rescues, utilized the local and regional area rescue agencies as  
23 well. They've also brought a lot of things to the forefront for the Board to  
24 notice and to be aware of. So I just want to congratulate them and thank  
25 them for an incredible job that they've done in the absence of an Executive  
26 Director.  
27

28 Williams: And of course everybody up here feels exactly the same way. Thank you  
29 so much Bernice and Paul, wherever you are. We appreciate, is he  
30 holding down the fort?  
31

32 Thacker: He is holding down the fort, yes.

33  
34 Williams: Okay. Great.

35  
36 **C. ASCMV Volunteers - Introduction by Clint Thacker**

37  
38 Williams: That brings us to our Volunteer of the Month. Bernice.

39  
40 Navarro: Good morning.

41  
42 Williams: Morning.

43  
44 Navarro: This week we're not recognizing one individual volunteer. Again, we are  
45 recognizing all of our volunteers. We do have a special video. This is a  
46 video that our Volunteer Coordinator, Dominique, she put together just

1 before Thanksgiving as a thank-you to all of the volunteers who so  
2 selflessly give of their time day after day after day. We just couldn't hold  
3 up everything at the shelter without them. So this is dedicated to all of  
4 them.

5  
6 BERNICE NAVARRO SHOWED THE VIDEO.

7  
8 Williams: I particularly enjoyed the blooper reel.

9  
10 Navarro: We had quite a few.

11  
12 Williams: That was a lot of fun. Thank you Bernice.

13  
14 Eakman: Mr. Chair. May I ask a question?

15  
16 Williams: Board Member Eakman. By all means.

17  
18 Eakman: I am most impressed by the Facebook postings and I'm wondering how  
19 that gets accomplished at the Animal Service, do you have one person  
20 designated to do the Facebook postings?

21  
22 Navarro: Dominique and Paul I believe are the ones who have been doing most of  
23 the posting on there, and then we also have our advertising that they also  
24 do some of the posting that's on there too. And then through, I believe it's  
25 the Dog'Cruces efforts where they post the found animals, so there's a few  
26 people that are involved. But the ones from the shelter that's out from  
27 there are usually Paul and Dominique.

28  
29 Eakman: I think it's just terrific and it'd be wonderful if we could even increase the  
30 amount of people following that. Thank you.

31  
32 Navarro: Thank you.

33  
34 Williams: Thank you Board Member Eakman. Any further Board comments?  
35 Seeing none.

36  
37 **V. Minutes**

38  
39 **A. Approval of the Minutes from the regular ASCMV Board Meeting held**  
40 **November 9, 2017**

41  
42 Williams: We'll move on to the approval of the minutes and if there's no objection I  
43 would entertain a motion to approve the regular minutes of the board  
44 meeting of November 9th as well as the minutes of the special meeting of  
45 November 21st in one motion please.

1 Smith: So moved.  
2  
3 Gandara: Second.  
4  
5 Williams: I have a motion by Board Member Smith, a second by Vice-Chair  
6 Gandara. Any discussion? Seeing none, Ms. Baum would you please  
7 poll the Board?  
8  
9 Baum: Board Member Eakman.  
10  
11 Eakman: Yes.  
12  
13 Baum: Board Member Garrett.  
14  
15 Garrett: Yes.  
16  
17 Baum: Board Member Smith.  
18  
19 Smith: Yes.  
20  
21 Baum: Board Member Gandara.  
22  
23 Gandara: Yes.  
24  
25 Baum: Chairman Williams.  
26  
27 Williams: Yes.  
28  
29 **VI. Reports/Presentations**  
30  
31 **A. Shelter Activities - Clint Thacker**  
32  
33 Williams: And that brings us to item six which is reports and presentations. We  
34 begin with the shelter activities. Mr. Thacker.  
35  
36 Thacker: Thank you again. So Board Members, please bear with me as we go  
37 through this. This is my first time. So as you know we are two months  
38 behind for reporting. I don't mean that like us physically are behind the  
39 numbers, it's just that we report those numbers two months behind as that  
40 is the first time we can get a full month of solid numbers. So you can see  
41 the October of 2017 intake, a grand total of 468 for the City of Las Cruces  
42 and 429 for the County. How in-depth would you like me to go on these?  
43  
44 Williams: Mr. Thacker, knock yourself out.  
45

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

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

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

32  
33 Garrett: Mr. Chair.

34  
35 Williams: Board Member Garrett.

36  
37 Garrett: Mr. Thacker, relative to the licensing one of the things that I would suggest  
38 that you do is to reach out to some people who have tried to renew and  
39 find out how it works or doesn't work.

40  
41 Thacker: Okay.

42  
43 Garrett: I think we need to check to see what actually is going on in terms of using  
44 PetData. I'll just say my impression is that when people call them it's  
45 actually something that they're helpful but that simply getting the

1 information in the mail has been very confusing. I've heard that from a  
2 number of people.  
3

4 Thacker: Okay. Thank you very much.  
5

6 Williams: And I would just follow up on that. Toby's had some issues lately and  
7 we've been at the vet's office a lot, and one day last week when we were  
8 at the vet's office a lady came in with her dog and the piece of paper that  
9 said she needed to renew her license and tried to do it at the vet's office.  
10 And they said, "You can't do that here." And so I was able to tell her what  
11 she needed to do, but we probably need to on the paperwork make sure  
12 that it says, "You can go online to this place or you can go to the shelter,"  
13 and that probably should be in bold, maybe even red print because there  
14 is some confusion out there.  
15

16 Thacker: Thank you Chair. Thank you.  
17

18 Williams: Thank you.  
19

20 Eakman: Mr. Chair, also.  
21

22 Williams: Board Member Eakman.  
23

24 Eakman: If I might. If I could repeat what I said about six months ago. If we're like  
25 an average community we'd have 60,000 companion animals in Dona Ana  
26 County. And so less than 8% are being licensed right now, less than 8%.  
27 And so I think finding the different issues is the key to this whole situation.  
28 Thank you.  
29

30 Williams: Board Member Eakman. If I could read between the lines it sounds like  
31 perhaps we should have a work session to discuss this issue and as Mr.  
32 Thacker said to look at what our options are and what the program is and  
33 what we want it to be or where we want to go with it.  
34

35 Dollahon: Mr. Chairman. If I may.  
36

37 Williams: Absolutely. Board Member Dollahon.  
38

39 Dollahon: This was a discussion item at the last City's Animal Care Task Force and I  
40 was fortunate to go to the International City/County Managers meeting in  
41 San Antonio and I met with Ann Campbell briefly, who is the  
42 representative for PetData for the Southwest region. And one of her  
43 suggestions was that we need to look at all options available for licensing  
44 opportunities, I think you all know that. One of her suggestions is looking  
45 at positive opportunities, is partnering with the veterinarians in the  
46 community to make that available to them. The other option is we

1 probably need to look at our respective ordinances that makes that a  
2 mandate, not that the veterinarians have to license the pet, that we make  
3 that an option for them to do it, but mandate that the data-sharing related  
4 to the rabies vaccine has to be shared with our licensing company or with  
5 the shelter and then we can produce, based on the ordinance we can  
6 produce a bill and make outreach because the veterinarian will have make  
7 and model of the animal, age, status, and rabies vaccine, and then  
8 PetData or the shelter could in theory send a bill and remind you that  
9 you're obligated to license your pet appropriately. And so we can use  
10 associations with the veterinarians to accomplish that on a multitude of  
11 fronts, either allow them to do it for us, and if they're not willing to do that  
12 we understand. They have a business to run. But work out a mechanism  
13 under the ordinance and facilitate them sharing the data with us by  
14 ordinance for the rabies so that we can make the outreach to the pet  
15 owner ourselves. And so there are clear opportunities. I've asked Ms.  
16 Campbell and I think I'm going to have to pass this off to Clint and initiate  
17 that phone call. She had a recommendation on a model ordinance related  
18 to the pet licensing component. I've made outreach to her twice but I'm  
19 going to let somebody else harass her to get the information back to us,  
20 and we'll gladly share those specifics with the Board and the City's Animal  
21 Care Task Force.

22  
23 Williams: Thank you Board Member Dollahon. That's very helpful. Board Member  
24 Eakman.

25  
26 Eakman: And if I might, yes. I think a work session on this, I love the fact that we're  
27 assuming that everyone wants to be compliant with the licensing. But I  
28 think we have to dig a little further into this, because human nature being  
29 what it is, I think we have more to do than that. Thank you so much.

30  
31 Williams: Thank you. Any further Board input? Bernice, would you put it on your to-  
32 do list to try and wrangle a time that we can all get together for a work  
33 session to discuss licensing? Thank you. Please proceed Mr. Thacker.

34  
35 Thacker: Thank you. So some of our preliminary numbers for November 2017 you'll  
36 see there: A little bit lower on the intake than October and euth rate and  
37 live release rate are looking to be about the same.

38 So again, volunteers really do a central role at our animal shelter.  
39 The incredible things that they do from everything from helping with the  
40 laundry to the big ones are the offsite adoptions. We don't have the staff  
41 to do things like that all the time so the huge hours they do there are very  
42 impressive to me, individuals that give up their, you know I can give you  
43 my money and I can donate all these things but time is something that is  
44 so precious to all of us. So for them to do that, to donate their time to us,  
45 is huge and I really appreciate that. So a total of 587 hours for our  
46 volunteers you can see distributed throughout different assignments there.

1                   So one thing recently that happened is we recarpeted the cat  
2 kennels in the cat rooms. It doesn't sound like a big thing but when you  
3 have to stretch out the carpet, you have to cut it to shape, you have to, it  
4 does take time for all of those cat cages there.

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

9  
10 Williams: I think Mr. Thacker that we should always assume that those of us in this  
11 room know what that is but we should also be mindful of the fact that this  
12 is being broadcast out ...

13  
14 Thacker: Correct.

15  
16 Williams: To the public and there may be people tuning in for the first time and even  
17 though it may be a bit redundant for us, it might be a good idea to go  
18 ahead and explain what the foster to adopt program is.

19  
20 Thacker: Thank you. So in an effort to get animals out of the shelter as fast as we  
21 can and healthy as we can, we have a program called foster to adopt.  
22 What that is, is somebody can come in and they can get an animal, they  
23 can adopt the animal from the shelter. However it's not yet sterilized so  
24 we can't basically sell it to you, so we do a foster program. So the animal  
25 comes into your home, becomes part of your family essentially, and then  
26 when it's old enough or we have the time to sterilize it, a sterilization is  
27 made, appointment at our shelter. You bring the animal back and once it's  
28 sterilized that same day, then we fulfill the actual adoption paperwork so  
29 it's your animal and you're not fostering a shelter animal at that time.

30  
31 Williams: Thank you very much. Appreciate that clarification.

32  
33 Gandara: Chair Williams, if I may.

34  
35 Williams: Vice-Chair Gandara please.

36  
37 Gandara: Mr. Thacker. Thank you so much for that explanation. As most of you  
38 know, I come from the child welfare arena and foster-adopt programs are  
39 essential to making really any program in particular, child welfare, work,  
40 you know. I would be interested in knowing, what would be helpful is the  
41 prior numbers, what you had last month to this month, and maybe a  
42 quarterly number because I know that number has increased  
43 tremendously since you had your Volunteer Coordinator. So those  
44 numbers would be for me very helpful so that we can see just how well  
45 you're doing. Because if I remember correctly, last month they were not  
46 38 families that you had. It was, in the last three months they've been

1 slowly increasing and I know that has to do with your staff and in particular  
2 the Volunteer ...

3  
4 Thacker: Yes.

5  
6 Gandara: Coordinator. Thank you.

7  
8 Thacker: Okay. Yeah. We can follow that. Thank you very much.

9  
10 Williams: Thank you Vice-Chair Gandara.

11  
12 Thacker: Okay. Bernice, what's the next one?

13  
14 **B. Educational Initiatives-Spay/Neuter Initiatives - Clint Thacker**

15  
16 Thacker: As you can tell, I'm relying on Bernice and Paul quite a bit still.

17  
18 Williams: Yeah, very wise, Board Member Eakman says.

19  
20 Thacker: So in November 2017 we were able to compile a grand total of the number  
21 of individuals that visited the shelter for various reasons. So the grand  
22 total's there, and broken down we see the adoption side of our shelter was  
23 almost 2,000 individuals walked through the doors in November and the  
24 number-one reason why they put is just looking around, see what they  
25 have. And we like that because that is a possibility to adopt, is what that  
26 is. And my assumption is that many of those "just lookings" did turn into  
27 adoptions.

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

42 Some of the things we continue to do and it works really well are  
43 the radio stations. Dominique goes out, our Volunteer Coordinator, and  
44 does those spots. We have our advertising campaign which I met with  
45 yesterday and talking with her. It was a good meeting and I hope to  
46 continue that good resource. Magazines, classifieds, it's just the actual,

1 the middle school interview, they compiled a video of it and it was a good  
2 video to watch. They came in and interviewed our staff and just asked  
3 questions of the hardest part of the job, the most fun part of the job, so it  
4 was good to see them interact with our staff. And that was their school  
5 program that they did.

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

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

23  
24 Williams: Board Member Gandara.

25  
26 Gandara: Chairman Williams.

27  
28 Williams: Vice-Chair, I'm sorry.

29  
30 Gandara: That's okay. Thank you. Mr. Thacker, just to move back because it's  
31 weighing on me now that I didn't ask it, is how do you collect the  
32 information about people coming into the shelter? Is that through a survey  
33 that they take at the end?

34  
35 Thacker: It's a sign-in sheet.

36  
37 Gandara: Sign-in sheet.

38  
39 Thacker: Yeah. Every individual signs in and states the reason why they're there.

40  
41 Gandara: So I know Kelly Barker has always said that there's opportunity there and  
42 you mentioned with all those folks, right. Every time that someone comes  
43 to the shelter there's an opportunity for many things, one for volunteerism,  
44 foster-adopt, those things. And I'm wondering, that thousand number is  
45 really, it's "We're just looking," right. But I wonder if we could either  
46 engage those individuals because sometimes some of those individuals

1 might want to do a little more because someone has actually had a face-  
2 to-face interview with them. And so I'm hoping that we could, through the  
3 volunteers and the staff, sort of work through that, sift through that number  
4 a little more because every time there's an opportunity. So it has to be,  
5 she talked about it, like you're a business, right. And this business is  
6 ensuring that animals are cared for or that we get these animals out, and  
7 maybe that helps reduce the intake number as well, I'm not sure. But I'd  
8 like to see a little more around, not just through that, and I know because  
9 I've been there. I've been one of those that has come to look for a lost  
10 animal, but having a little more one-on-one, face-to-face conversation with  
11 these folks may at the end get you a little more in terms of ...  
12

13 Thacker: Yeah.

14  
15 Gandara: Either volunteers or adoption, fostering, that kind of thing. So I don't know  
16 ...  
17

18 Thacker: Yeah, I agree, and it's just as simple as adding a box on there that says,  
19 "Would you like to be contacted for volunteer purposes or contacted," and  
20 if they mark "Yes" then provide a phone number or an e-mail. I mean it  
21 could be that simple, and then our Volunteer Coordinator can follow-up on  
22 that.  
23

24 Gandara: Yeah. Okay. Thank you.

25  
26 Thacker: Yeah.  
27

28 Gandara: Thank you.

29  
30 Thacker: Thank you.  
31

32 Williams: Thank you Vice-Chair, thank you Mr. Thacker. Please continue.  
33

34 Thacker: So in total for all the reasons why we do the surgery, 325 were sterilized.  
35 We are again, as a management team, looking at increasing those  
36 numbers. December is going to be an impressive month when we get  
37 those numbers as well because we have almost every day filled with, that  
38 we do surgeries four days a week so all four days in a week are filled with  
39 surgeries and veterinarian. So it's going to be impressive to see the  
40 number there. I do want to increase those numbers. It's just a matter of  
41 how. And so we're going to discuss those as a management team as well.  
42 What I would ultimately love to do is get rid of the foster to adopt program,  
43 so all the animals in the shelter, when they're sterilized, would be able to  
44 leave that day, that time, and we wouldn't have to have them come back.  
45 Don't get me wrong, I think the program works great but to be able to be  
46 caught up on our animals that are adoptable and they're all sterilized, that

1 would be a huge accomplishment as well. There is some other surgeries  
2 that our veterinarians have performed. They're the cryptorchid, pregnant,  
3 prolapse, and the hernia repair that they've done in November as well.

4 These are some guys and gals.

5  
6 Williams: Any questions from the Board? Please proceed.

7  
8 Thacker: Okay. Bernice is it my turn now? Okay. So I prepared a little  
9 presentation for you. I don't know which one it is though. Here we go.  
10 Now I prepared this after I heard about there's certain requirements that I  
11 needed to do to have the presentation, for instance the blue color and the  
12 size, the font, and all that. So please bear with me as we go through this.  
13 So what it is, I made a presentation of fresh eyes being seen by me  
14 coming in. First thing that we did the Thursday I came in was make some  
15 priorities from the Manager's point of view, the Director's point of view, and  
16 also some of the staff's point of view because they had some input on it as  
17 well.

18 So the very first priority that we see needs to be done is we need to  
19 fill our vacancies for staffing. We are currently 13 vacant positions. That  
20 is a mixture of full-time and part-time. The Assistant Kennel Supervisor is  
21 a critical role that we need to get filled, as this is the individual that would  
22 allow Paul to free up his time to work with more, any supervising as well  
23 as, so the Animal Kennel Supervisor is the one that's going to be over the  
24 caregivers and the shelter techs and Paul is going to be over him, but be  
25 able to focus more on new programs, new cleaning protocols, working  
26 with me on new and different ways, work with rescues. I mean just a huge  
27 merit of things that he would free up his time to be able to do that he has  
28 not been able to do because he's had the Director position and also  
29 because he's had to supervise the staff as well, the kennel staff. Records  
30 Clerk, Bernice came to me and told me, she says, "I think I can continue to  
31 do that. We don't need to fill that position." So that was great on her part.  
32 We currently have no maintenance worker at the shelter and it's showing.  
33 There are floors that are being peeled up, there's cabinetry that is falling  
34 apart. I watched one staff member yesterday grab a cabinet to open it  
35 and the top part fell off. I'm like, "Oh. That's something we need to get  
36 fixed." And then I saw later in the day another employee carrying around  
37 that same part. So obviously it's a problem that just hasn't been fixed.  
38 Two vet assistants is another part that needs to be done. Currently we  
39 have temp workers from a temp agency that have no experience in a vet  
40 practice are filling those positions, and they're sporadic when they do  
41 come and sometimes we have to call new ones in which need to be  
42 retrained, and it's just a huge undertaking. We are two animal caregivers  
43 and an animal care tech down, so that's three people working in the  
44 kennels, and these are full-time positions. And then our new position of  
45 the Medical Director, that is an addition that wasn't on the books before  
46 and that position has actually been posted and is on right now. We've

1 posted it on the AVMA website, on the Society of Animal Welfare  
2 Administrators website, and on the National Animal Care and Control  
3 Association website, and on NEO.gov so hope to get that filled as soon as  
4 possible. Bernice has been tasked with getting these positions on  
5 NEO.gov and posted by the end of the week. So that is tomorrow.  
6 Hopefully we'll be able to see at least an approval on my side to be able to  
7 approve those positions to go on there. So that is upcoming as well. So  
8 just a little comparison, the three are being filled with temp agencies and it  
9 runs us around \$1,800 to \$2,600 a week for those individuals. Staffing for  
10 those same would be about \$1,400 to \$1,800 for that. So you see it would  
11 be a large savings to have those positions filled with regular staff. Another  
12 problem being so low-staffed is when somebody calls in sick, that leaves  
13 us at such a critical level that we have to call in a temp agency and that  
14 individual has to be trained, again on how to use things. And also what  
15 they can do is so limited because of the no experience that they have.  
16 And then we have four part-time positions that are currently not being filled  
17 that need to be filled: Office assistants, caregiver, and then the animal  
18 groomer, we have some incredible volunteers that want to and have been  
19 doing our grooming so we are not going to be filling that animal grooming  
20 position.

21  
22 Garrett: Mr. Chair.

23  
24 Williams: Board Member Garrett.

25  
26 Garrett: Thank you. Mr. Thacker. As you're, I appreciate the fact that you're  
27 looking at the vacant positions. It's been something I've been concerned  
28 with and what I would like to ask is that you take a look at and identify  
29 those positions where we tend to have turnover and then how long it takes  
30 to fill a position once somebody leaves. My impression is that there are  
31 some positions where there is a relatively high turnover and it does take a  
32 significant amount of time to get somebody on. And then if that's the case,  
33 I'd like to ask for you to look at some creative ways of dealing with that.  
34 And one thing that comes to mind is that perhaps what we need to do is to  
35 approve one or two additional positions that are simply in recognition of  
36 the fact that we do have turnover. And so it's really about the fact that we  
37 need all these positions filled on a full-time basis but perhaps it could be a  
38 position that's a lower-graded position, but that if somebody leaves we've  
39 already got somebody on staff who've been learning things and they could  
40 be potentially moved up more quickly. So maybe it's a matter of looking at  
41 both how individuals can have a career and can move up in the  
42 organization as well as then how we deal with the functioning of the  
43 shelter.

44  
45 Thacker: Thank you.  
46

1 Garrett: I just want you to know that we're open to entertaining a range of options  
2 in terms ...  
3  
4 Thacker: Yes.  
5  
6 Garrett: Of how to deal with this.  
7  
8 Thacker: Yeah. Currently we have a, in the shelter position there's an animal  
9 caregiver and there's an animal shelter technician I believe they're, and  
10 one is classified higher as the other. So you're right. We can hire into  
11 let's say the animal caregiver, the lower position, so we can hire into that  
12 and if a tech position fills, we can fill it up automatically and the priority for  
13 those, yes. I understand what you're saying. We'll continue to look at  
14 that. Thank you.  
15  
16 Williams: Board Member Dollahon.  
17  
18 Dollahon: Mr. Chairman, Board Member Garrett and other Board Members. One of  
19 the things that we do as a standard City practice is, and this is something  
20 that we should be with our Human Resources Office working with Clint is  
21 to identify succession planning opportunities within the organization. The  
22 Shelter Director can develop that policy and procedure specific to himself,  
23 specific to the operations, and then we can share that with our Human  
24 Resources Office, and then that becomes an automatic natural practice  
25 that he can implement in that succession planning effort and he can  
26 automatically, so say animal caregiver is an entry-level position and the  
27 technician is the next highest level based on experience, they  
28 automatically get promoted through time. We do it with our entry-level  
29 engineers and the like. So we can help define that process and then  
30 make that a standard practice with relative ease. And so that is something  
31 that we need to sit down with him with our Human Resources Office, and  
32 we have some examples he can use from within the organization. And it  
33 just makes it natural practice to do that. The other thing that happens is  
34 as you promote somebody to the next level, if a higher-level position gets  
35 vacated, the question is, and he has to decide as Director, "Do I leave it  
36 and fill it at that position, or does it revert to a lower-level, entry-level  
37 position?" And that's part of the balance that Clint's going to have to figure  
38 out as we work through this. But that is easily accomplished and I wanted  
39 you to know that.  
40  
41 Williams: I see heads nodding up here on the dais, so Mr. Thacker I think you have  
42 a consensus to proceed with that. Board Member Garrett.  
43  
44 Thacker: Thank you.  
45

1 Garrett: Thank you. And I appreciate the idea of succession planning. What I  
2 often don't hear is how that's linked with vacancy issues and how to really  
3 fill that, and what other kinds of things might need to be done with that at  
4 the point of having a higher-graded position that becomes vacant and you  
5 have some other people who are sort of in the chain so to speak. Well  
6 part of the question is in addition to just experience on the job, what other  
7 training opportunities have they had in order to be ready to step up to  
8 higher-graded positions. And so I would see that there would be a more  
9 comprehensive look at this. I just think this is a way of both strengthening  
10 our staff and recognizing them, and at the same time dealing with an  
11 operational issue which has to do with vacancies. So I appreciate the  
12 offer from Mr. Dollahon. I think that that's a good point.  
13  
14 Thacker: Thank you.  
15  
16 Garrett: Thank you.  
17  
18 Williams: Thank you Board Member Garrett. Please proceed, Mr. Thacker.  
19  
20 Thacker: Okay. So our next priority that we have on here is population and this is a  
21 touchy subject because as you know, we need to figure out what is going  
22 to be best for the shelter as far as population-wise. Is it a hard number  
23 that we have and we say we don't want to get, right at that number? Is it a  
24 range that says we can handle effectively this span of animals? So it's  
25 hard because if you have, and I know that Paul already touched on this in  
26 previous presentations with you so I won't go on too long, but a dog with  
27 puppies can fill up, or can be anywhere from two to six animals in one  
28 kennel whereas you can fit three large dogs in a kennel or two large dogs  
29 in a kennel. So you can see how that range varies greatly. So we need to  
30 understand that. However I personally believe right now we are  
31 overcrowded. A walk into the shelter, it really is an assault on those  
32 senses, sight, sound, and smell of things going on. Some things that we  
33 are working on to get animals out of there quickly, immediately we're  
34 working on is photography. We now take a picture of the animal upon  
35 intake. That picture is put onto our PetData program at the shelter, and  
36 we're able to attach that and can blast it all over the internet and people  
37 can look for lost animals and so on. We also have individuals, volunteers  
38 coming in taking pictures of adoptable animals. One thing we are going to  
39 be working with is I've contacted the Shelter Art Foundation, who's a  
40 501(c)(3) and they come in and they train, they actually give you the digital  
41 equipment to be able to work with. I priced it out and it's around \$1,000  
42 for all the equipment needed: Background, the background holder, the  
43 speed light, all those things. So, and then we can have volunteers take  
44 high-quality "adopt" pictures with fun outfits on the dogs and the fun props  
45 and backdrops, post them on Facebook, and get a lot more interest on  
46 these animals and get our page "liked" I guess you could say a lot more.

1                   And then our inventory. I ran our inventory and it was, when I  
2 clicked up the detail, we had animals in there from 2008 and 2010 and  
3 when I went and spoke to the managers about it they said, "We are aware  
4 that our inventory is an issue in our shelter program." They said, "We've  
5 just not had the time and it's been a low priority to get it cleaned up." And  
6 what I mean by inventory is that when an animal comes in the shelter, it's  
7 logged into the software program and then it's supposed to be logged out  
8 when it leaves. Well, a lot of these animals were never logged out.  
9 They're not in the shelter. We don't have anything there from 2013 or '10,  
10 but in the system they're still there. So I've tasked our front office  
11 manager, Jennifer, who's done an amazing job so far, when I talked to her  
12 day before yesterday I believe it was, she'd got rid and found the records  
13 for 70 of those animals that have already left the shelter. So this is a  
14 process. Once we can finally get our inventory cleaned up to actual  
15 animals in the shelter, then we'll be able to give proper, if somebody asks,  
16 "How many animals do you have in the shelter?" we can give an actual  
17 number on that. We can provide lists to local rescues and say, "These are  
18 the breeds of the animals. These are the sizes. This is what we have."  
19 Because if we were to do that right now, they would get a list of animals  
20 that currently not in the shelter. So that's another priority for the  
21 population.

22                   The next one we're looking at is welcoming cleanliness. I don't  
23 know if that's really a word but that's what I marked it as, is welcoming  
24 cleanliness. The front area of the shelter, we have an issue of it not being  
25 cleaned. The lobbies have stained chairs. The floors are dirty, even more  
26 than an animal shelter front lobby should be. We have relayed this to the  
27 custodian, given two weeks to strip the floors, wax them, polish them.  
28 He's done the adoption side so far. That's helped out a lot. And he's  
29 going to be working on the reclaim side to get that done. We're also doing  
30 a Paint the Shelter Day. That's going to be this Saturday. We are painting  
31 the front lobbies and the break room. It's just, I know there's going to be a  
32 remodel. We have, Ace Hardware is giving us a discount, we're going to  
33 pay \$7.50 for a gallon of paint. I believe this is very much worth it, be able  
34 to invest the volunteers, being able to, and also employees are invited to  
35 come, just to give us something, a new look and a new breath. I told them  
36 that they could have fun and paint us dogs and cats and hearts and  
37 murals and enjoy the time there that they have, as it's kind of their day to  
38 be able to do it. Our community service is, I'm going to want them to be  
39 focused on landscaping. Right now, I'm always terrified when I turn out of  
40 the shelter because as I look down Bataan Memorial, I can't see oncoming  
41 traffic because this bush has grown over and I have to edge out a little bit  
42 more to see it. All of the bushes are grown over the sidewalk. There's  
43 weeds throughout. It's just something that again a building maintenance  
44 individual would've been in charge of but until we get that position filled  
45 our community service are going to be focusing on landscape duties while  
46 they're there.

1 Our next priority we want to focus on is that spay and neuter.  
2 Again, there's three types. There's foster to adopt, the shelter animals,  
3 and the public coming in as well. Those are the three areas that we want  
4 to focus with, and you see that magical three-letter thing there is TNR.  
5 We've got to figure out and get serious both on the County and the City  
6 side if we're going to do a TNR program. I know there is technically one  
7 now but it's not effective with the current ordinances that are in place. So  
8 some changes need to be done there and those are forthcoming as well.  
9 I've been in contact with the Best Friends Animal Society just last night, be  
10 able to return some phone calls and having some good conversations with  
11 them to get some assistance to help with that.

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

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

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

1 invested in what we're trying to do there and explain things is well worth it.  
2 So that's the opportunity for the training there.

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

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

1 with what they did and again I think it needs to be an outside source that  
2 comes in and does that.

3 So those are my fresh eyes on the situation. There's a lot of ideas  
4 in there of what we have. Again, a lot of it takes money of what we're  
5 looking at. We do have some ideas. We're going to be coming to the  
6 Financial Committee and talking to the Financial Committee about those  
7 things next Tuesday at our meeting and hopefully we'll be able to move  
8 forward on some of these ideas. So with that, are there any questions?  
9

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

11  
12 Garrett: Thank you. I really appreciate what you have done in the time that you've  
13 been here. I think this is a good step forward and I realize this sort of  
14 anticipates what you might be getting into in terms of some of the policies  
15 and so forth, but something I have been concerned about is the  
16 discretionary acceptance of animals when we have a potential crowded  
17 situation. And so one of your points had to do with looking at population  
18 and I realize that there are undoubtedly circumstances where it's prudent  
19 to accept the surrender of an animal, either through ACOs or through  
20 simply an owner bringing an animal in. But I would hope that you would  
21 look closely at what policies we have and it just doesn't make sense to me  
22 that if we have a problem in terms of being crowded that we are simply  
23 taking anything that comes in. And I would hope that there would be  
24 some thought given to how we can provide references and advice and  
25 things like that rather than accepting the responsibility. Because these are  
26 responsibilities, as far as I'm concerned, of the pet owner. And we're  
27 talking about if it gets surrendered to us then it becomes a public  
28 responsibility. And I think that's an important thing. I think the other point I  
29 would make is that because this is a public shelter I understand the fact  
30 that we are going to have a certain amount of euthanasia. We've never  
31 disputed that, at least I haven't. That said, we want to not have healthy  
32 and treatable animals euthanized, and that to me is the sort of critical  
33 distinction. So whether that is best reflected in the euthanasia rate with  
34 some caveats in terms of why animals are being euthanized, whether it  
35 has to do with the live release rate and putting emphasis on that, I think  
36 that we didn't have the live release rate as a reference point when we  
37 started the Zero in Seven. So, but we've never really formally adopted  
38 that as a matter of policy.

39 So I think in terms of looking at the overall success of the shelter  
40 and of the community working with the shelter, that it might be helpful  
41 based on your thinking and discussions with staff and others in the  
42 community, it'd probably be good for us to come to an agreement about  
43 what our metric should be in terms of success so we don't have to sort of  
44 struggle through that every time we see it. And we can say, "Yeah this is  
45 where we are. This is where we want to go. Do we want to go to a 90%  
46 live release rate or 98%, or what is it that we need to do if that's what

1 we're going to be?" So I would just put that as something for a future  
2 discussion based on what you laid out here. I think this is great. It looks  
3 comprehensive. I appreciate the fact that you're involving the staff and  
4 want to encourage you also to make sure that you're connected with the  
5 various animal advocacy groups and the ACOs as you move forward.  
6

7 Thacker: Thank you.

8  
9 Garrett: Thank you.

10  
11 Williams: Board Member Eakman.

12  
13 Eakman: Yes. Thank you very much. I guess I need just a little bit more time to  
14 think about the impact of a firm such as the Boston Consulting Group  
15 being here. They are at the pinnacle of consulting worldwide. They and  
16 McKenzie are as good as you can possibly get. And it's going to have  
17 huge policy impacts that affect this Board of Directors and it's also going to  
18 have wide community impacts that I would not want to see disregarded  
19 out of hand because they have the name Boston and they're coming into  
20 Las Cruces to give advice and direction. And so I really think that is a  
21 fantastic idea but I do believe a lot of buy-in has to take place before a  
22 step like that is taken. Otherwise it's obviously a six-figure product from  
23 the Boston Consulting Group, and that, if it was done and wasn't accepted  
24 and wasn't implemented, there would be a lot of frustration and community  
25 head-scratching. So I applaud you for coming forward with that. It will  
26 take a lot of courage on a lot of persons' parts to make something like that  
27 happen. But I salute it because we're not coming up with some answers  
28 on our own and I don't think we have a system in place to come up with  
29 those answers on our own. And so I think that's something we should  
30 take into serious consideration, probably starting with the Executive  
31 Committee working with Clint on something like that. But once you get the  
32 bona fides of that group and their stature, and the other people they work  
33 with, I'd be very impressed if they would accept this kind of commission.  
34 Thank you.  
35

36 Williams: Thank you Board Member Eakman. And I just would follow that up, Mr.  
37 Thacker, you said you were very impressed with the report that was given  
38 to Dallas. Are there lessons that can be learned from that report that we  
39 could extrapolate for our own facility before we look at going out for a  
40 consulting contract? Can we learn from what others have already done  
41 with a consulting contract?  
42

43 Thacker: That's kind of a dangerous road to go on. I think in a manner yes, there  
44 might be. However, it's very specific to Dallas. It takes in demographics,  
45 it takes in their intake, it recommends I think it was 13,000 sterilizations a  
46 year. And so it's very specific to Dallas. I can send the link to the

1 Executive Committee and you can review that report and see what it is.  
2 They have an incredible loose dog issue, and that was a lot of focus of  
3 what that report was, and how to overcome that. I'm not saying it has to  
4 be Boston Consulting Group. I'm just stating that we need somebody with  
5 a name that's well-known and trusted be able to come into here, see our  
6 issues and our problems, understand them, because I just felt they had a  
7 true understanding of the issues that they had going on in Dallas when  
8 they did that program. So that's why I said that.  
9

10 Williams: Thank you. Vice-Chair Gandara.

11  
12 Gandara: Thank you Chairman Williams. Thank you Mr. Thacker. I appreciate the  
13 fresh look, fresh eyes look. I think that's always important. Let me remind  
14 the Board on the dais that we have talked about a comprehensive  
15 assessment or evaluation and we've talked about consultation. I think the  
16 presentation from Mr. Thacker was more, "This is an idea," and it would  
17 go through the proper channels if you will. He mentioned there was an  
18 RFP process I would assume. I don't know much about this group but if  
19 this group is worth anything, and it sounds like they are, then they take  
20 into consideration all the animal services groups and they're very  
21 collaborative in nature, doing focus groups and other things I think to  
22 capture information and ensure very clearly that you're getting lots of  
23 feedback from the community, from staff, from us as a Board. So I'm very  
24 appreciative. I think the things that you have brought up have been things  
25 that we all have struggled with. I know, speaking for myself I know that  
26 these have been concerns that have been brought up to us in terms of  
27 cleanliness and overcrowding and those kinds of things. And so I very  
28 much appreciate your bird's-eye view and that you considered staff in this  
29 process. I think it is very important to consider staff. They're the ones on  
30 the, boots on the ground doing the work daily, to include the volunteers.  
31 So I like the recommendation about giving it to the Executive Board, sort  
32 of looking at that and moving through that process. I think that's an  
33 important one. Thank you.  
34

35 Williams: Thank you Vice-Chair. Any further Board comments? Thank you. And  
36 just in case we ever wonder whether there actually are people out there  
37 watching on TV, I've already received an e-mail from somebody who's  
38 excited about the rebranding effort, so. Please proceed Mr. Thacker.  
39

40 Thacker: In closing I wanted to state that I respect very much the efforts and the  
41 things that Dr. Beth, a lot of things put in place. As I look at the numbers  
42 throughout the years of 2008 to now, there has been drastic  
43 improvements and I want in no way to think that I disagree or I'm  
44 contradicting anything that she is doing or efforts that she put in place. I  
45 applaud her for what she's done with what she has. And so I also applaud  
46 the rescue groups that are coming forward and helping us. We sent out, I

1 think an e-mail went out that said almost 142 animals went out just last  
2 week with the various efforts. So we are changing. I want to point out that  
3 my staff, my coworkers there at the Center, they do an incredible job. If I  
4 could nominate every single one of them and give them anything I could, I  
5 would do so every single meeting. The listening to staff, I feel, is very  
6 important. We had a staff member come forward and say, "Listen. The  
7 food that we're feeding these animals is not good quality food. I think  
8 that's probably why we have so many feces." I look at the food and yeah,  
9 the protein rate was way low and corn was the second-highest ingredient.  
10 So while we can afford the food, it's not the best that we can because it's  
11 causing a lot of problems: More feces, have to feed a lot more. So we're  
12 looking into changing that program as well all because an employee came  
13 forward and mentioned that. And there's been some other things. I think  
14 the meeting once a week with the managers is really going to help and  
15 also the monthly staff meetings that we've put in place are a chance for  
16 feedback and a chance for everybody to be on the same page is also very  
17 important in a situation like this. So those are all things that we're working  
18 on. Again I thank you for this opportunity and that's all I have.

19  
20 Williams: Thank you Mr. Thacker. And I would just follow that up by saying that  
21 what I'm encouraged by is your emphasis on a new us. The old us was  
22 good. The new us can be better.

23  
24 Thacker: Right.

25  
26 Williams: So let's just keep moving forward. That's why you're here.

27  
28 Thacker: Thank you.  
29

### 30 C. Committee Reports

#### 31 1. Finance - David Dollahon, Committee Chair

32  
33  
34 Williams: That brings us to the City and County, no. The Committee reports. That  
35 brings us to first the Finance Committee. Mr. Dollahon and Josh, you're  
36 limping worse this month than you were last month.

37  
38 Saffell: Good morning Mr. Chair and Members of the Board. My name is Josh  
39 Saffell and on behalf of the Finance Department I would like to present the  
40 unaudited financials as of October 2017. On the balance sheet, this is  
41 page one in your handouts, the Statement of Net Position. We see the  
42 General Fund is showing about \$589,000 in cash and \$129,000 in  
43 receivables. There's also total liabilities in the General Fund at or about  
44 \$85,000. In Operations, this is going to be page two and page three in  
45 your packet, the Statement of Revenues, Expenditures, and Changes in  
46 Fund Balance, and the Budget in Actual Statement. The General Fund is

1 showing approximately \$892,000 in revenues and \$726,000 in  
2 expenditures, giving net income of \$166,000. The revenues are at 39.8%  
3 of budget and the expenditures are at 30.6% of budget, and of course our  
4 target for this period is 33.3%. And I have to apologize for the titles, that  
5 June actual should have been changed to October on that column so I  
6 apologize for that. That is an oversight that will be corrected next month  
7 for sure. Here we see the revenues. We see that the actual revenues  
8 compared to budget, the actual of \$892,000 is mainly due to Dona Ana  
9 and City contributions as per the Joint Powers Agreement. Here we see  
10 our expenditure comparison. There are a few areas that we're over the  
11 33.3%. Notably, services are at 38.1%, insurance is at 41.1%, that is of  
12 course due to the way the premiums are paid, and the supplies are at  
13 44.6%. Part of that was due to payment for tires that should've actually  
14 gone to the repairs and maintenance line item, was actually charged to  
15 supplies. That's been moved out and then next month you'll see that  
16 correction. Our Capital Projects Fund shows cash of \$563,000 and a  
17 receivable of \$18,000. Are there any questions?  
18

19 Williams: Any questions from the Board? Seeing none, thank you Josh. Hope you  
20 get to feeling better soon.  
21

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

35 The building maintenance issues, we need to look at opportunities,  
36 maybe we have City crew go out and do an inventory and an assessment  
37 of the building and try to identify some items that we can pay the City to do  
38 in an overtime setting and maybe procuring outside services might be  
39 difficult, and support his efforts on getting a building maintenance worker  
40 sooner rather than later. But if there's a lot to overcome maybe we need  
41 to take a targeted team sweep and go in and do some quick maintenance  
42 and charge that out to the City. I think we also need to have some  
43 discussion on the City's Procurement Office. I had this discussion  
44 previously about buying food and medication. Our Procurement Office,  
45 our purchasing staff should be helping us to find the best price through the  
46 best means and method for procurement, and that needs to be part of our

1 discussion next week. So those were on my list. I reminded Josh and  
2 Josie and Bernice and Steve to maintain this list. So we will have a  
3 detailed Finance Committee meeting next week and more to report next  
4 month.

5  
6 Williams: Thank you Board Member Dollahon. Any comments or questions from the  
7 Board? I'll just point out that I did get the burgundy memo but I  
8 misunderstood it so I'm going to have mine with dinner this evening.

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

29  
30 Williams: Thank you Board Member Dollahon. Vice-Chair Gandara.

31  
32 Gandara: Thank you Chairman Williams. I want to say a special thanks to David  
33 Dollahon. If it wasn't for you to help manage, maintain, sort of remind,  
34 follow-up, I saw the letters and all the follow-up from the previous Animal  
35 Task Force and to include inviting a vet to this group because we've had  
36 some great conversations about possibly engaging the veterinarian  
37 community in helping us with licensing and a small fee. And so there's  
38 been some real encouraging conversations and I appreciate it, David. I  
39 really do.

40  
41 Dollahon: Thanks.

42  
43 Gandara: Thank you.

44  
45 Dollahon: Thank you. And we are going to work on improving our communication  
46 with the public and getting it on the City's website and meeting agendas

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

10 Williams: Thank you Board Member Dollahon.

11  
12 **2. Executive - Jess Williams, Committee Chair**

13  
14 Williams: That brings us to item number six, c2 which is the Executive Committee  
15 report. The Executive Committee did meet. The primary topic of  
16 discussion was today's agenda and getting to know Mr. Thacker a little bit  
17 better. So it was a pleasant lunch meeting of the Executive Committee.  
18

19 **3. Facilities - Greg Smith, Committee Chair**

20  
21 Williams: We'll move now to the Facilities Committee. Board Member Smith.

22  
23 Smith: Thank you Mr. Chairman. And Mr. Thacker's done a great job of covering  
24 many of the items that we talked about at our Facilities meeting. The first  
25 item was making sure that the plans were on track and that Mr. Thacker  
26 was up to speed and on board. He assured us he was. So that, it's  
27 coming up here shortly as far as getting the RFP out and we're excited  
28 about that. I think that will have a huge impact on both the effectiveness  
29 of our outreach with the public as well as the morale on the part of the  
30 staff and volunteers working there. He also mentioned working on getting  
31 the kennels themselves cleaned up better and the painting the lobbies,  
32 those items we discussed. The one thing that he didn't mention, and so  
33 thank you for giving me something to talk about Mr. Thacker, is the  
34 possibility of reconfiguring the drains in the kennels because currently that  
35 impacts how they're cleaned out and makes it harder. And so it may be  
36 very costly but we need to look at potentially in the future reconfiguring the  
37 drains in a way that allows for easier cleanout. And the other thing you  
38 mentioned was also the diet but you kind of touched on that today as well,  
39 having that impact on what's needing to be cleaned up. So thank you Mr.  
40 Thacker. I appreciate your contributions to my report but also your good  
41 efforts. Thank you Mr. Chair.  
42

43 Williams: Thank you Board Member Smith.

44  
45 **D. City and County ACO Reports - City and County Animal Control**  
46

1 Williams: And that brings us to our City and County ACO reports. And I want to  
2 thank both City and County representatives for being here and perhaps  
3 suggest that on future agendas that we put the County and City ACO  
4 reports up a little earlier in the agenda. Although we love having you here,  
5 I know that you're all very busy people and so we'll try and get you in and  
6 out a little faster in the future. And with that, we'll begin with the City.  
7

8 Jimenez: Good morning Mr. Chairman, Members of the Board. My name is Gino  
9 Jimenez. I'm the Animal Control Supervisor for the City of Las Cruces.  
10 With me you'll see Abraham Flores. With Mr. Dollahon's approval I  
11 thought this would be a great opportunity to bring a member of my staff in  
12 for every one of these Board meetings so that they can see the process,  
13 so they can see what's actually going on with not only what we do but also  
14 what the issues are with the shelter and how the Board operates. So I  
15 figured this is a perfect venue. I am going to allow Officer Flores to  
16 introduce himself and answer any questions that you all may have before I  
17 do my report.  
18

19 Williams: Thank you. Officer Flores.  
20

21 Flores: Chairman Williams and Members of the Board. Thank you very much for  
22 the opportunity to come in front of you. I am Officer Flores. I am  
23 employed as a City Animal Control. I been with the Department for 24  
24 years. Before I was an Animal Control Officer I was an employee for the  
25 Humane Society as a caretaker. My job there was to prep the animals for  
26 adoptions, grooming, and vaccinations. I'm also one of four Cruelty  
27 Investigators. I did five of the cruelty case in which out of five, three was  
28 convicted on those cases. And as well I also do public information with  
29 the schools. I educate them by preventions, caring the animals, dealing  
30 with wildlife, and that's pretty much what I do. If there's any questions.  
31

32 Williams: Officer Flores, thank you so much and I appreciate your years of service  
33 both with the Humane Society and with the City of Las Cruces. Thanks for  
34 a good job. Board Member Smith.  
35

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

1  
2 Williams: Thank you Board Member Smith. Thank you Officer Flores.  
3  
4 Jimenez: Mr. Chairman, Members of the Board. I think one of the things that  
5 Abraham failed to, or didn't fail but being a little shy and nervous right now  
6 didn't explain. As a Cruelty Investigator what my officers do is whenever  
7 we have a possible felony animal cruelty they will do the initial  
8 investigation. If it's a misdemeanor case, they will prosecute the case  
9 themselves through Municipal Court. If it becomes a felony case what  
10 they do is they gather all the evidence, turn it over to our Criminal  
11 Investigation Division, and then they take that information into District  
12 Court for the District Attorneys to prosecute. But everything begins with  
13 their initial investigation. So right now like he said, we have four certified  
14 officers. I would love to have my entire staff certified so that they can do  
15 that on their own. Whenever one of the officers that is not certified  
16 encounters a cruelty case, they will turn it over to the Cruelty Investigators  
17 who'll then pick it up from there and run with it. And the other thing that he  
18 mentioned is being our School Resource Officer. What he does is right  
19 about two weeks into the new school year, he will make contact with every  
20 elementary school within the City limits and schedule presentations where  
21 he can go in and speak to classrooms. Sometimes it's 15 students. Other  
22 times it's the whole entire school, 150 students. He's instrumental with the  
23 Career Days. He is our representative there. So valuable, valuable  
24 employee to me.  
25  
26 Williams: Valuable employee to us all. Thank you very much.  
27  
28 Garrett: Mr. Chair.  
29  
30 Williams: Board Member Garrett.  
31  
32 Garrett: Thank you. I have a question about the kinds of cases, the cruelty cases  
33 that you've been seeing. What kinds of cruelty cases have you been  
34 seeing in the City?  
35  
36 Flores: Well what I have seen so far, we were dealing with people with mental  
37 cases and in where the cause where they do harm with the animals either  
38 dropping them, killing it, or neglect where they starve to death. Those are  
39 the kind of cases that we will see a lot. I know in the past we've been  
40 seeing subjects are setting their animal on fire and two was the case we  
41 had, and I believe those two were prosecute on those cases.  
42  
43 Garrett: It might be interesting or worthwhile for the community I think as a whole  
44 to have a report at the end of the year, maybe in terms of your  
45 presentation, maybe from City and County. How many cases do we have,  
46 what are the nature of those cases, and what are the trends? This is sort

1 of like the dark underbelly of things that most people I think don't even  
2 comprehend or imagine are going on. But I think that would be helpful for  
3 us to know. I think the other thing that would be useful is to know how  
4 these situations come to light. Is it because of a neighbor reporting a  
5 situation or a family member, or is it something that is picked up just  
6 because of the ACOs being out on patrol? So that kind of information I  
7 think would be helpful to the Board and to the community at some point.  
8  
9 Williams: Thank you Board Member Garrett.  
10  
11 Jimenez: Not on mic.  
12  
13 Baum: You're not on your microphone. Bring it up more.  
14  
15 Jimenez: There we go.  
16  
17 Williams: That's much better.  
18  
19 Jimenez: Mr. Chairman, Chairperson, Chairman Garrett. The cruelty runs a  
20 tremendous gamut. I mean we go from the misdemeanor cruelty which  
21 could be simply not grooming your pet to the point where there's mats  
22 underneath and it's very very uncomfortable. The animal is going to  
23 survive that, but it's that neglect. To the other part where I have  
24 responded to where a gentleman stomped his dog to death, you know by  
25 stomping on its head. So there's that tremendous, from one end to the  
26 other. I can start a report for that and some of it is going to be  
27 misdemeanor cruelties and the felony cruelties, we typically don't know the  
28 outcome because those are going to go, prosecuted by the District  
29 Attorney. But we can show you what has been turned over to them for  
30 their prosecution.  
31  
32 Garrett: Mr. Chair.  
33  
34 Williams: Board Member Garrett.  
35  
36 Garrett: Thank you. I think that the misdemeanors might be very well as important  
37 for us to hear about as the felonies, partly because if it's a matter of  
38 neglect, is it intentional or is it people don't know or is it people don't have  
39 access to resources or, I mean those are some of those things that maybe  
40 we can help support and address. So yeah, I don't want to pile on but if  
41 you've already got the information and it's simply a matter of consolidating  
42 it perhaps, and providing us with the information that might be of interest.  
43  
44 Jimenez: Absolutely.  
45  
46 Garrett: Thank you.

1  
2 Williams: Thank you Board Member Garrett. Board Member Eakman.  
3  
4 Eakman: Yes. If I might also just chime in for a second. I think we also know that  
5 there's a huge overlay here in the behavioral health community where a lot  
6 of people have issues and they take it out on whatever, and so it's an  
7 interesting topic but there's so many ramifications here, not just isolated to  
8 this Board's concern. Thank you.  
9  
10 Williams: Thank you Board Member Eakman. Thank you Gino.  
11  
12 Jimenez: Thank you. And with that I will begin my report. For the month of  
13 November 2017, City Animal Control responded to a total of 541 stray  
14 calls. Of those 302 were GOA, again GOA meaning gone on arrival. The  
15 officer did not make contact with that animal. We did impound 193  
16 animals. 101 were dogs, 92 were cats. We had 46 successful field RTOs.  
17 Of those we had 38 unsuccessful field RTOs, meaning we weren't able to  
18 make contact with that pet owner. Here's our three-year comparison,  
19 fiscal year. We're still keeping up that trend. We're pretty consistent right  
20 there, this month 541. Here is our fiscal year for 18 field RTOs, again very  
21 consistent if you could see our numbers: 52, 40, 46, 45, 46 again. Very  
22 very consistent. And our four-year comparison. Again, that spike in there,  
23 I have to give that credit to Vic Villalobos and Dog'Cruces for allowing us  
24 to do those, utilizing his Facebook page. That's why we had that spike in  
25 there. But again, last year we had 53 at this time. We're at 46 so still  
26 pretty consistent. Any questions?  
27  
28 Williams: Board Member Eakman.  
29  
30 Eakman: Yes. As a follow-up, a rhetorical question. How many of these stray  
31 animals were licensed?  
32  
33 Jimenez: That is something that we are still working on sir. I don't have that number  
34 for you. But we will work, I know that we are working with a new reporting  
35 system that hopefully I'll be able to have those numbers for you.  
36  
37 Eakman: I would be interested in that. My guess is it would be a negligible number.  
38 Thank you.  
39  
40 Williams: Thank you Board Member Eakman. Any further Board comments or  
41 questions? Board Member Garrett.  
42  
43 Garrett: I think that, thank you Mr. Chair. The spike when Mr. Villalobos was  
44 working with the City ACOs really tells us what's possible and you know  
45 that's nearly tripling the average. I think it would be worthwhile to explore  
46 what would be necessary to replicate that on an ongoing basis. And I

1 would just, I don't know who that needs to be with but I think that that's an  
2 important question. Because if we can get an additional 80 animals  
3 returned, that would take some of the pressure off of the shelter without  
4 reducing health and safety, presumably. So I've seen that spike and I  
5 haven't really thought, "Well yeah," but what would it take to get us up  
6 there all the time? And then maybe that could also be replicated for the  
7 County as well.

8  
9 Jimenez: Chairman, Board Member Garrett. On this, I believe that spike was there  
10 because it was new. The officers are still utilizing the Dog'Cruces page  
11 and posting the animals on there as they get them. I think what happened  
12 there is it was new and exciting. The public accepted it and we were able  
13 to increase those numbers. I would love it as well to have it be consistent  
14 right there at 113, 120. That would be awesome. But again I think it was  
15 because it was new. It was a new idea, something fresh, something  
16 different. But since then you can see that our numbers increased. Our  
17 numbers are pretty consistent before, they spiked, and then they've stayed  
18 consistent over the last couple years.

19  
20 Williams: Thank you Gino. Any further questions or comments from the Board?  
21 Thank you Gino.

22  
23 Jimenez: Thank you.

24  
25 Williams: Appreciate it. Looks like Mary Lou Ward's coming up for the County.

26  
27 Ward: Good morning Chair, Board Members.

28  
29 Williams: Morning.

30  
31 Ward: Mary Lou Ward, Supervisor for Dona Ana County Animal Control and  
32 Codes Enforcement. And I want to first apologize for not being at the last  
33 board meeting. I've been ill recently so I apologize for not being here.  
34 And I would like to start by congratulation to Mr. Thacker for joining us  
35 here and I look forward to working with him and making some  
36 improvements with all our divisions and our partners partnering with  
37 everyone. So I will start by looking at some of the numbers that we have  
38 here. I know that's going to be kind of hard to read. I will start by saying  
39 right now our division is going through a new upgrade with our software  
40 that we have on all our statistics that are given back to us through our  
41 New World software that's through the MVRDA software system. And so  
42 it seems like our County is the last to get everything installed and so  
43 everything is behind right now for us. All our statistics are from 2017 in  
44 October. But I do have our RTOs, and our RTOs for November. So I'll go  
45 over that with you, but before that I'll just go over the October numbers  
46 and if we look over the straight numbers for 2017 October, those numbers

1 if you look at that are 166. And if you can see that here, not sure if you  
2 can see that, it's right in here, those are the stray animals that the Animal  
3 Control Officers took in for October was 166 stray animals. Through that  
4 as well, we took in 17 of those were the vicious animals and animals in  
5 custody were 114 of those. So that means somebody found a dog or a  
6 cat and they called an Animal Control Officer because those animals were  
7 in custody and they needed that animal picked up. So those are those  
8 numbers.

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

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

44 So in the County, our types of cruelty cases are like from cock  
45 fighting to, Gino hit a very good topic when he said stomping cases.  
46 When I just went to, and I know Mr. Thacker was at the NACA conference

1 recently, and then we had a cruelty investigation training in Detroit recently  
2 to that as well, but one of the topics right now, the big topic is social  
3 media, stomping cruelty cases. It's a big topic where people are throwing  
4 animals on the ground and they're stomping on them, and it's a big issue  
5 right now. Those are some cruelty issues that some of the officers are  
6 facing. So one of the things that we have is also burning cases where  
7 people are burning animals. Neglect is one of the biggest ones we have,  
8 neglect where they purposely aren't feeding the animals because of  
9 whatever reason, and a lot of it where they are not, the embedded collars  
10 where the collars are, you know they're growing into the collars. So I just  
11 wanted to bring that up and explain that a little bit further. Any questions?  
12

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

15  
16 Ward: Thank you.

17  
18 **Public Input**

19  
20 Williams: That brings us to item 6E which is the Zero in Seven update and I  
21 understand Mr. Townsend is going to do that for us. I think he's left the  
22 room for a moment so we'll move on to public input. Please confine your  
23 input to three minutes. Is there any public input today?  
24

25 Bryce: Frank Bryce, President, Humane Society of Southern New Mexico. Just  
26 real quick I want to say this is a very exciting meeting. I hate to use that  
27 term but what I've heard today was very promising. I want to thank Mr.  
28 Thacker for what he's done. I would say very candidly we all should be  
29 sort of in a state of shock and awe at what he's proposed because there're  
30 things that really need to be done and I hope and I assume that this  
31 Board's going to support him 100%. The community's going to support  
32 him 100%, I can almost guarantee that with no reservation and I really like  
33 what he had to say. Thank you.  
34

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

37  
38 English: Good morning. My name is Janice English and I'm the Director of the  
39 Spay and Neuter Program and we look forward to working with Mr.  
40 Thacker. But a question that I wanted to ask, has the City and County  
41 looked into vacant facilities? Since the shelter is so overcrowded, are  
42 there any facilities available where you could move a portion of the  
43 shelter, i.e. maybe you could move the cats to another shelter, to another  
44 area and fix that instead of trying to enlarge that area that you have? You  
45 know there may be buildings available. Animal Humane in Albuquerque  
46 has a cat section and they have a dog section, and a lot of that is donated.

1 So if the City and County could get outside donations you could probably  
2 help and remodel some of those, move some of your animals where you  
3 would have plenty of room. And that's just what I wanted to say. Thank  
4 you guys and appreciate it.

5  
6 Williams: Thank you. Any further public input? Seeing none.

7  
8 **E. Zero in Seven Update**

9  
10 Williams: Tom we skipped over you. If you're ready to do the Zero in Seven we'd  
11 love to hear from you.

12  
13 Townsend: Commissioner Williams, City Council Members, County Commission  
14 Members, Animal Services Center Board. Thank you for this opportunity  
15 this morning. Hope I can find this thing. I believe it's where ...

16  
17 Williams: Just to ...

18  
19 Townsend: Right there it ...

20  
21 Williams: There it is.

22  
23 Townsend: Got it. All right. Okay. Going to have to do some things here to get this  
24 working I think. All right. I'm here to talk about the Coalition for Pets and  
25 People. We're talking about donations just a moment ago from your  
26 representative from SNAP. In reviewing this report, I didn't write this.  
27 Someone else put the slides together for me. But the thing that struck me  
28 was the tremendous amount of time and energy and motivation that we  
29 see from some of these Coalition members in working toward reducing the  
30 input at the shelter, intake at the shelter, and getting animals out of the  
31 shelter. And we've seen some new initiatives that we'll be talking about  
32 today. I think you know what our mission is. It is to reach Zero in Seven  
33 by 2019 and I appreciate the discussion about how to define no-kill and  
34 how we get there. And I'm with Mr. Garrett. I think what we really need to  
35 look at is healthy and adoptable animals when we're talking about getting  
36 to no-kill.

37 I'm not going to read this. These are all the members of the  
38 Coalition that contribute to reducing intake and getting animals out of the  
39 shelter. Some events that you might be interested in knowing about, APA  
40 is doing pet photos with Santa at Petco on December 16th, 17th, and  
41 23rd. You might want to attend some of these things. I think you're going  
42 to find an opportunity to interact with some of the folks that are out there  
43 doing the work that you rarely hear about or that you rarely see. On the  
44 16th SHAS is doing pet photos with Santa at the thrift store on El Paseo.  
45 On the 16th APA's having a rummage sale to raise donations, to raise  
46 funds at the APA adoption center. On the 17th a holiday gift box

1 fundraiser by HSSNM and UCLC at 2000 South Solano. On the 19th  
2 we're having our CFPP holiday dinner and social at Habanero's from 5:30  
3 to 7:30 and I would invite each of you to attend. It's Dutch treat so you're  
4 going to buy your own dinner, we're not going to buy your dinner for you.  
5 Those dollars are going to go to helping animals. And on the 28th  
6 Humane Society of Southern New Mexico is having their fundraiser at Red  
7 Brick Pizza.

8  
9 Williams: Tom, I'm going to stop you there for just a second.

10  
11 Townsend: Please.

12  
13 Williams: Bernice, make sure that we have a notice of potential quorum for that  
14 event on the 19th. I don't know that enough of us would attend but just to  
15 be safe. Thank you.

16  
17 Townsend: That's something that I think about very often, when I think of you when  
18 you attend those events as sort of functioning out of your official position  
19 although I know what the law says. So I hope you can make it. I'd love to  
20 interact with some of you there. Our meeting was the 27th. Some of the  
21 things that were discussed were Mr. Thacker, I haven't had an opportunity  
22 to meet you yet. I hope to do that very soon. Vicki Lusk made a report as  
23 did Mary Lou Ward. Our strategic plan was discussed. Specific  
24 categories were identified and a calendar was established for the  
25 microchip events and the next event is December 19th at Habanero's.  
26 Next meeting is January 2018. That meeting date will be announced with  
27 the location.

28 We do have teams that have been established, not going to read  
29 those to you but they address each of the issues that we feel are the most  
30 important in terms of our strategic plan to reduce intake and to move  
31 animals out of the shelter. CFPP did organize microchip events. They  
32 participated in the Chaparral ACES program where they microchipped  
33 quite a number of animals. I believe they microchipped 42, excuse me,  
34 no. That was the Pits for Peace APA event where they did 42. I guess  
35 the number in Chaparral is not indicated. An event that's upcoming is an  
36 \$8 pet microchip event sponsored by APA in association with the County  
37 ACES event, and that will be held at the Community Center in Rincon,  
38 New Mexico and I hope the folks in that area are watching this morning  
39 and will bring their animals for microchipping.

40 And here is a pretty neat picture of the German Shepherd, Sierra  
41 going home with her family from one of the APA adoption programs. At  
42 that event, or excuse me, during November their intake was 38, they've  
43 had 22 adoptions and 15 transfers from APA to other organizations.  
44 They're having a Home for the Holidays event, an adoption event, \$20  
45 adoptions for all animals that they currently have. That will be held  
46 November 23rd through the 3rd at the APA adoption center, at the

1 education center at 800 West Picacho. That's an interesting cartoon.  
2 That's exactly what they want. They want a home.

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

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

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

27 SHAS, this is one of the animals that was adopted from the SHAS  
28 shelter. Bandit has now found his forever home. And the production of  
29 "Annie" is actually using one of Safe Haven Rescue's dogs as part of their  
30 production, and that's Andy who is available for adoption right now. Their  
31 performances are December 1st through the 17th and tickets are on sale  
32 right now. Their shows are Friday and Saturday 8:00 p.m. and Sundays  
33 2:00 p.m. and there'll be one Thursday performance during the week on  
34 the 14th of December at 7:00 p.m.

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

43 November 17th, Humane Society of Southern New Mexico had six  
44 cat adoptions, 90 to 100 pet line phone calls, and that's their referral  
45 center that sends folks to specific resources that are available in the  
46 community that they need. They did 19 microchips. They did 47 sessions

1 of humane education and they rescue/returned 16 cases with dogs and  
2 cats.

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

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

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

17 This is a phenomenal situation here: 15,000 pounds of pet food  
18 was donated to APA through Long Leash on Life in Albuquerque thanks to  
19 the efforts and coordination of Dee Dougil and Las Cruces Pet Network,  
20 15,000 pounds of pet food that will be distributed essentially at no cost to  
21 folks in the community that need it in order to keep their animals.

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

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

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

39  
40 Williams: Any questions from the Board? Board Member Garrett.

41  
42 Townsend: Thank you for your patience.

43  
44 Garrett: Thank you. Thank you.

45  
46 Townsend: Okay.

1  
2 Garrett: I just want to say it's always impressive. I think early in the meeting we  
3 had the video on the volunteers and I think that sort of captured a certain  
4 spirit of renewal. We had Mr. Thacker's presentation which again was  
5 renewal and I think that this presentation was very positive and uplifting.  
6 So good work going on everywhere. Thank you.  
7  
8 Williams: Thank you Board Member Garrett. Any further Board input? Seeing  
9 none.  
10  
11 Gandara: I'm sorry. Yes.  
12  
13 Williams: Vice-Chair Gandara.  
14  
15 Gandara: One thing. Just wanted to ask Mr. Townsend if there's an update on the  
16 funding opportunity that you had applied for recently.  
17  
18 Townsend: NOT ON MIC.  
19  
20 Gandara: Oh. Sorry.  
21  
22 Williams: Please speak into the microphone so we catch everything for the record.  
23  
24 Townsend: I'm sorry. Go ahead.  
25  
26 Gandara: Mr. Townsend, wondering if you have an update on the funding  
27 opportunity that you ...  
28  
29 Townsend: With PetSmart?  
30  
31 Gandara: Yes.  
32  
33 Townsend: I have not.  
34  
35 Gandara: Okay.  
36  
37 Townsend: I put in a call to Ms. Jenny Hayhoe several days ago and I called again  
38 this morning, and she's out of the office. I suspect that she doesn't want  
39 to talk to me because they haven't yet made the final decisions on their  
40 grant.  
41  
42 Gandara: Okay.  
43  
44 Townsend: This is the time when they're coming down to the crunch, they're looking at  
45 the money they have, and trying to fund as many as possible.  
46

1 Gandara: Right.  
2  
3 Townsend: But I will say this year they have \$34 million ...  
4  
5 Gandara: Wow.  
6  
7 Townsend: To distribute nationally ...  
8  
9 Gandara: Okay.  
10  
11 Townsend: To grant programs.  
12  
13 Gandara: Okay. Well good luck.  
14  
15 Townsend: Thank you very much.  
16  
17 Gandara: You're welcome.  
18  
19 Williams: Thank you Vice-Chair Gandara. Thank you Tom.

## 21 **VII. Public Input**

22  
23 OTHER PUBLIC INPUT, PAGE 34, LINE 18 THROUGH PAGE 35, LINE 6.

24  
25 Williams: And we have additional public input. I'll allow one more round.  
26  
27 English: I'm Janice English again and I wanted to tell the City and County that  
28 SNAP got a TNR grant of \$5,000 and we're working with Broken Promises  
29 to fulfill that grant through Dr. Schumacher. And we also got a \$22,000  
30 grant from PetSmart Charities for spays and neuters, and we just got the  
31 word the other day. So we're making progress and we're trying to spay  
32 and neuter as many pets as we can in Dona Ana County. Thank you  
33 Board.  
34

35 Williams: Thank you so much. That's great news.  
36

## 37 **VIII. Chair and Board Comments**

38  
39 Williams: And that brings us to Chair and Board comments. Are there any  
40 comments from the Board? Board Member Smith.  
41

42 Smith: Thank you Mr. Chairman. I wanted to thank Mr. Thacker for joining us.  
43 The positive movement and the positive environment that we're seeing is  
44 a great thing to see and I am very encouraged by what I'm hearing from  
45 you and what I'm hearing from others. So thank you. Also, Board  
46 Member Eakman mentioned earlier the fact that sometimes our

1 emotionally disturbed or behaviorally disturbed folks in the community take  
2 it out on the pets, but there's also another side to that and is how often  
3 service animals make a difference for folks who are with PTSD or  
4 suffering from other things. So there's two sides to that and I think that  
5 what we're doing, what we've been doing, what we continue to do, has  
6 that impact on everyday lives certainly, but certainly sometimes for people  
7 who need that extra peace. So that's something I want to encourage us to  
8 continue to look at, is how we work with the prison systems, how we work  
9 with people who are having those other needs where they don't need a  
10 seeing-eye dog but they do need a dog to be that unconditionally loving  
11 companion that makes such a difference. So thank you again. Thank you  
12 Mr. Chairman.

13  
14 Williams: Thank you very much Board Member Smith. Any further Board  
15 comments? Board Member Garrett.

16  
17 Garrett: Thank you Mr. Chair. I probably preempted myself with what I said at the  
18 end of Mr. Townsend's presentation. I think that this feels like we're on  
19 the right track. Every so often we have these moments where we say,  
20 "You know what? We really are making progress." And it's not just the  
21 numbers, it's the spirit of everything and I suppose that leads me to just  
22 wishing everyone a very happy holiday, safe one, and let's just keep up  
23 the good work and make 2018 absolutely spectacular.

24  
25 Williams: Thank you Board Member Garrett. Any further Board comment? Seeing  
26 none, just I'll pick up there. Thank you Clint. It was great having you here  
27 for your first Board meeting. I want to reiterate my thanks to all the  
28 volunteers, the staff, and particularly Paul, Bernice, and Curtis who just did  
29 a great job, and everybody pitched in. And it is a new day, it's about to be  
30 a new year, it is a new us, and I'm glad we're all working together. And  
31 Toby says Merry Christmas.

32  
33 **IX. Adjournment (11:08 AM)**

34  
35 Williams: We are adjourned.

36  
37 **BOARD OF DIRECTORS**

38  
39 \_\_\_\_\_  
40 Jess C. Williams, Chairman

41  
42 \_\_\_\_\_  
43 Kasandra Gandara, Vice Chairperson

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Jack Eakman, Board Member

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Billy G. Garrett, Board Member

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Gregory Z. Smith, Board Member

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John L. Vasquez, Board Member

ATTEST:

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Scott A. Krahling, County Clerk

## MEMORANDUM

**To:** Animal Service Center of the Mesilla Valley Board of Supervisors  
**From:** Maria Villa, Accounting Manager **Initials:** *MV*  
**Date:** December 13, 2017 **File #:** F-17-151  
**Subject:** Animal Service Center of the Mesilla Valley Financial Report  
Unaudited November 30, 2017

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)**

	<u>Fund 7440 General Fund</u>	<u>Fund 7441 Capital Projects</u>	<u>Fund 9440 Capital Assets</u>	<u>Statement of Net Position</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & investments	\$ 576,641	\$ 813,389		\$ 1,390,030
Accounts receivable	1,092	17,695	-	18,787
<b>Total Current Assets</b>	<u>577,733</u>	<u>831,084</u>	<u>-</u>	<u>1,408,817</u>
<b>Capital Assets</b>				
Equipment, net of accum depr	-	-	303,637	303,637
<b>Total Capital Assets</b>	<u>-</u>	<u>-</u>	<u>303,637</u>	<u>303,637</u>
<b>Total Assets</b>	<u>\$ 577,733</u>	<u>\$ 831,084</u>	<u>\$ 303,637</u>	<u>\$ 1,712,454</u>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 16,809	\$ -	-	\$ 16,809
Accrued payroll liabilities	75,679		-	75,679
<b>Total Current Liabilities</b>	<u>92,488</u>	<u>-</u>	<u>-</u>	<u>92,488</u>
<b>Fund Balance</b>				
Required reserve	197,596	-	-	\$ 197,596
Unassigned	287,649	831,084	303,637	1,422,370
<b>Total Fund Balance</b>	<u>485,245</u>	<u>831,084</u>	<u>303,637</u>	<u>1,619,966</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 577,733</u>	<u>\$ 831,084</u>	<u>\$ 303,637</u>	<u>\$ 1,712,454</u>

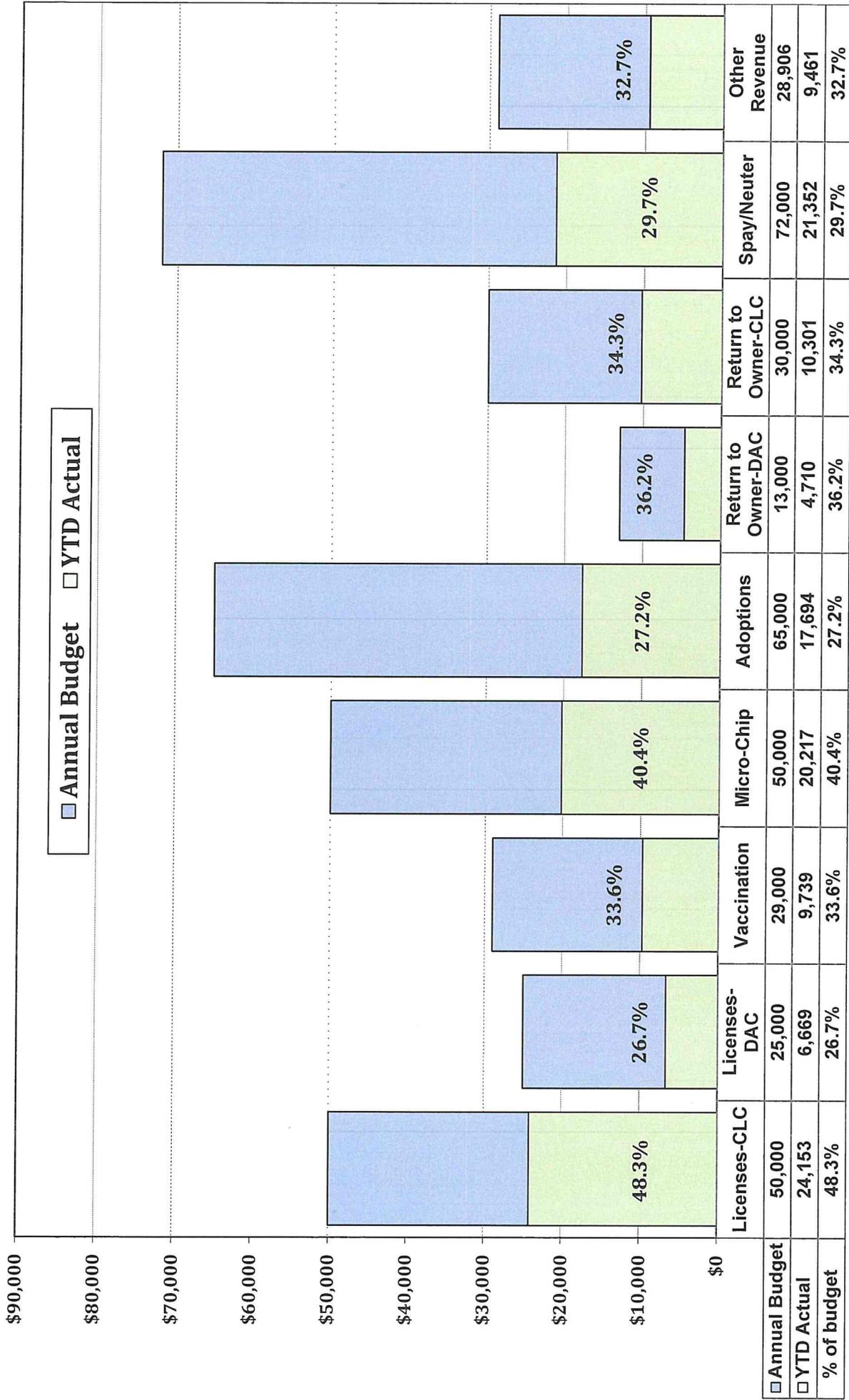
**Animal Service Center of the Mesilla Valley**  
**Statement of Revenues, Expenditures,**  
**And Changes in Fund Balance**  
**For the Period Ended November 30, 2017 (Unaudited)**

	<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	\$ 24,153	\$ -	\$ -	\$ 24,153
Pet licenses DAC	6,669			6,669
Vaccinations	9,739	-	-	9,739
Pet micro-chip	20,217	-	-	20,217
Onsite adoptions	17,694	-	-	17,694
Return to owner-Dona Ana County	4,710	-	-	4,710
Return to owner-City of Las Cruces	10,301	-	-	10,301
Spay/neuter	21,352	-	-	21,352
Dona Ana County	390,228	-	-	390,228
City of Las Cruces	454,173	-	-	454,173
City of Anthony	-	-	-	-
Donations & memorials	4,005	50,574	-	54,579
City of Sunland Park	-			-
Village of Hatch	-			-
Other revenue	9,461	38,000	-	47,461
Investment income	9,430	-	-	9,430
<b>Total revenues</b>	<u>982,132</u>	<u>88,574</u>	<u>-</u>	<u>1,070,706</u>
<b>Expenditures</b>				
Personnel	601,350	-	-	601,350
Repairs and maintenance	17,903	-	-	17,903
Services	198,288	-	-	198,288
Supplies	84,942	-	-	84,942
Insurance	34,977	-	-	34,977
Other	25,630	-	-	25,630
Depreciation & amortization	-	-	15,686	15,686
Capital outlay	-	1,095	-	1,095
<b>Total expenditures</b>	<u>963,090</u>	<u>1,095</u>	<u>15,686</u>	<u>979,871</u>
Net Operating Income (Loss)	<u>19,042</u>	<u>87,479</u>	<u>(15,686)</u>	<u>90,835</u>
Transfers	(355,000)	605,000	-	250,000
Net Change in Fund Balance	<u>(335,958)</u>	<u>692,479</u>	<u>(15,686)</u>	<u>340,835</u>
Net Investment in Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Beginning Fund Balance</b>	<u>821,201</u>	<u>138,605</u>	<u>303,637</u>	<u>1,263,443</u>
<b>Ending Fund Balance</b>	<u>\$ 485,243</u>	<u>\$ 831,084</u>	<u>\$ 287,951</u>	<u>1,604,278</u>

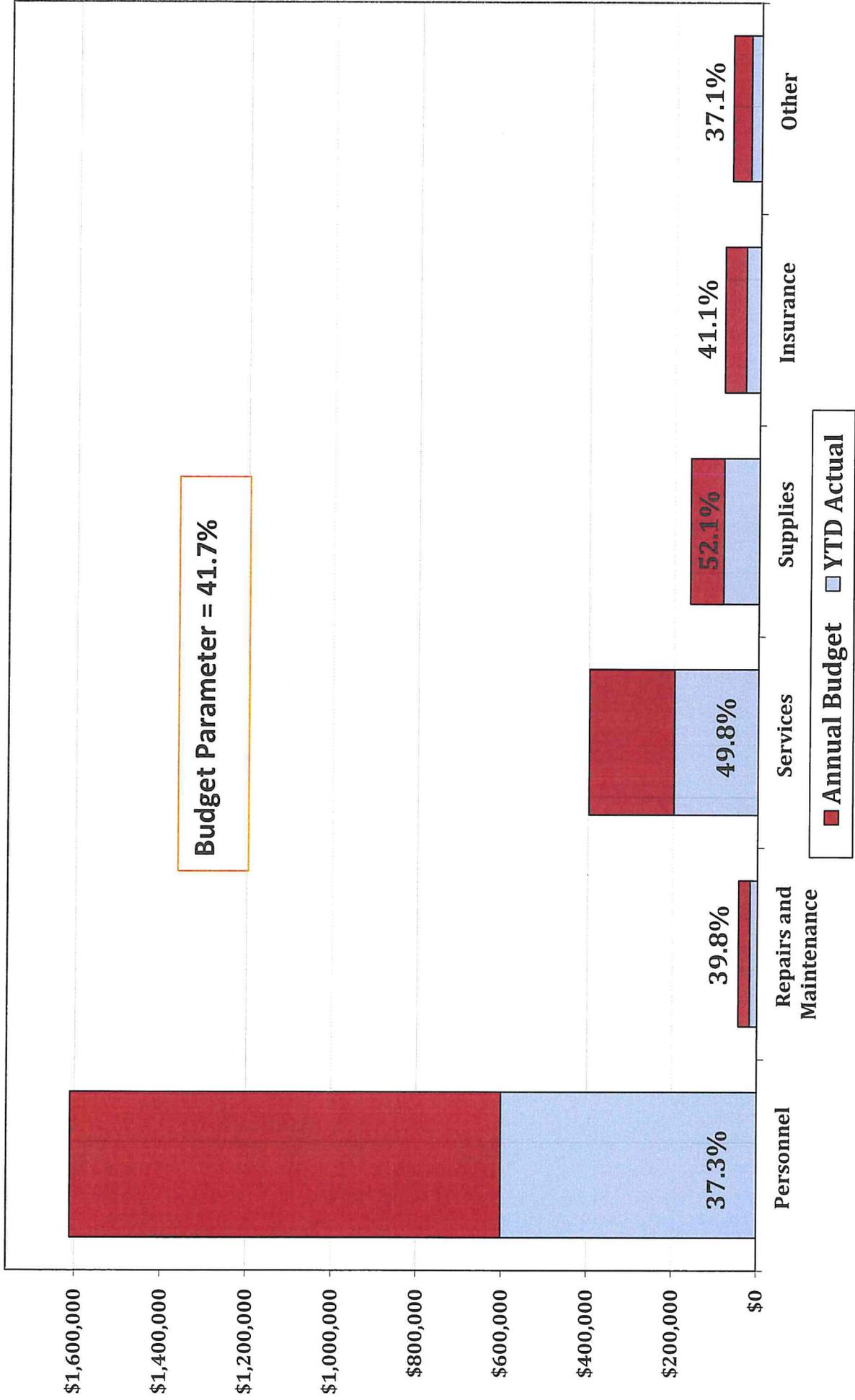
**Animal Service Center of the Mesilla Valley  
Statement of Revenues, Expenditures,  
And Changes in Fund Balance - Budget and Actual  
For the Period Ended November 30, 2017 - Fund 7440 (Unaudited)**

	<u>Budget</u>	<u>Actual</u>	<u>Actual/Bgt %</u>
<b>Revenues</b>			
Pet licenses CLC	\$ 50,000	24,153	48.3%
Pet licenses DAC	25,000	6,669	26.7%
Vaccinations	29,000	9,739	33.6%
Pet micro-chip	50,000	20,217	40.4%
Onsite adoptions	65,000	17,694	27.2%
Return to owner-Dona Ana County	13,000	4,710	36.2%
Return to owner-City of Las Cruces	30,000	10,301	34.3%
Spay/neuter	72,000	21,352	29.7%
Dona Ana County	901,787	390,228	43.3%
City of Las Cruces	901,787	454,173	50.4%
City of Anthony	27,000	-	0.0%
Donations & memorials	27,000	4,005	14.8%
Grant Revenue	-	-	0.0%
City of Sunland Park	6,000	-	0.0%
Village of Hatch	240	-	
Other revenue	28,906	9,461	32.7%
Investment income	16,535	9,430	57.0%
<b>Total revenues</b>	<b><u>2,243,255</u></b>	<b><u>982,132</u></b>	<b>43.8%</b>
<b>Expenditures</b>			
Personnel	1,610,703	601,350	37.3%
Repairs and maintenance	45,000	17,903	39.8%
Services	398,452	198,288	49.8%
Supplies	163,000	84,942	52.1%
Insurance	85,000	34,977	41.1%
Other	69,000	25,630	37.1%
<b>Total expenditures</b>	<b><u>2,371,155</u></b>	<b><u>963,090</u></b>	<b>40.6%</b>
Net income (loss)	<b><u>(127,900)</u></b>	<b><u>19,042</u></b>	
Transfer to capital from operations	<b><u>355,000</u></b>	<b><u>355,000</u></b>	
<b>Net change in fund balance</b>	<b><u>\$ (482,900)</u></b>	<b><u>(335,958)</u></b>	
<b>Beginning Fund Balance</b>		821,201	
<b>Ending Fund Balance</b>		<b><u>\$ 485,243</u></b>	

**Animal Service Center of the Mesilla Valley  
Annual Budget vs. Actual Year-To-Date- November 2017  
Revenues *not* including CLC or DAC Contributions**



**Animal Service Center of the Mesilla Valley  
Annual Budget vs. Actual Year-To-Date  
November 2017-Expenditures**



# Animal Services Center of the Mesilla Valley

Monthly Statistics Report-November 2017

<b>INTAKE</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> <small>(horse, goat, sheep, pig, donkey)</small>	<b>Wildlife</b> <small>(skunk, bat, coyote, fox, raccoon)</small>	<b>Total</b>
<b>City of Las Cruces</b>										
Owner Surrender	56	26					3			85
Returned Adoptions	2	1								3
Seized from Owners	4	0								4
Strays (brought in by the public)	49	35	1							85
Strays (brought in by Animal Control)	139	130					1			270
Wildlife							1		5	6
<b>Subtotal City of Las Cruces</b>	<b>250</b>	<b>192</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>453</b>
<b>Doña Ana County</b>										
Owner Surrender	59	2								61
Returned Adoptions	1	0								1
Seized from Owners	12	1								13
Strays (brought in by the public)	26	40								66
Strays (brought in by Animal Control)	104	75								179
Wildlife										0
<b>Subtotal Doña Ana County</b>	<b>202</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>
Anthony, NM	21	5								26
Hatch, NM	1	0								1
Sunland Park, NM	10	0								10
Jurisdiction Unknown/Other	0	0								0
<b>Total Intake</b>	<b>484</b>	<b>315</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>810</b>

OUTCOME (city and county)	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock (horse, goat, sheep, pig, donkey)	Wildlife (skunk, bat, coyote, fox, raccoon)	Total
Admin Missing										
Foster-Escaped										0
Foster-Lost Contact										0
Foster-Stolen From										0
FTA-Escaped	1	3								4
FTA-Lost Contact										0
FTA-Stolen										0
Offsite-Missing										0
Offsite-Stolen From										0
Shelter-Escaped										0
Shelter-Missing										0
Shelter-Stolen										0
<b>Subtotal Admin Missing</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
Adoptions	92	44	1	1	6		2			147
Expired in Shelter	21	22								43
DOA	32	21								53
Return to Owner	98	23								121
Transferred Out (Rescues)	164	99					1		5	263
Wildlife Release										6
Owner Request Euthanasia	29	9			1					39
Euthanized										
Age - Too Old	2	2								4
Age - Too Young	0	0								0
Behavior - Aggressive - Dog	10	0								10
Behavior - Aggressive - Human	1	0								1
Behavior - High Arousal Level	0	0								0
Behavior - Resources Guarding	3	0								3
Behavior - Timid	0	7								7
Behavior - Timid - Fear Biter	4	0								4
Breed - Medical	1	0								1
Court Order	0	0								0
Eliminator	0	0								0
Failure To Thrive	1	1								2
Feral	0	56								56
Hit by Car	0	4						1		5
Medical Issues	4	7								11
Medical - Animal Attack	0	0								0
Medical - Distemper - TX	0	0								0
Medical - Distemper - Non TX	2	0								2
Medical - Felv	0	0								0
Medical - FIV	0	0								0
Medical - HW Positive	2	0								2
Medical - Kennel Cough - TX	0	0								0
Medical - Kennel Cough - Non TX	0	0								0
Medical - Liver Failure	0	0								0
Medical - Mange - TX	1	0								1

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
Medical - Mange - Non TX	7	0								7
Medical - Mass	2	0								2
Medical - Neurological	0	0								0
Medical - Parvo - TX	1	0								1
Medical - Parvo - Non TX	3	0								3
Medical - Pneumonia	0	0								0
Medical - Pregnant	0	0								0
Medical - Prolapse	0	0								0
Medical - Ringworm	1	0								1
Medical - Tick Borne Disease	0	0								0
Medical - URI - TX	0	1								1
Medical - URI - Non TX	0	22								22
Rabies Suspect	0	0								0
Space	0	0								0
Space - Pitbull Breed	0	0								0
<b>Subtotal Euthanized</b>	<b>45</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>146</b>
<b>Euthanasia Rate</b>	<b>9.3%</b>	<b>31.7%</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>na</b>	<b>20.0%</b>	<b>na</b>	<b>na</b>	<b>18.0%</b>
<b>Total Outcome</b>	<b>482</b>	<b>321</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>822</b>

	Dogs	Cats	Rabbits	Reptiles	Pocket Pets	Avian E	Avian L, W	Livestock	Wildlife	Total
<b>Public Services</b>										
City Clinic (includes outside surgeries, vaccinations, and microchips)	52	28			1					81
County Clinic (includes outside surgeries, vaccinations, and microchips)	32	14								46
Jurisdiction Unknown	1	0								1
<b>Subtotal Clinic In</b>	<b>85</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>128</b>
Clinic Out (includes outside surgeries, vaccinations, and microchips)	72	37								109

<b>Grand Total</b>	<b>Intake*</b>	<b>484</b>	<b>315</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>810</b>
	<b>Outcome*</b>	<b>482</b>	<b>321</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>822</b>

<b>Statistics</b>	<b>Live Release Rate</b>	<b>88.7%</b>	<b>62.4%</b>	<b>na</b>	<b>100.0%</b>	<b>na</b>	<b>75.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>78.6%</b>
	<b>Euthanized, Expired in Shelter, DOA</b>	<b>98</b>	<b>143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>242</b>
	<b>Average Intake/day</b>	<b>16.1</b>	<b>10.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>27.0</b>
	<b>Average Outcome/day</b>	<b>16.1</b>	<b>10.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>27.4</b>
	<b>Average Euthanizations/day</b>	<b>1.5</b>	<b>3.3</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>4.9</b>
	<b>Average RTO/day</b>	<b>3.3</b>	<b>0.8</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>4.0</b>
	<b>Average Adoptions/day</b>	<b>3.1</b>	<b>1.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>4.9</b>

\* 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

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2018-1**

**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**

*Exhibit "A"*

	7441 ASCMV CAPITAL 2017-18			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
	<b>RESOURCES</b>			
Beginning Balance	\$ 145,820	145,820	212	146,032
<b>Revenues</b>				
Pet Licenses	0	0	0	0
Euthanasia	0	0	0	0
Vaccinations	0	0	0	0
Pet Micro-chip	0	0	0	0
Adoptions	0	0	0	0
DAC Return to Owner	0	0	0	0
CLC Return to Owner	0	0	0	0
Spay & Neuter	0	0	0	0
City of Anthony	0	0	0	0
City of Sunland Park	0	0	0	0
Donations	0	50,000	0	50,000
State Grants	0	14,775	17,696	32,471
Investment Income	0	0	0	0
City of Las Cruces	0	0	0	0
Local Grant	0	38,000	0	38,000
Operating Transfers In	955,000	955,000	0	955,000
<b>Total Revenues</b>	<b>955,000</b>	<b>1,057,775</b>	<b>17,696</b>	<b>1,075,471</b>
<b>TOTAL RESOURCES</b>	<b>\$ 1,100,820</b>	<b>1,203,595</b>	<b>17,908</b>	<b>1,221,503</b>
<b>Expenditures</b>				
Personnel	0	0	0	0
Operating	0	0	0	0
Capital	1,100,000	1,202,775	17,696	1,220,471
<b>Total Expenditures</b>	<b>\$ 1,100,000</b>	<b>1,202,775</b>	<b>17,696</b>	<b>1,220,471</b>
Accrual Adjustments	0	0	0	0
<b>ENDING BALANCE</b>	<b>\$ 820</b>	<b>820</b>	<b>212</b>	<b>1,032</b>

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2018-2**

**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

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2018-3**

**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

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2018-04**

**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.

New Years Day	Monday, January 1, 2018	Closed
Easter	Sunday, April 1, 2018	Closed
Memorial Day	Monday, May 28, 2018	Closed
Independence Day	Wednesday, July 4, 2018	Closed
Labor Day	Monday, September 3, 2018	Closed
Thanksgiving Day	Thursday, November 22, 2018	Closed
Christmas Day	Tuesday, December 25, 2018	Closed

Floating Holidays	5-8 hour days for full time employees 5-4 hour days for part time employees
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Martin Luther King Jr. Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving Holiday	Friday, November 23, 2018
Winter Holiday	Monday, December 24, 2018

(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 11<sup>th</sup> 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

**ANIMAL SERVICE CENTER OF THE MESILLA VALLEY  
RESOLUTION NO. 2018-05**

**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 11<sup>th</sup> 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