

REGULAR MEETING  
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD  
Thursday, Nov 21, 2019 at 9:00 AM

**MEETING LOCATION:**

Williamson County Regional Animal Shelter, Community Room  
1855 SE Inner Loop, Georgetown, Texas 78626

**BOARD MEMBERS**

Cedar Park, Managing Director, Daron Butler, Chairperson  
Round Rock, Asst Finance Director Lorie Lankford  
Williamson County Commissioner, Valerie Covey  
Leander, Chief Billy Fletcher  
Hutto Assistant City Manager, Byron Frankland

**1. Call to Order**

-Meeting called to order 9:13AM

**2. Roll Call**

-All board members present except Hutto Assistant City Manager, Byron Frankland and RR asst Finance Director Lorie Lankford

Visitors Present: Julie Kiley, Wilco Auditors Office

**3. Citizen Communications-** none

**4. Welcome new board member Billy Fletcher** (Byron Franklin absent)

**5. Board Opening Comments-**none

**6. Approval of Minutes July 31, 2019**

**7. Director's Report**

- a. 31 dogs from a recent cruelty investigation have been held at the shelter for over 110 days.
- b. There have been an increasing number of dangerous dog declarations over the past year which have taken a toll on shelter's time and space.
- c. Cats & Kitten numbers have increased by over 700 from last year.
- d. Wilco sheriff's trustees have been coming to clean dog kennels one day per week
- e. Employee Shana Best who was involved in a serious dog related injury this year is back at work. There is a \$59k security system with panic alarm buttons being installed in the shelter currently with panic buttons and cameras.
- f. The annual FurBall fundraiser is Saturday Nov 23. There have been 300 tickets sold.
- g. The shelter annual report is in process. There was a \$65k surplus in last years budget largely due to salary vacancies. There have been some unforeseen additions to this year's budget related to the recent build out including an elevator maintenance annual fee, commercial dishwasher annual maintenance fee and the annual fee for the security system being installed.
- h. A disaster response trailer has been secured by commissioner Covey for the shelter. Trailer will be stocked with crates and emergency relief supplies in case of disaster.
- i. Donation revenue collected for last FY \$485,145.34. Donations spent \$342,968.55 last year including FF&E for build-out. \$665,491.06 was rolled over into shelter donation account on Tues Nov 19.

**8. Discuss and/or take action to appoint a resident of a participating entity to the advisory board.**

- a. Advisory board member Rachel Yarger has resigned and shelter volunteer/foster Mary Smith has applied for the board position of “Resident of Participating Entity”. Daron Butler made a motion to approve Mary’s application. Commissioner Covey seconded. All were in favor.

**9. Construction Update**

- a. The exterior outdoor kennel building construction is in process. Projected end date is end of December 2019.
- b. There are some minor tasks to complete in the “H” building, some air conditioning repairs and also some landscaping corrections to be made that should be done by the end of December as well.

**10. Discuss and/or take action on PetCo Grant expenditures to date**

- a. Handouts 10-1 and 10-2 were discussed including the breakdown of expenditures for this year including veterinary equipment, community services (chips, vouchers and clinics), TNR support, Offsite Adoption Counselor, New Van plus wrap, Events and Enrichment and Animal Transport to out of area sanctuaries or rescues.
- b. There is approximately \$32,000.00 left over from this year’s allocation and the next \$300,000.00 of the grant will likely be granted around April of 2020. PetCo corporate management has raised some questions regarding the continuity of the no-kill philosophy and shelter mission following the upcoming 2020 retirement of current shelter director.
- c. Director reminded board members that she needs the resolution back from each of the cities and the county regarding the commitment to future continuity of the shelter mission.

**11. Discuss and/or take action on personnel reorganization**

- a. Handouts 11-1 and 11-2 were discussed outlining proposed changes to shelter personnel and the organizational chart. The shelter expansion and resulting separation of buildings as well as the number of animals housed at any one time has changed the work flow and placed a strain on covering basic operations. One issue with work scheduling is the high turnover of personnel (11 from July-Nov). The theoretical employee numbers scheduled should be adequate but extenuating factors such as staff outages (holidays, sick time, vacation) and buddying up for safety measures in dog area have created gaps in coverage that can lead to high stress levels in employees. Turnover also seems to be higher in PartTime employees than in FTEs.
- b. Proposed personnel changes include a Lead employee in the Dog, Cat and Admin areas respectively. These leads would closely monitor task completion during the shift and step in to close any gaps in work flow that are causing bottlenecks or possible overtime.
- c. Admin lead could also be cross trained to provide “back-up” for selected supply and inventory control duties to close gaps in coverage for shelter purchase and monitoring of supplies.

**12. Adjourn**

Meeting adjourned at 10:36 AM.

**PASSED AND APPROVED THIS 5th DAY OF FEBRUARY, 2020**

---

**Daron Butler, Chairperson**

---

**Linda Gunter, Secretary**