

REGULAR MEETING  
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD  
Wednesday, Feb 5, 2020 at 3:00PM

**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 3:14PM

**2. Roll Call**

-Board members Present: Commissioner Covey, Lorie Lankford, Allison Hosgood (standing in for Byron Frankland, city of Hutto)

Board members absent: Daron Butler and Captain Billy Fletcher

Visitors Present: Julie Kiley, Wilco Auditors Office, Rebecca Clemmons and Amanda Remster, Wilco HR

**3. Citizen Communications-** none

**4. Welcome new board member Byron Franklin** (Byron Franklin absent Allison Hosgood standing in)

**5. Board Opening Comments-**none

**6. Approval of Minutes November 21, 2019**

**7. Director's Report**

- a. State inspection was completed in Dec by the new state vet and the shelter passed.
- b. Annual shelter report 2019 has been completed and sent out.
- c. The full time shelter vet has resigned. She is staying on as part time temp funded by donations. No applications for replacement received as of yet.
- d. Shelter is doing more dog transports for adoption to WA and New Jersey. Alexis is coordinating the transport logistics.
- e. The new security system with panic buttons has been installed and is functional.
- f. The annual Furball was big success. Grossed over \$100k cleared 87k
- g. Petco grant first \$300k installment is being spent. Second installment should arrive in April.

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

Mary Smith was just appointed in November and the board position is up for renewal again. Handout 8-1. Commissioner Covey moved to approve renewal of Mary Smith to this position and Lorie Lankford seconded. None opposed

**9. Construction Update**

- a. The Outside walls are up on the back building and construction is being done on inside.
- b. Director did a walk through of main shelter buildings with the construction company and discussed the flooring. The architects have agreed that the flooring is not what it is supposed to be. Manufacturer of the flooring is coming out to evaluate. Commissioner Covey inquired did the architects spec the flooring out correctly? Did Vaughn put down the correct floor per

the architect's specs? \$230,000.00 worth of work is left on construction's committed contract amount. \$70k left in retainage.

**10. Discuss and/or take action on hiring process for a director**

- a. Director's last day is May 7, 2020. Job should be posted by Wilco in February. The hiring will be done by committee. Handout of director job description was given out along with an example of a shelter director posting from Riverside shelter in CA.
- b. Shelter Board (5 person panel) will do the interviews and have a member of Wilco HR dept in the interview as well. Wilco HR can pre screen the applicants.
- c. Current director may formulate some appropriate interview questions.
- d. There is a possibility of bringing in a new director sooner than May depending upon budgetary constraints regarding payout. Julie Kiley will provide some clarification regarding feasibility.
- e. Cheryl suggested having a public meeting or forum for citizens to meet the candidates and ask questions prior to hire. Commissioner Covey suggested maybe public just meeting the one candidate that the board is seriously considering. Might depend upon the candidates and privacy issues. Possibly a get together where people can mingle and ask questions.
- f. Position should post nationally and interview can be done via phone or Skype.
- g. Applications will go to Rachel Arnold and Cheryl and Rachel will forward applications. Interviews should be set up for Friday March 13, 2020. Block off whole day for final interviewing applicants that board has already screened via Skype and/or phone. If a board member cannot make it then they can substitute a proxy.

**11. Discuss and/or take action on FY 20/21 Budget**

- a. Handout 11-1 for intake numbers and percentages owed by jurisdiction was reviewed.
- b. Personnel requests and shelter reorganization were discussed as outlined on handouts 11-2, 11-3 and 11-4. Gaps in staffing and constant turnover of employees may be alleviated by adding leads in the Admin and Dog and Cat areas.
- c. Commissioner Covey proposed looking at alternative resources such as the "Jails to Jobs" program. Lorie Lankford commented that city of Round Rock could not be supportive of adding additional staff. City of Hutto added that they currently are experiencing a hiring freeze but may be able to offer services of their continuous improvement person.

**12. Set date for April board meeting to discuss and/or vote on 2021 Budget**

Next board meeting set for April 22 at 3PM.

**13. Adjourn**

Meeting adjourned at 4:45PM.

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**Daron Butler, Chairperson**

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**Linda Gunter, Secretary**