

SPECIAL MEETING
WILLIAMSON COUNTY REGIONAL ANIMAL SHELTER BOARD
Tuesday, December 21, 2021 at 3:30 PM

MEETING LOCATION:

This WCRAS Board meeting was conducted virtually by video/audio conferencing.

BOARD MEMBERS

Williamson County Commissioner, Valerie Covey
Leander, Asst Police Chief Billy Fletcher
Round Rock, Finance Manager Erica Solis
Hutto, Stacy Schmitt
Cedar Park, VACANT

1. Call to Order

- a. Meeting called to order 3:32 PM.

2. Roll Call

- a. Members present on call: Wilco Commissioner Valerie Covey, Asst Police Chief Leander Billy Fletcher, Finance Manager Round Rock Erica Solis, PIO Assistant to the City Manager Hutto, Stacy Schmitt
- b. Board members absent: Cedar Park
- c. Visitors: none

3. Citizen Communications- none

4. Board Opening Comments

- a. Comm. Covey inquired as to the present state of shelter staffing. Misty relayed that due to ongoing labor shortages along with current illnesses of staff the shelter is operating below minimum staff required to complete daily tasks simultaneously in both public buildings. There was a recent COVID exposure of staff and volunteers that also necessitated informing staff, volunteers and members of the public that may have been exposed. Multiple staff members are out on sick leave and/or in isolation.
- b. Misty proposed closing the Services building for 10 days until Jan 2. No strays or owner surrender animals will be taken in via that bldg. and remaining front desk staff will be consolidated in Adoption Center lobby. ACOs have been contacted and several agencies have agreed to help out with taking strays in from the public in the field when needed or possibly at the Services lobby. Misty posed the question as to whether it is preferable to 1. Open Services bldg. at reduced hours/services or 2. Create a consistent schedule of just operating out of the Adoption Center for adoptions and returning lost pets to people.
- c. Billy Fletcher mentioned that consistency may lead to least frustration for customers. Misty commented that she has also drafted a public statement which will be reviewed also by the Wilco PIO as well plans to post notices on social media and the shelter

website. Stacy Schmitt requested that the final press release copy be forwarded also to the PIO of each participating entity.

5. Discuss and/or take action on COLA

- a. Commissioner Covey relayed that Wilco HR Director recently met with commissioner's court regarding a mid-year COLA increase. It was voted that a 3% COLA will be given to county employees to be instituted on Feb 11.
- b. Misty discussed funding sources for this current fiscal year which will accommodate this increase. A spread sheet was emailed to the board outlining the breakdown of funding. The grant/donation positions will be funded through their present sources of PetCo Love for the Asst. Mgr. position and General Donation fund for the Offsite Adoption Counselor. The spreadsheet includes a breakdown of projected increases for each jurisdiction for next fiscal year. It was noted that the amounts in salaries budget line Oct2021-Dec2021 that have not been spent due to staff position vacancies is enough to cover that 3% increase for this fiscal year.
- c. Billy Fletcher made a motion to approve the 3% COLA increase. Erica Solis seconded the motion. All were in favor. None opposed.

6. Adjourn 3:54PM

Commissioner Valerie Covey, Chairperson

Linda Gunter, Secretary