

**Approved June 14, 2018**

1. Call to Order

Ms. Hubbard called the meeting to order at 4:06 pm.

A. Roll Call

Present:

Kristin Almquist

Pat Hubbard

Gail Smith

Andrew Squire

Barry Gillaspie

Christy Holliger

Rhonda Pina

Tamara Barrick

Erin O'Donnell

Suzanne Droubie

Absent:

B. Pledge of Allegiance

Mr. Gillaspie led the Pledge of Allegiance

2. Volunteer of the Month – Barry Gillaspie

Edna Russell – dog walker

Melissa Bomar – dog walker

3. Staff Announcements, awards, recognition

PACC Employee of the Month - Bennet Simonsen

Central Pet – Mariah Hollinworth

4. Adoption of April 12, 2018 Meeting Minutes

Minutes unanimously accepted as written.

5. Call to Audience

Jo Wishnie – Data questions

6. Standing Items

A. Director's Communication – Kristen

a. Reviewed highlights from the April Director's report

- PACC took in 1,298 pets, achieving a save rate of 91% compared to April 2017 save rate of 86%

- 454 Volunteers logged in 7,680
- An animal welfare group from Australia are traveling to visit PACC to tour the facility and meet with shelter leadership
- Adoption rate is 57%; which is higher than the national average
- APS responded to 2,4098 calls for service

B. Phase 2 facility and construction update – Marty Klell

a. Presentation on Phase 2 progress

- New offices for Live Release, Adoptions and Behavior
- Volunteer breakroom/center and real life room
- Updated kennels on adoption floor – much lighter and brighter
- Harry's Haven has been updated
- Lots of play yards

7. Old Business

A. Kennel Bedding Follow-up (update, policy justification) – Sarah

- a. Draft policy was sent out to all staff and volunteers. Any questions and concerns have been addressed. The plan is to come up with the issues once Phase 2 is complete and the flow has changed again.

B. After hours (off-hour) intake – update of options - Kristen

In follow up to the previous month's meeting discussion continued regarding the need to address off-hour intake. The Director indicated that there had been discussion of modifying intake hours to 9 to 5 but that was on hold until the completion of Phase 2 construction. After discussion amongst the committee, it was agreed that a subcommittee of working group should further study and elaborate on possible options moving forward. Four people volunteered to contribute on the subcommittee: Dr. Gail Smith, Kristen Almquist, Pat Hubbard and Tamara Barrick. The Chairman further agreed to develop a charge for the work group to present for consideration and approval at the June meeting.

C. Tent temperature procedure - Kino

The tent experienced an issue with the evaporated cooler and was taken care of by Facilities. There is only a few more weeks left of using the tent and he feels comfortable saying that the issue with the tent was an anomaly.

8. New Business

A. Management update on major initiatives – Kristen/Sarah

1. Hiring - Kristen

- a. The organization chart has the top tier staff hired and now hiring the boots-on-the-ground staff. By the end of the summer PACC should be about 85% staffed
- b. Communications Specialist position will be advertised in mid-May
- c. Human Resource position dedicated to PACC
- d. Dawn Reeder selected as the Clinic Coordinator
- e. Three clinic technicians and three shelter technicians were selected

- f. Through a Petco Foundation grant, two full-time adoption counselors position were created

2. Chameleon data cleanup - Sarah
  - a. Since February she has been manually going through making corrections which will make Finance's monthly adjustments easier
3. Solar panel coordination/completion of phase 1 – Marty Klell
  - a. Covered the completion of the solar panel project for Phase 1 and the ongoing work in Phase 2
4. Rescue partner support protocol – Kristen
5. Web redesign - Kristen
  - a. PACC, Communications and IT have started the process to redesign the PACC website to make is more accessible and user-friendly
6. Old Pueblo networking/community ops  
Community Support Center and grants, we will be able to help homeless people moving into permanent housing with their pet deposits

- B. Disease update and medical issues at PACC – Dr. Wilcox
  - a. Collecting data for the past four months and presented data trends on specific common diseases in shelter animals

- C. Offsite adoptions – planning and staffing  
PACC is in the process of filling the Adoption Supervisor's position, which will serve as the offsite adoptions person who will be spending 25 to 30 hours transporting animals to offsite events and 10 to 15 hours assisting the Adoptions Coordinator. Through a Petco grant, PACC is hiring two additional Adoption Counselors

## 9. Announcements

- A. Committee –  
Pat Hubbard announced that Altered Tails is closing
- B. Volunteer Representative (Holliger)  
Updated the committee regarding on the hoarding case of the large dogs. A rescue partner has established a sanctuary that will house these dogs.

## 10. Future Agenda Items

- Offsite adoption programming and support
- Director vision goals for PACC After hours
- Standard Operating Procedures (update on progress)
- Discussion and possible action to endorse fireworks education in PACC outreach

11. Adjournment

The meeting adjourned at 5:45 p.m.