

**Approved**  
**2/8/18**

1. Call to Order

Mr. Gillaspie called the meeting to order at 4:00 pm.

A. Roll Call

Present:

Tamara Barrick  
Barry Gillaspie  
Pat Hubbard  
Gail Smith  
Suzanne Droubie  
Christy Holliger  
Andrew Squire  
Rhonda Pina  
Erin O'Donnell  
Kristin Almquist

Absent:

Dan Eckstrom

B. Pledge of Allegiance

Mr. Gillaspie led the Pledge of Allegiance

2. Adoption of October 12, 2017 Meeting Minutes

Minutes unanimously accepted as written.

3. Call to Audience

Ann Haber – addressed the committee regarding her concerns about space in the new PACC facility

Linda Scheel – addressed the committee regarding change to the PACC volunteer and staff Facebook staff page description

4. Standing Items

A. Director's Communication –

A. Annual report –

Kristen highlighted portions of her annual report:

- Intake at PACC's historic lowest – 16,500 animals
- 91% save rate for the year

- Adopted 9,164 pets,
- Returned 1,892
- Fostered 2,130
- Sent to Rescue or Shelter partners 2,017
- Performed 7,500 spay/neuters surgeries
- Performed 1,990 specialty surgeries
- Volunteers donated 77,890
- Pet Support Center handled 33,470 calls
- Animal Protection Services addressed 20,300 calls

## 5. New Business

### A. PACC Staffing –

- a. 1-Recap and memorialize design/construction process – Marty Klell and Mike Anglin  
Presented a PowerPoint that looked at the construction process from the beginning of the project with the Stakeholders input from the beginning with the message board at the Public/Volunteer and the programming workshops. They highlighted the goals/key elements of the design and project constraints and the design development and start of construction and up to the completion of Phase 1 in December 2017.
- b. 2-phase 2 details  
The presentation continued with the beginning of Phase 2 showing the old building as it was before the demo and a rendering of what it will look like at the end of the project in August 2018.
- c. Staffing/Organizational update –Kristen  
Discussed the new roles and positions that are occurring at PACC. She said the organizational chart is not completed but she will bring one as soon as she has it. Some of the changes are:
  - Hiring a Clinic manager to replace Michele Figueroa who moved into her new role as Operations Manager
  - Hiring Foster Coordinators – 3 positions funded by a grant from the Petco Foundation
  - Hiring a number of positions that were vacated due to staff moving to other positions or leaving PACCThe goal is to have the majority of the position filled by the end of March so they can be trained before the busy season.
- d. Operations priorities and direction Jan-June 2018 – Sarah Aguilar
  - Discussed the policies and procedures she is creating in order to minimize and control a chaotic situation. One procedure she has already put into place is Daily Rounds which include a Foster staff, Medical Staff, Marketing, and Behavior and looking at every animal to assess their behavior and health to determine what is the next step is to get the animal adopted.

- Announced that through a generous donor, PACC is able to hire a fourth vet and two techs.
- Ensure clear communication between all partners, volunteers and committees in order to save more lives.

e. Intake afterhours/night coverage - Gail Smith

- Asked how to get help for good Samaritans bringing in stray, sick or injured animal to Admission when they are closed. She asked if PACC can come up with a plan to make it easier for these people. Barry suggested that the committee make a motion to have staff come back with an assessment of the situation and a contingency plan to address it. A motion was made and carried unanimously.

6. Announcements

A. Committee –

Kristin said she wanted to congratulate the PACC on the successful opening day.

B. Volunteer Representative (Holliger)

- a. Expressed her concern over not being able to shorten length of stay until staffing shortages are addressed.
- b. Expressed concerns over dealing with the increased size of the new building and the challenges that Volunteer staff needs to overcome.
- c. Expressed concern over animals receiving the medical attention that they need even though they have been at PACC for a long time.
- d. Communication between staff and volunteers is critical

C. Chair (Gillaspie) Recognition: Volunteers of the month

- a. Bonny Harris
- b. Bobbi Sullivan

7. Future Agenda Items

Update on Friends of PACC

Update on PAAW

8. Adjournment

The meeting adjourned at 5:45 p.m.