



Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA 93908

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Cynthia Burnham

Animal Services Administrator

**Hitchcock Road Animal Services Agency
Board of Directors Meeting Draft Minutes**

January 17, 2024 @ 4:00PM

Meeting Location: 160 Hitchcock Road, Salinas, CA 93908, Obie’s Conference Room

Board Members Present	Staff and Guests
Supervisor Glenn Church, District 2 (Chairperson) Elsa Jimenez, Director Health Services Tonya Erickson, Alternate for City Manager Kimbley Craig, City of Salinas Mayor (alternate)	Shane Strong, Deputy County Counsel Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III

1.0 Call to Order and Roll Call

2.0 Approve Minutes from 11/15/23 Meeting – *Alternate Director Kimbley Craig motioned to approve minutes. Alternate Director Tonya Erickson second. Motion passed.*

3.0 Consideration of Late Agendas or Changes to the Agenda – *C. Burnham – present changes to Items 5.2, 5.3, 5.4 & 5.6. There are number changes and highlighted on the supporting packet.*

4.0 Public Comment –

Carole Bouchard, HRAS Volunteer & City of Salinas resident commended the Board for the formation of JPA and the work that has been done.

5.0 Regular Agenda

5.1 Review and consider a 2024 Regular Meeting Schedule – *Alternate Director Kimbley Craig motioned to approve meetings dates to be on 2/21/2024, 4/17/2024, 06/12/2024, 08/21/2024, 10/16/2024 & Special Meeting on 12/18/2024 at 3:30PM-5PM. Director Elsa Jimenez second. Motion passed.*

5.2 Receive Mid-Year Budget and Current Staffing Report – *Karla Tinajero presented report. T. Erickson requested clarification on date of estimates. Clarification was made that these are estimates thru 11/30/2023. C.Burnham clarified the staffing section was revised to reflect we are no longer having to abide by the 6% vacancy rate.*

5.3 Receive and discuss fiscal year 24/25 baseline budget recommendations – *Karla Tinajero presented report. No directions or changes were requested. This item will be brought back to the February meeting for approval.*

5.4 Review of requested augmentations - *Karla Tinajero & Cynthia Burnham presented.*

5.4.1.1 #1 Capital Improvement Projects (major)

E. Jimenez provided the following direction, staff to present in the February meeting a list of items that will need to be invested in to maintain current operations, this is to include additional kennel space. No public comment.

5.4.1.2 #2 Low-Cost Mobile Spay/Neuter Clinics

Direction to staff was to request the full augmentation and allow the separate Member Boards to decide if they can fund.

Public Comment: Melanie Scherer, founder of SNIP, shared concerns with backyard breeders, lack of spay/neuter ordinances in the City, and unaltered reclaimed animals.

Lisa Sears, volunteer with SNIP, expressed the need for spay/neuter clinics and supports stronger spay/neuter ordinances.

Lora James, Seaside and traps cats, feels that this County/City need the SNIP bus services, additional ACO's to support weekend coverage, mandatory spay/neuter ordinances and recommended the Board attend a SNIP clinic to see the work that is being done.

Mary Koch, Unincorporated Salinas, would like to see the SNIP locations moved to better serve the homeless community.

5.4.1.3 #3 Additional Staffing Requests

This includes 1 F/T Animal Care Tech, 1 F/T Office Assistant I, and 1 F/T Education Volunteer Coordinator. No public comment.

5.5 Review and discuss contract cities with applied JPA formula cost.

Cynthia Burnham presented report on current City contracts.

Alternate Director Kimbley Craig moved to form a subcommittee to focus on best practice for cost recovery and membership. Director Elsa Jimenez second the motion. Motion Passed. Chairperson Glenn Church & Alternate Tonya Erickson will be part of this committee.

5.6 Use of Donations.

Cynthia Burnham presented. Direction was given to staff to create guidelines of the different donations received and how they may be applied. These guidelines are to be presented at the next meeting.

6.0 ANNOUNCEMENTS AND ADJOURNMENT

Next Regular Meeting: February 21, 2024 @ 4:30pm

Documents related to agenda items that are distributed to the HRAS Agency Board less than 72 hours prior to the meeting shall be available for public inspection at 160 Hitchcock Road, Salinas, California. Documents distributed to the HRAS Agency Board at the meeting by HRAS staff will be available to the public at the meeting; documents distributed to the HRAS Agency Board by members of the public shall be made available after the meeting.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the HRAS Animal Services Administrator at 160 Hitchcock Road, Salinas, Ca 93908 or 831-769-8796.