



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 Minutes (Approved)

February 21, 2024 @ 4:30PM

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

Board Members Present	Staff and Guests
Supervisor Glenn Church, District 2 (Chairperson) Sonia De La Rosa, County Administrative Officer Tonya Erickson, City Manager Office	Shane Strong, Deputy County Counsel Elsa Jimenez, Director Health Services Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III Cindy Burnham, Animal Services Director

1.0 Call to Order and Roll Call

2.0 Approve Minutes from 1/17/24 Meeting – Director De La Rosa moved to approve the minutes. Chairperson Church second. Motion passed.

3.0 Consideration of Late Agendas or Changes to the Agenda – C. Burnham – presented changes to Items 5.8 Applications from Lizbeth Camacho, Connie Hicks & Kim Madolora.

4.0 Public Comment -

Public comment was opened. Public comment was taken and then closed.

5.0 Regular Agenda

5.1 Consider new 2024 Chair/Vice Chair for HRAS Board of Directors – Director Sonia De La Rosa moved to have Chairperson Church continue as Chair. Director Erickson second. Motion withdrawn. New motion by Director Erickson to table this item until the next meeting. Director De La Rosa second. Motion Passed.

5.2 Receive Operations Report and Statistics for November, December 2023 and January 2024) – AS Director C. Burnham presented. No public comment.

5.3 Receive Current Budget Status and Staffing Reports – K. Tinajero presented. Also, presented the process for grants, Memo to Board of Supervisors. No public comment.

5.3.1 Re-consider 6/29 action item related to mobile clinic augmentations and veterinary staffing – Chairperson Church moved to rescind and not fill current vacancies and continue with SNIP funding. Director De La Rosa second. Public Comment: Public comment was taken and then closed. Motion passed.

5.4 Receive updated report and consider adoption of Animal Services budget for 24/25 fiscal year and provide direction for updated augmentations – K. Tinajero presented. Director De La Rosa motioned to approve the budget to include augmentations of 72 SNIP Clinics (City 24, County 48), \$30K Overtime for ACO weekend coverage, Capital Improvement

County of Monterey * City of Salinas

- Projects, additional staff OAI, ACT II, and EVC positions at half salary as safeguards and not fill until the board determines they can be funded, Vet & RVT. Chairperson Church second. Public comment – Public comment was taken and then closed. Motion Passed.*
- 5.5 Consider donation use policy – *Director De La Rosa motioned to approve the policy as presented. Director Erickson second. Public Comment: Public comment was taken and then closed. Motion Passed.*
- 5.6 Consider fee schedule and with proposed increases – *C. Burnham presented increases of 16%, these fees have not been included in baseline budget revenue. Director De La Rosa motioned to approve the fee schedule. Director Erickson second. No public comment. Motion passed.*
- 5.7 Committee Reports – *Director Erickson motioned to merge 5.7.1, 5.7.2 & 5.7.3. Director De La Rosa Second. Motion passed.*
- 5.7.1 Branding and Marketing Committee (Tonya Erickson)
 - 5.7.2 Data Quantification & Reporting Standards (Sonia De La Rosa/Carla Gonzalez)
 - 5.7.3 Advisory Application (Sonia De La Rosa/Tonya Erickson)
 - 5.7.4 JPA membership (Supervisor Church/Tonya Erickson) – *several meeting and discussions have been held. Current contracts will end at this fiscal year. Still determining what the methodology should be for cost recovery. Will be meeting with contract cities next month to include them in the decision for increase of fees and services to ensure cost recovery.*
 - 5.7.5 Advisory Committee (Mike Richards) – *C. Burnham presented, 1st meeting was on January 18, they have formed 3 sub committees, they still have 2 vacant positions, looking at City and County ordinances to possibly share/create synergy between the 2 agencies.*
- 5.8 Consider JPA member Advisory Committee applications for appointment – *Director Erickson motioned to accept Lizbeth Camacho as City Representative and hold further appointments until April. Director De La Rosa second. No public comment. Motion Passed.*
- 5.9 Receive Report from Shelter Planners of America related to Shelter Expansion and provide direction to staff. (Previously tabled from 11.15.23 meeting) – *Director Erickson requested to table item and have it brought back to future meetings. Public comment: Public comment was taken and then closed.*
- 5.10 Consider Zoom option for meetings – *Director Erickson motioned to table items 5.10 & 5.11. Director De La Rosa second. Motion Passed.*
- 5.11 Consider providing translator for meetings. *(See above motion)*

6.0 ANNOUNCEMENTS AND ADJOURNMENT

Next Regular Meeting: April 17th, 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.