



## Hitchcock Road Animal Services

160 Hitchcock Road, Salinas, CA93908

Phone: (831) 769-8850 \* [www.hitchcockroadanimals.org](http://www.hitchcockroadanimals.org)

Cynthia Burnham

Animal Services Administrator

### Hitchcock Road Animal Services Agency

#### Board of Directors Regular Meeting

April 18th, 2024 @ 3:00pm

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

#### 1.0 Call to Order and Roll Call

#### 2.0 Approve Minutes from 3/28/24 Special Meeting (Action Item)

#### 3.0 Consideration of Late Agendas or Changes to the Agenda

**4.0 Public Comment** - Any member of the public may address the HRAS Agency Board for a period not to exceed three minutes on any issue within the HRAS Agency's jurisdiction that is not on today's agenda; any member of the public may address the HRAS Agency Board on agenda items as they are considered. The HRAS Agency Board will listen to all communications regarding items not on the agenda but may not take any action, except to clarify, briefly respond, or to direct staff to report back on the item at a future meeting or place the item on a future agenda. Information for members of the public requiring disability-related modification or accommodation is set forth at the end of this agenda.

#### 5.0 Regular Agenda

5.1 Receive Operation Report and Statistics for February and March 2024

5.2 Receive April budget update and consider approving the filling of the 0.5 Veterinarian and 0.5 Registered Veterinary Technician positions (Action item)

5.3 Consider Zoom Option and translator services for meetings (Action item tabled from February) and provide direction for staff regarding meeting room locations.

5.4 Consider JPA Advisory Committee Applications for City of Salinas appointment vacancy. (Action item)

5.5 Committee Updates:

5.5.1 JPA Membership

5.5.2 Advisory Committee

#### 6.0 ANNOUNCEMENTS AND ADJOURNMENT

Next Regular Meeting: May 16<sup>th</sup>, 2024 @ 3:00 pm

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

County of Monterey \* City of Salinas

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.



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Cynthia Burnham

Animal Services Administrator

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

March 28, 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) Sonia De La Rosa, County Administrative Officer Tonya Erickson, City Manager Office Mayor Kimbley Craig, Alternate, City Council	Shane Strong, Deputy County Counsel Robert Brayer, Deputy County Counsel Elsa Jimenez, Director Health Services Cindy Burnham, Animal Services Director Gabriela Gonzalez, Secretary Karla Tinajero, Treasurer Miriam Mendoza, Finance Manager III Leoni Gray, Policy Analyst Chief Guillermo Mixer, Greenfield PD Chief Randy Hopkins, Marina PD

**1.0 Call to Order and Roll Call**

**2.0 Approve Minutes from 2/21/24 Regular Meeting** – *Alternate Director Craig motioned to approve the minutes with 1 correction. Director De La Rosa second. Motion Passed.*

**3.0 Consideration of Late Agendas or Changes to the Agenda**

**4.0 Public Comment** – *Public comment was opened and then closed.*

**5.0 Regular Agenda**

5.1 Consider frequency and timing of the regular meeting schedule. *Director Erickson motioned to schedule meetings the 3<sup>rd</sup> Thursday of the month beginning April 2024. Alternate Director Craig second. No public comment. Motion Passed.*

5.2 Consider adopting rates for JPA contract services. *Director Church motioned to provide an Amendment to our current contracted Cities with a 16.25% increase for fees and with the provision to include language of revisiting the agreement for future cost increases to support our cost recovery efforts. Alternate Director Craig second. No public comment. Motion Passed.*

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## **Regular Agenda Item 5.1**

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** April 18, 2024

**SUBJECT:** Receive Operation Report and Statistics for February and March 2024

### **Recommendation:**

It is recommended to receive the attached Operation Report and Statistics for February and March 2024.

### **Attached:**

Operation Report and Statistics for February and March 2024.

# Hitchcock Road Animal Services JPA Board Meeting

## Operations and Statistics Report – April 18, 2024

This report is provided to give you a brief synopsis and statistics for the period of February and March 2024 (unless otherwise identified) of the programs provided and services rendered through the dedication and commitment of Hitchcock Road Animal Services (HRAS) staff and volunteers.

### Major Facility Updates

Current major facility projects or issues.

- HVAC replacement – 1 of 7 units replaced to date; other pending.
- Review of installing electrical vs propane
- Water pump replacement – Emergency repair status in progress due to second pump failing.

### Staffing Vacancies

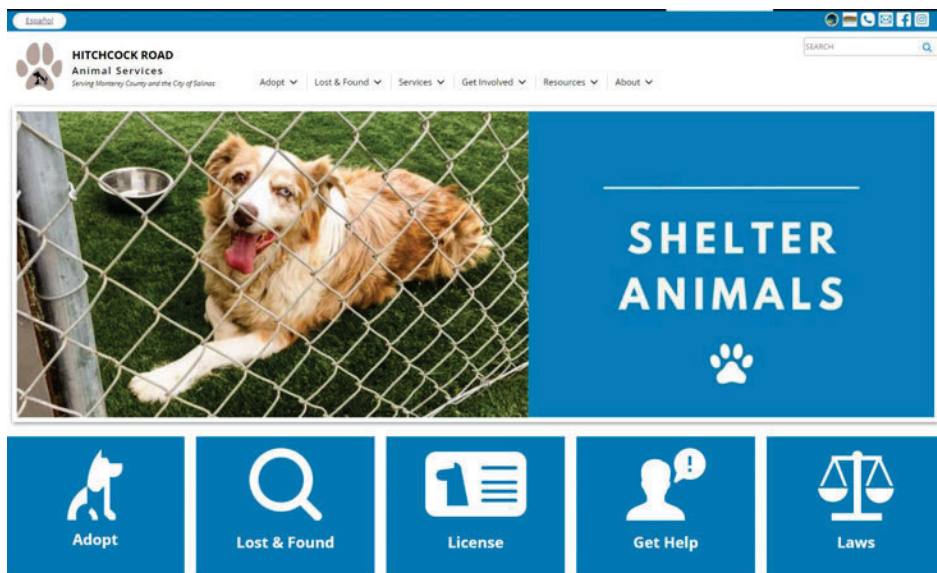
Current vacancies as funded in budget.

- In progress to be filled:
  - 1.0 OAI (for Field Services Support) (*interviews completed*)
  - 1.0 FTE Animal Control Officer
  - 1.0 Senior Animal Control Officer (internal recruitment after ACO filled)
  - 0.5 Veterinarian (*on pause pending April budget update*)
  - 0.5 Registered Veterinary Technician (*on pause pending April budget update*)
- Leave of Absence
  - 1.0 FTE Animal Care Technician

### Grant Requests or Awards

None during this reporting period.

**Other Notes:** Soft rollout: new website look and better mobile functionality!



**Statistics and Related Legends**

Jurisdictions - HRAS jurisdictions defined by County GIS Mapping.

Current Jurisdictional Contracts\*:

Contract City	Term expiration	Services
Marina	30-Jun-24	Animal Sheltering
Greenfield	30-Jun-24	Animal Sheltering
CSUMB	30-Jun-24	Animal Sheltering, Bite Investigation
Del Rey Oaks	30-Jun-24	Animal Sheltering, Licensing
Carmel	30-Jun-24	Animal Sheltering, Licensing

Statistics Legends:

Term in Stats	Full Term	Description
<i>Intake</i>		
Dispo Req	Disposal Requested	Dispose of a deceased animal
ER Feral	Euthanasia Request for a feral cat	A cat that has been on property for over 30 days and property owner requests euthanasia as owner
Euth Req	Euthanasia Request	An owner requests euthanasia service for owner pet
Owner Sur	Owner Surrender	An owner surrenders a pet, relinquishes ownership
Pro Custody	Protective Custody	Special hold on cases that may involve animal cruelty, pwner in jail/hospital.
Quarantine	Quarantine	Animal under quarantine for human bite
Return	Return	Adoption return
Stray	Stray	Stray animal with no known owner
Transfer	Transfer	Transfer from another agency

Term in Stats	Full Term	Description
<i>Outcome</i>		
Adoption	Adoption	Adopted to a new legal owner
Died	Died	Died while in shelter
Euth	Euthanasia	Euthanasia performed on animal
RTF	Return to Field	Feral cat was returned to community (field)
RTO	Return to Owner	Returned animal to owner
Transfer	Transfer	Transferred to a rescue partner (after stray hold)

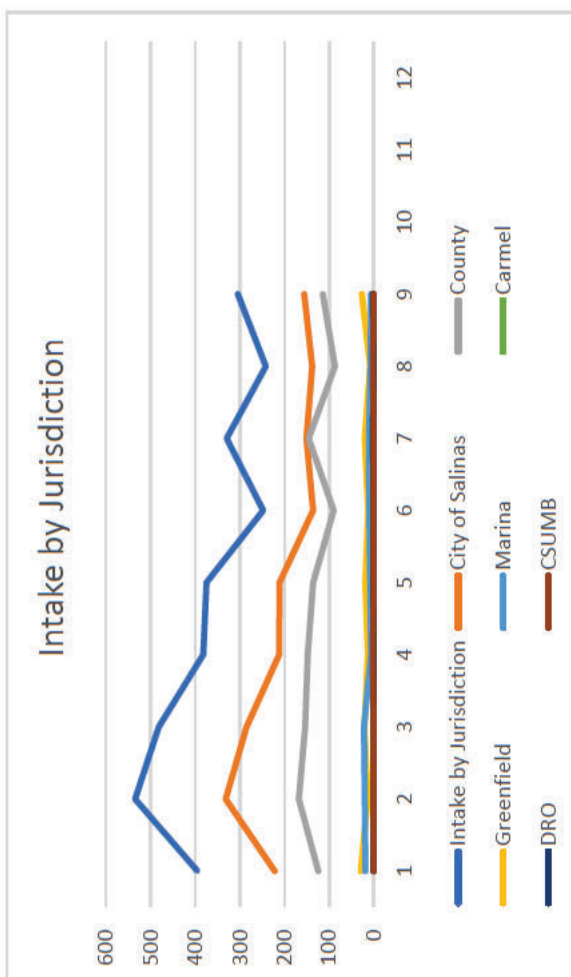
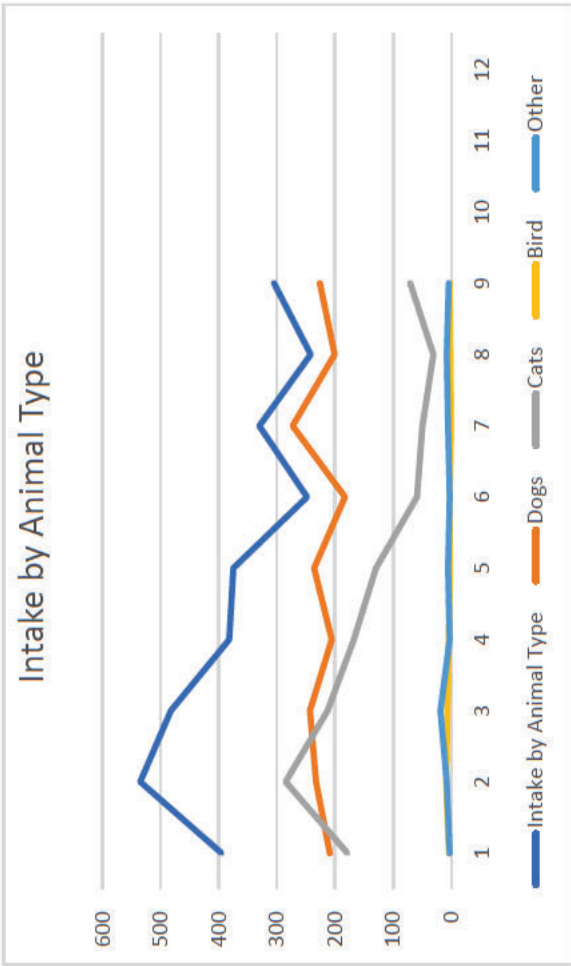
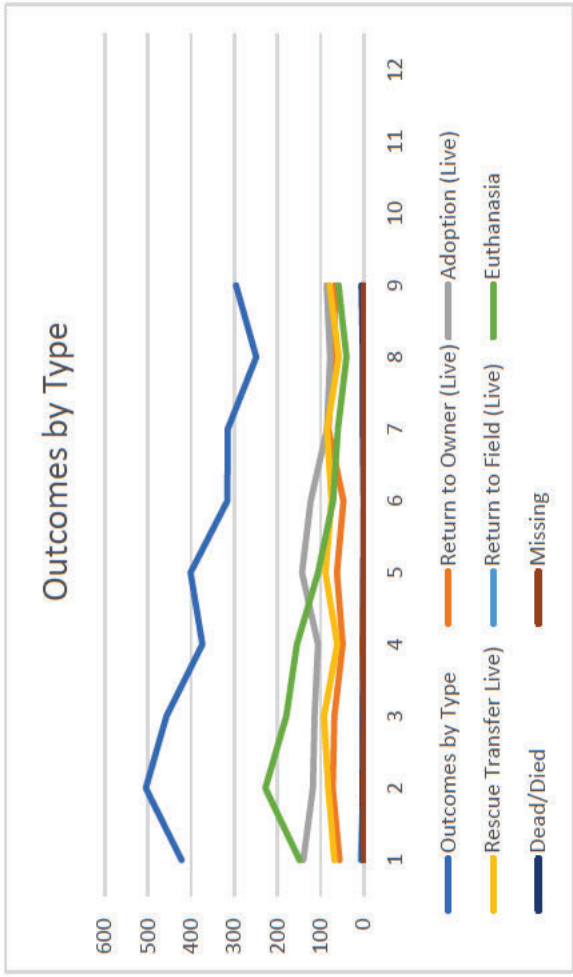
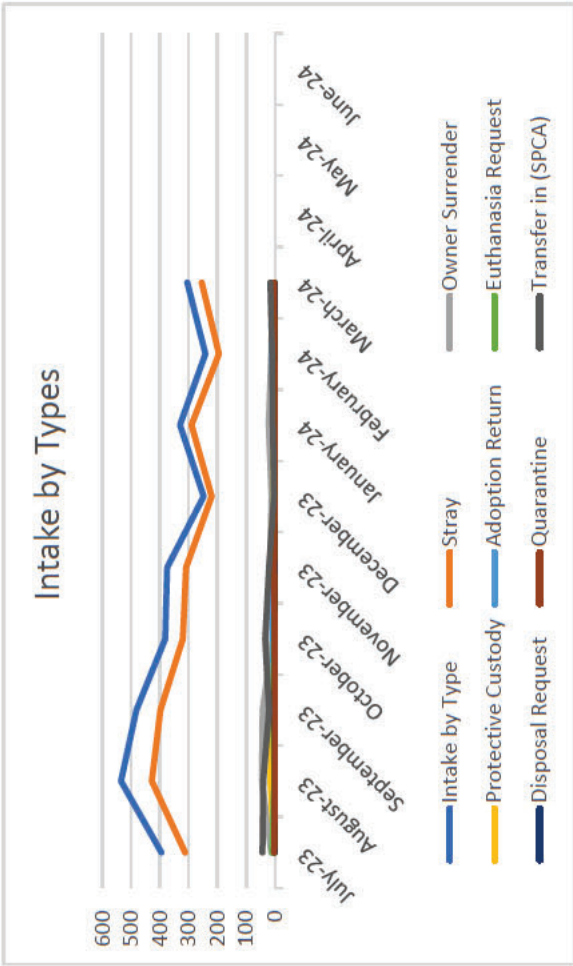
Monthly Total Intake/Outcome Animal Statistics for FY 23/24

HRAS Animal Stats	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	Running total	Previous Fiscal Year (22/23)
<b>Intake by Type</b>	<b>395</b>	<b>535</b>	<b>482</b>	<b>382</b>	<b>375</b>	<b>248</b>	<b>330</b>	<b>242</b>	<b>305</b>	<b>305</b>			<b>3294</b>	<b>3983</b>
Stray	312	428	398	320	309	220	290	195	255				2727	3316
Owner Surrender	14	46	43	9	18	12	22	13	9				186	194
Protective Custody	2	16	9	6	12	6	3	7	4				65	59
Adoption Return	9	2	4	8	10	4	2	11	11				61	61
Euthanasia Request	10	2	6	3	2	1	3	3	3				33	65
Disposal Request	1	0	1	0	0	0	2	1	2				7	93
Quarantine	3	0	0	1	3	1	0	2	4				14	9
Transfer in (SPCA)	44	41	21	35	21	4	8	10	17				201	186
<b>Intake by Animal Type</b>	<b>395</b>	<b>535</b>	<b>482</b>	<b>382</b>	<b>375</b>	<b>248</b>	<b>330</b>	<b>242</b>	<b>305</b>	<b>305</b>			<b>3294</b>	<b>3983</b>
Dogs	209	233	243	206	236	183	273	201	226				2010	2312
Cats	179	285	213	168	130	59	50	31	71				1186	1574
Bird	4	9	7	5	3	3	1	2	3				37	20
Other	3	8	19	3	6	3	6	8	5				61	77
<b>Intake by Jurisdiction</b>	<b>395</b>	<b>535</b>	<b>482</b>	<b>382</b>	<b>375</b>	<b>248</b>	<b>330</b>	<b>242</b>	<b>305</b>	<b>305</b>			<b>3294</b>	<b>3983</b>
City of Salinas	222	332	285	212	211	136	151	138	156				1843	2301
County	124	168	154	148	136	90	146	87	114				1167	1388
Greenfield	29	14	21	13	19	12	20	8	27				163	160
Marina	19	20	22	6	8	10	11	7	6				109	127
Carmel	0	0	0	1	0	0	0	0	0				1	1
DRO	1	0	0	0	1	0	2	0	2				6	5
CSUMB	0	0	0	2	0	0	0	2	0				4	1
<b>Outcomes by Type</b>	<b>422</b>	<b>505</b>	<b>457</b>	<b>374</b>	<b>401</b>	<b>316</b>	<b>315</b>	<b>249</b>	<b>296</b>	<b>296</b>			<b>3335</b>	<b>3851</b>
Return to Owner (Live)	56	72	68	49	62	47	82	70	66				572	644
Adoption (Live)	140	118	114	106	143	123	85	78	86				993	1106
Rescue Transfer Live)	68	82	92	61	89	75	85	58	79				689	926
Return to Field (Live)	7	1	2	0	0	0	1	1	2				14	12
Euthanasia	149	228	179	155	106	71	60	40	58				1046	1144
Dead/Died	2	3	2	1	1	0	2	2	5				18	13
Missing	0	1	0	2	0	0	0	0	0				3	6

Notes: Currently averaging approximately 366 animals each month.

Comparison: FY22/23 averaged 331 animals per month





Year to Date:

**Current Live Release Rate\* for All Animals: 81.84%**

Dogs: 86.77%

Cats: 60.00%

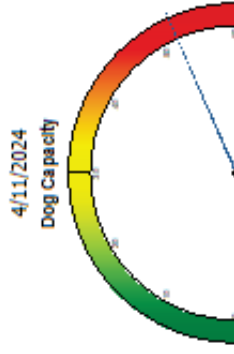
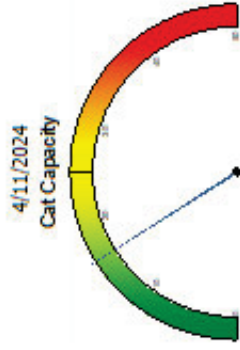
*Note: This is trending slightly down from last reporting period.*

\*Live Release Rate indicates the percentage of animals leaving the shelter alive (i.e., Adoption, Return to Owner, Transfer to Rescue or Return to Field).

How are the animals coming into the shelter?

- Approximately 75-80% of the animals are coming in from the public bringing directly.
- Approximately 20-25% of the animals are coming in from Field Services Officers.

Current Capacity as of 4/11/2024:



## **Animal Care Report** (prepared by Animal Services Supervisor, Petra Lewis)

### **Program updates:**

We are officially in kitten season! We have sent 3 litters (18 cats in total), and we have 2 new dogs currently in foster. Our kitten nursery is back in use. The kitten nursery was put in place 1 year ago to provide our smallest guests with undeveloped immune systems a safe place to stay while we seek rescue or foster. Only underage kittens and cats with nursing kittens that appear healthy and thriving are allowed in this room.

### **Special kudos, happenings, stories to share:**

Animal Care has been a huge help with providing social media content of adoptable dogs to help promote adoptions.

Parvo in April! It's not typical for springtime, but we had our first parvo case of 2024. 4 Puppies that were found off San Miguel Cyn Road on 4/8 tested positive for parvo on 4/9. Unfortunately, one puppy was declining quickly and was euthanized immediately. The remaining 3 puppies were depressed and lethargic. For one of the first times, we were unsuccessful at securing rescue. Talking with our neighbor, SPCA of Monterey County, they are also seeing parvo in the shelter.

### **Needs/issues/concerns:**

There is a need for a separate kennel space for medical cases. We continue to see an increase in medical cases that require us to house them in our receiving room so that we can better monitor them. Receiving is a high-traffic area with stray, unvaccinated animals coming in throughout the day, and it is also used to kennel large dogs that are going into the clinic for surgery. Holding animals in receiving over a duration of time is not ideal and is problematic. The question of what we can do has already been asked, and I would like to continue to see momentum on this project.

### **In progress:**

- The Foster program is close to being finalized, with us working on volunteer foster liaison training.
- We are working on stock-piling supplies for incoming kittens.
- We are working on reforming our behavior assessment program. We are working with Best Friends and have connected with other shelters and rescues to get an idea of what everyone else is doing. Shelters have moved away from structured/ridged evaluation processes and have implemented a more organic, visitation type style of assessment. We are taking all shared information and creating an assessment process that fits our needs.

## Front Office Report (from Principal Office Assistant, Gaby Gonzalez)

### **Special Kudos, donations, trends.**

We started our extended hours in March. Wednesdays open until 7pm and Saturdays open early at 11am for adoptions and reclaiming.

Wednesday's late hours have been helpful for Owners to come in and reclaim their animals, visiting with adoptable animals and licensing. We have not seen an increase in adoptions on Wednesdays, however, there has been an increase in foot traffic. Saturday's open early hours have been popular. We've seen an increase in adoptions, 50% of adoptions on these Saturdays happened before 1pm.

### **Recent Trainings**

The Role of Customer Service

Dealing with Difficult Customers

Stress Management

April 18<sup>th</sup> - Cal Animals – De-escalation and Crisis Management

### **Customer Service Stats**

	<u>February 2024</u>	<u>March 2023</u>
Parties served	1,074	642
Adoptable visits	684	434
Licensing	174	58
Looking for Lost Pet	84	26
Stray drop off	83	38
Reclaiming	46	19
Donations	13	12
Other Business	112	48
(rabies vaccines for adopted animals, general questions)		

### **Licensing Update**

License Compliance rate is 19.43% increase of .97% since January 2024

### **DocuPet:**

We have submitted our initial application. Our tentative rollout date is July 1, 2024. We will be needing to work with IT to transfer our data into their system. We are expected to meet weekly to cover all details of our licensing program to ensure a smooth transition.

### **Vet Compliance**

We are still at 19 Vets complying out of 29. Previously it was 19/30, Los Coches has closed. We have remained in contact with offices that are not complying and unfortunately, they have yet to figure out their systems to provide the information needed. Office visits are still pending due to other projects in office.

## Invoices for Failure to Reclaim and Vet Bills:

Front Office has started an invoicing system effective February for animals that were not reclaimed with owner information and outstanding vet bills at the time of RTO. This has resulted in Owners coming in to make payment arrangements in hope of recuperating some of these costs/fees.

### Licenses Stats for February and March 2024

<b>1,201</b> Total Licenses Sold	<b>11,972</b> Total Current Licenses
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### Current Tags by Type:

Current Tags by Type

Tag Type	Total
LIC MCU DOG 36 SN	2,391
LIC MCU DOG 00 SN SR	2,238
LIC SAL DOG 36 SN	1,372
LIC SAL DOG 00 SN SR	925
LIC MCU DOG 36	798
LIC SAL DOG 12	673
LIC MCU DOG 12 SN	646
LIC SAL DOG 36	538
LIC MCU DOG 24 SN	517
LIC SAL DOG 12 SN	514
LIC MCU DOG 12	464
LIC SAL DOG 24 SN	312
LIC SAL DOG 24	307
LIC MCU DOG 24	254
LIC SAL CAT 36 SN	10
LIC MCU CAT 36 SN	6
LIC MCU DOG 36 SR	3
LIC SAL CAT 36	2
LIC MCU CAT 36	1
LIC MCU DOG 06	1
<b>Total</b>	<b>11,972</b>

### Current Tags by Jurisdiction:

Current Tags by Jurisdiction

Jurisdiction	Total
CITY OF SALINAS	4,726
SALINAS UNINCORPORATED	2,570
CARMEL UNINCORPORATED	1,010
CARMEL VALLEY UNINCORPORATED	853
CASTROVILLE UNINCORPORATED	469
PEBBLE BEACH UNINCORPORATED	455
ROYAL OAKS UNINCORPORATED	386
CITY OF CARMEL BY THE SEA	302
AROMAS UNINCORPORATED	165
MONTEREY UNINCORPORATED	159
CITY OF DEL REY OAKS	125
KING CITY UNINCORPORATED	123
EAST GARRISON UNINCORPORATED	108
MARINA UNINCORPORATED	87
MOSS LANDING UNINCORPORATED	77
CHUALAR UNINCORPORATED	58
CSUMB	51
SPRECKELS UNINCORPORATED	44
GREENFIELD UNINCORPORATED	36
BIG SUR UNINCORPORATED	32
SOLEDAD UNINCORPORATED	28
BRADLEY UNINCORPORATED	22
CITY OF MONTEREY	20
GONZALES UNINCORPORATED	13
LOCKWOOD UNINCORPORATED	13
SAN LUCAS UNINCORPORATED	11
PARKFIELD UNINCORPORATED	6
PAJARO UNINCORPORATED	5
OUT OF COUNTY	4
SAN ARDO UNINCORPORATED	4
HWY 68, CORRAL DE TIERRA, SAN BENANCIO,	3
CITY OF MARINA	2
CITY OF SOLEDAD	2
CITY OF GREENFIELD	1
CITY OF SEASIDE	1
JOLON UNINCORPORATED	1
<b>Total</b>	<b>11,972</b>

Note: City of Del Rey Oaks and Carmel by the Sea fall under "LIC MCU" tags. They are not issued separate tags.



## Volunteer and Education Program Report (from Educator/Volunteer Coordinator Kendra Brady)

### Volunteer hours:

- January – 449.20 (missing from last report)
- February: 628.27 (27 volunteers)
- March – 816.43 (78 Volunteers)

Total of 85 current volunteers, 22 on “Paws”

### Community Events:

Events for public education or special pet adoption events where volunteers, fosters and limited staff attend. May be regular events or special events where we are invited by community members.

#### February

1. Starbucks 2/3 (3 vol.)
2. Pop Up Adoption 2/4 (3 vol.)
3. KSBW 2/23
4. New volunteers trained-4.

#### March

1. Volunteer meeting 3/2
2. New Volunteer Orientation 3/9
3. KSBW 3/15
4. MCOE Migrant Families Event 3/16 (1 vol.)
5. Pop Up Adoption 3/17 (4 vol.)
6. Carmel Valley Art Association adoption event 3/23 (3 vol.)
7. Extended shelter hours 3/2, 3/13, 3/16, 3/27 (ea. date 3 vol. were required)
8. New volunteers trained-1.



**Veterinary Clinic Report** (from Veterinarian Debi T. Watanabe)

In addition to daily rounds and treatments, which include exams, follow ups, minor procedures and other animal medical care related tasks, the clinic did the following:

**Spay/Neuter Surgeries: 179 total**

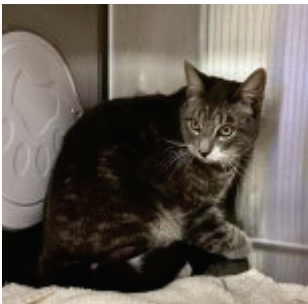
February 72

March 107

**Special Cases:**

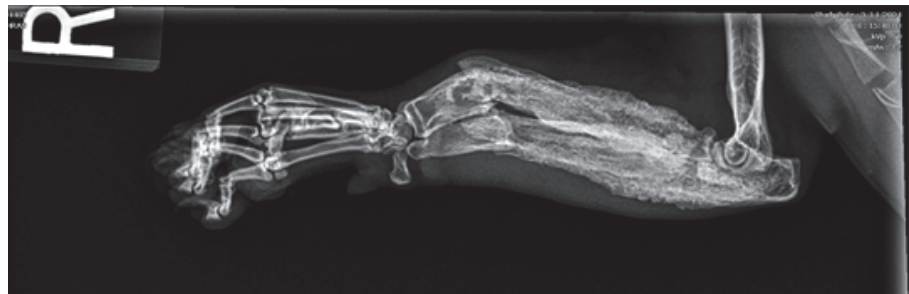
With the new x-ray machine, the clinic has been able to expedite diagnostics to allow faster treatment and pathway decision making.

*A224367, 10-month-old, silver tabby.* Came in as a stray, front leg visibly injured. After x-rays, discovered he had a broken humerus. Transferred to local rescue partner.



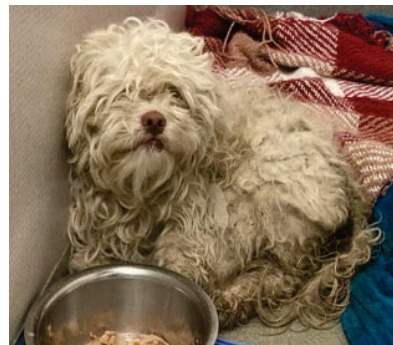
*“Thor” A224485*

Poor guy had a very old, infected radius and ulna fracture. The limb was amputated by the clinic. The cat was placed in foster for post-op care. Ultimately, the cat was adopted.



*White Poodle, A224498*

Found as a stray. Matted fur, covered in ticks and did not want to be handled. Extremely fearful. Staff suspected dog was hit by a car. Medical team was able to get x-rays and found he had a dislocated hip. They also clipped his matted fur, treated for ticks, removed a torn nail as well. Transferred to a rescue partner due to medical.



Neglect Conditions:

*Minette, A224333, 3-year-old Standard Poodle.*

Found as a stray, extremely matted but as sweet as she could be. Medical team spayed and shaved her down and she was ultimately transferred to a local rescue partner after not being adopted from HRAS.

Before:

MINETTE 3Y LARGE DOG CREAM S POODLE STND



After:

MINETTE 3Y LARGE DOG CREAM S POODLE STND



Eye enucleations (removal):

*A223819, 6-year-old male Poodle.*

He was a horrible case of an injured dog that failed to receive care (until it came to the shelter). It was suspected he received some trauma to the head, and he has his right eye protruding. Medical team neutered him, removed the bad eye, cleaned his ears and gave him a whole-body clip. Poor kid was transferred to a poodle rescue partner.

Before:

6Y SMALL DOG WHITE N POODLE MIN



After:



*Kenzo, A224546.* Came in as a stray and staff noted very irritated eye. Clinic staff noted an abnormal eye that caused constant discharge. Eye removed during neuter. As of 4/11/24, pup is still available for adoption.

KENZO 5M MED DOG BLACK N BORDER COLLIE





**Field Services Report** (from Valiska Lujan, Field Services Supervisor)

Number of calls received city vs county.

<b>Month</b>	<b>County of Monterey</b>	<b>City of Salinas</b>
<i>February</i>	218	230
<i>March</i>	234	231

**Potentially Dangerous Cases.**

1 PDD in city of Salinas

No PDD in County, animals were surrendered or after investigation PDD was not applicable.

**Any neglect cases in progress or where animals were confiscated.**

- County dog vs. livestock A24-060856
- County dog vs. livestock A24-061249

**Permit status's (all) – current, pending, citations sent.**

**For County only.**

- 1 permit violation citation is still pending in court.
- Boarding Permits 2, 1 current / 1 expired.
- Kennel Permits 20. 2 current, 18 expired.
- Pet Shop Permits 1 current, none expired.
- Rooster permits 56 total, 1 current, 55 expired.

**Citations written in the time frame, broken out by City and County.**

<b>Feb</b>	<b>March</b>
City Salinas 11	City Salinas 26
County 2	County 5

**Any cases headed to DA for prosecution.**

2 County, 3 City cases are pending and in process to be prepared to go to DA.

**Complaint cases in mediation:**

7 cases, all for barking/ nuisance dogs.

## Regular Agenda Item 5.2

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** April 18, 2024

**SUBJECT:** Receive April Budget Update and consider approving the filling of the 0.5 Veterinarian and 0.5 Registered Veterinary Technician positions (Action item)

### **Recommendation:**

It is recommended to receive the April budget update and consider approving the filling of the 0.5 Veterinarian and 0.5 Registered Veterinary Technician positions.

### **Discussion:**

Please review the current staffing position update, FY 2024 year to date and FY2025 updates.

#### **Staffing Position Update:**

There are currently 3 staffing vacancies that are in process to be filled (pending approval of 0.5 Veterinarian and 0.5 RVT).

At the February 21<sup>st</sup> meeting, item 5.3.1 re-considered the item, "Consider 6/69/23 action related to mobile clinic augmentations and veterinary staffing". That decision placed a pause on the filling of those two part time positions, however, the Board requested an update at the April meeting regarding the filling of the part time Veterinarian and Registered Veterinary Technician position to determine if their filling could be reconsidered.

Finance has confirmed that there are sufficient appropriations to incur this cost this fiscal year. The expenditure would be allocated to both agencies, based on cost methodology. Approval is requested to continue the recruitment process that was paused pending budget confirmation.

Animal Services intends to utilize these positions to supplement current veterinary staff to increase capacity within the internal shelter needs. In addition, plans to include community clinics and services are in development, to include capturing related revenue for services provided. Given the current need for any additional veterinary capacities, Animal Services is eager to get these filled (which may take some time) in order to work to expand capacity for medical care internally and within our communities.

#### **FY 24 Budget Update**

Please see current budget year to date as of 4.8.24.

#### **FY 25 Budget Update**

Augmentation amounts are not factored in the total projected costs pending approvals. Added to the augmentation list for County only is a small grant project that would be managed by Animal Services but not included in shared JPA costing proportions.

Attachments:

JPA Positions

JPA YTD FY24

JPA FY 25

Position Department \*  
 Position Unit 8442  
 Fiscal Year 2024  
 Empl Assignment Ty \*  
 Posn Assignment Ty Permanent

Report Description

Please do not download this report to .csv - save as excel or pdf since this report has joins in place that wont work good with the .csv option. The report includes position id & description, department & unit, title, fiscal year, authorized/filled/vacant FTE counts. The report is grouped by the authorized department and unit. The user is prompted for the authorized department, unit, and fiscal year. If there are multiple employees occupying the same position, it would list only one of the employees, because the position is still FTE = 1.0

Position Department 4000

Position Unit 8442

Position	Employee ID	Employee Name	Title Code	Title Deco	Empl Assg Title	Empl Assg Title Deco	Step Cd	Step Advance Date	Unio n Cd	Auth FTE	Filled FTE	Vacant FTE	Position Auth Assig Type
14H240001				EDU & VO COORD						1.000	1.000	0.000	Permanent
34C010001				ANML CNTRL OFC						1.000	1.000	0.000	Permanent
34C010002				ANML CNTRL OFC						1.000	1.000	0.000	Permanent
34C010003				ANML CNTRL OFC						1.000	1.000	0.000	Permanent
34C010004				ANML CNTRL OFC						1.000	1.000	0.000	Permanent
34C010005				ANML CNTRL OFC						1.000	1.000	0.000	Permanent
34C020001				SR ANML CNT OF						1.000	0.000	1.000	Permanent
34C110001				ANML SVCS SUPV						1.000	1.000	0.000	Permanent
34C110002				ANML SVCS SUPV						1.000	1.000	0.000	Permanent
50M210001				REG VET TECH						1.000	1.000	0.000	Permanent
50M210002				REG VET TECH						0.500	0.000	0.500	Permanent
50M800001				VETERINARIAN						1.000	1.000	0.000	Permanent
50M800002				VETERINARIAN						0.500	0.000	0.500	Permanent
70B030001				ANIMAL CARE TEC						0.500	0.500	0.000	Permanent
70B030002				ANIMAL CARE TEC						1.000	1.000	0.000	Permanent
70B030003				ANIMAL CARE TEC						1.000	1.000	0.000	Permanent
70B030004				ANIMAL CARE TEC						1.000	1.000	0.000	Permanent
70B030005				ANIMAL CARE TEC						0.500	0.500	0.000	Permanent
70B030006				ANIMAL CARE TEC						1.000	1.000	0.000	Permanent
70B030007				ANIMAL CARE TEC						1.000	1.000	0.000	Permanent
70B030008				ANML CR TECH II						1.000	1.000	0.000	Permanent
70B040001				SR ANML CR TECH						1.000	1.000	0.000	Permanent
80E010001				OFFICE ASST I						0.500	0.500	0.000	Permanent
80E010002				OFFICE ASST I						0.500	0.500	0.000	Permanent
80E210001				OFFICE ASST II						1.000	0.000	1.000	Permanent
80E210002				OFFICE ASST II						1.000	1.000	0.000	Permanent
80E210003				OFFICE ASST II						1.000	1.000	0.000	Permanent
80E210004				OFFICE ASST II						1.000	1.000	0.000	Permanent
80E220001				OFFICE ASST III						1.000	1.000	0.000	Permanent
80E800001				PRNCPL CA						1.000	1.000	0.000	Permanent
99Z00UF11				ALLCTN LOAN XX						1.000	1.000	0.000	Permanent
<b>Total for Unit : 8442 - Animal Services</b>										<b>28.000</b>	<b>26.000</b>	<b>3.000</b>	
<b>Total for Dept : 4000 - Health</b>										<b>28.000</b>	<b>26.000</b>	<b>3.000</b>	
<b>Grand Total</b>										<b>28.000</b>	<b>26.000</b>	<b>3.000</b>	



Monterey County Health Department - Animal Services Bureau  
 FY 2023-24 Requested Budget & YTD Tracking

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Object	Description	Adopted Budget	YTD Actuals	Remaining Appropriations	% Consumed	Allocations	
						City 49.11%	County 50.89%
6111	Regular Employees	1,484,744	1,159,589.33	325,154.67	78%	569,447.65	590,141.68
6112	Temporary Employees	497,583	9,666.30	487,916.70	2%	4,746.90	4,919.40
6113	Overtime	6,500	11,836.47	(5,336.47)	182%	5,812.62	6,023.85
6121	PERS	297,800	227,999.67	69,800.33	77%	111,965.39	116,034.28
6122	Other Post-Employment Benefits	21,362	16,021.62	5,340.38	75%	7,867.85	8,153.77
6125	Supplemental Unfunded Accrued Liability	27,933	30,220.00	(2,287.00)	108%	14,840.35	15,379.65
6131	FICA	96,609	72,455.71	24,153.29	75%	35,581.33	36,874.38
6132	Medicare	22,593	16,945.29	5,647.71	75%	8,321.44	6,623.85
6141	Flex Co Paid Insurance-Pretax	46,224	38,048.00	8,176.00	82%	18,684.50	19,363.50
6142	Life Insurance	1,908	1,044.20	863.80	55%	512.78	531.42
6143	Long-Term Disability Insurance	864	410.40	453.60	48%	201.54	208.86
6144	Short-Term Disability Insurance	1,008	432.90	575.10	43%	212.59	220.31
6145	Dental Insurance	10,944	7,980.00	2,964.00	73%	3,918.79	4,061.21
6147	Vision Insurance	3,312	2,412.00	900.00	73%	1,184.48	1,227.52
6148	Unemployment Insurance	2,417	1,812.42	604.58	75%	890.04	922.38
6161	Workers Compensation Insurance	101,010	101,010.00	-	100%	49,603.69	51,406.31
6171	Employee Assistance Program	-	-	-	-	-	-
6173	Flex-Benefit Plan Contribution	502,356	298,244.36	204,111.64	59%	146,460.95	151,783.41
6174	Special Benefits	5,400	18,650.00	(13,250.00)	345%	9,158.59	9,491.41
6175	Wellness Plan	-	-	-	-	-	-
	<b>SALARY &amp; BENEFITS</b>	<b>3,130,567</b>	<b>2,014,778.67</b>	<b>1,116,788.33</b>	<b>84%</b>	<b>989,411.46</b>	<b>1,025,367.21</b>
6222	Uniforms and Safety Equipment	1,000	2,729.04	(1,729.04)	273%	1,340.17	1,388.87
6231	Communication Charges - External	16,780	20,285.37	(3,505.37)	121%	9,961.68	10,323.69
6251	Cleaning and Janitorial	41,160	41,427.69	(267.69)	101%	20,344.19	21,083.50
6261	Insurance - General Liability (Non-recoverable)	6,854	6,854.00	-	100%	3,365.84	3,488.16
6262	Insurance - General Liability (Recoverable)	15,735	15,735.00	-	100%	7,727.10	8,007.90
6266	Insurance - Property	3,513	3,817.00	(304.00)	109%	1,874.44	1,942.56
6268	Insurance - Other	3,526	2,644.74	881.26	75%	1,298.77	1,345.97
6311	Buildings & Improvements Maintenance - External	40,000	13,224.67	26,775.33	33%	6,494.33	6,730.34
6321	Equipment Maintenance	12,000	13,083.44	(1,083.44)	109%	6,424.98	6,658.46
6333	Medical Supplies	90,000	63,593.44	26,406.56	71%	31,229.28	32,364.16
6351	Membership Fees	500	963.62	(463.62)	193%	473.21	490.41
6361	Advertising	2,500	-	2,500.00	0%	-	-
6384	Miscellaneous Supplies	14,000	31,351.68	(17,351.68)	224%	15,396.09	15,955.59
6405	Courier Services - Internal	3,922	2,632.00	1,290.00	67%	1,292.51	1,339.49
6406	Mail Handling Charges	1,850	1,340.54	509.46	72%	658.31	682.23
6407	Minor Computer Hardware	6,000	125.96	5,874.04	2%	61.86	64.10
6408	Minor Computer Software	28,000	14,772.68	13,227.32	53%	7,254.52	7,518.16
6409	Minor Equipment and Furnishings	5,000	1,552.59	3,447.41	31%	762.44	790.15
6410	Office Supplies	3,500	1,615.23	1,884.77	46%	793.20	822.03
6411	Postage and Shipping	6,000	1,531.99	4,468.01	26%	752.33	779.66
6412	Printing, Graphics and Binding Charge - External	15,000	15,692.46	(692.46)	105%	7,706.21	7,986.25
6415	Records Retention Charge - Internal	35	174.36	(139.36)	408%	85.62	88.74
6603	Data Processing Services - Internal	18,052	18,515.93	(463.93)	103%	9,092.75	9,423.18
6605	Laboratory Services	1,200	5,689.80	(4,489.80)	474%	2,794.13	2,895.67
6606	Legal Service - External	500	-	500.00	0%	-	-
6608	Other Medical Services	230,000	186,974.68	43,025.32	81%	91,818.96	95,155.72
6609	Other Personnel Services	821,908	459,215.03	362,692.97	56%	225,509.94	233,705.09
6611	Staff Training Services	2,500	-	2,500.00	0%	-	-
6612	Temporary Help Services	5,000	-	5,000.00	0%	-	-
6613	Other Professional & Special Services	31,164	26,196.17	4,967.83	84%	12,864.34	13,331.83
6821	Rents and Leases - Equipment	5,262	4,709.28	552.72	89%	2,312.62	2,396.66
6835	Other Special Departmental Expenses	29,251	(1,779.98)	31,030.98	-8%	(874.11)	(905.87)
6864	Fleet Service Charge	74,592	59,221.60	15,370.40	79%	29,082.37	30,139.23
6861	Conference/Lodging/Meals/Travel	5,000	1,234.21	3,765.79	25%	606.09	628.12
6862	Employee Mileage Reimbursement	750	-	750.00	0%	-	-
6867	Vehicle Usage/Replacement	52,800	15,147.92	37,652.08	29%	7,438.80	7,709.12
6881	Utilities	124,242	80,960.35	43,281.65	65%	39,757.77	41,202.58
	<b>SERVICES &amp; SUPPLIES</b>	<b>1,719,096</b>	<b>1,115,056.01</b>	<b>661,868.87</b>	<b>86%</b>	<b>547,578.36</b>	<b>567,477.65</b>
7121	Taxes and Assessments	-	-	-	-	-	-
7301	Cost Plan Charges	359,338	359,716.00	(378.00)	100%	176,648.25	183,067.75
7303	Reimbursement Clearing	-	-	-	-	-	-
7614	Operating Transfers Out	-	-	-	-	-	-
	<b>OTHER EXPENDITURES &amp; REIMBURSEMENTS</b>	<b>359,338</b>	<b>359,716.00</b>	<b>660,211.74</b>	<b>100%</b>	<b>176,648.25</b>	<b>183,067.75</b>
7532	Vehicles	-	113,200.40	(113,200.40)	-	55,590.11	57,610.29
7533	Right-To-Use Expenditure - Equipment	3,600	3,625.11	(25.11)	101%	1,780.21	1,844.90
7551	Construction In Progress	156,000	12,160.48	143,839.52	8%	5,971.73	6,188.75
	<b>CAPITAL ASSETS</b>	<b>159,600</b>	<b>128,985.99</b>	<b>182,889.63</b>	<b>81%</b>	<b>63,342.05</b>	<b>65,643.94</b>
	<b>TOTAL EXPENDITURES</b>	<b>5,368,601</b>	<b>3,618,536.67</b>	<b>1,760,084.33</b>	<b>87%</b>	<b>1,776,980.13</b>	<b>1,841,556.54</b>
4200	Animal Licenses	296,000	209,749.76	86,250.24	71%	103,003.28	106,746.48
4300	Other Licenses and Permits	5,000	1,688.00	3,312.00	34%	828.94	859.06
5560	Humane Services	14,000	18,999.00	(4,999.00)	136%	9,329.97	9,669.03
5685	Adoption Fees	95,000	115,346.35	(20,346.35)	121%	56,643.94	58,702.41
5750	Other Services and Non-Taxable Sales	55,000	84,590.91	(29,590.91)	164%	41,540.65	43,050.26
5870	Miscellaneous Revenues	17,000	31,332.50	(14,332.50)	184%	15,386.67	15,945.83
5980	Contributions	20,000	38,069.98	(18,069.98)	190%	18,695.29	19,374.69
	<b>TOTAL REVENUE</b>	<b>502,000</b>	<b>499,776.50</b>	<b>2,228.60</b>	<b>100%</b>	<b>245,428.74</b>	<b>254,347.76</b>
	<b>Net Cost</b>	<b>4,866,601</b>	<b>3,118,760.17</b>	<b>1,747,840.83</b>		<b>1,531,551.39</b>	<b>1,587,208.78</b>
	<b>Allocations FY24</b>						
City	49.11%	2,389,876				(474,681.42)	
County	50.89%	2,476,725				(501,780.66)	
	100.00%	4,866,601				555,089.31	1,587,208.78

Q1 Pmt  
Q2 Pmt



Object	Description	Adopted Budget FY24	FY24 YE Estimate	Proposed Budget FY25	Proposed Budget FY25		Augmentations	Proposed Budget FY25 w/Aug		No New Positions
					50.89%	49.11%		County	City of Salinas	
6111	Regular Employees	1,484,744	1,418,611	1,914,617	974,393	940,224	360,755	1,152,900	940,224	
6112	Temporary Employees	497,583	5,612	-	-	-	-	-	-	
6113	Overtime	6,500	9,089	5,612	2,856	2,756	30,000	18,124	17,488	
6121	PERS	297,800	293,227	377,391	192,063	185,328	-	192,063	185,328	
6122	Other Post-Employment Benefits	21,362	21,362	17,429	8,870	8,559	-	8,870	8,559	
6125	Supplemental Unfunded Accrued Liability	27,933	30,220	30,220	15,380	14,840	-	15,380	14,840	
6131	FICA	96,609	88,664	113,441	57,733	55,708	-	57,733	55,708	
6132	Medicare	22,593	20,763	26,732	13,605	13,127	-	13,605	13,127	
6141	Flex Co Paid Insurance-Pretax	46,224	46,224	59,652	30,358	29,294	-	30,358	29,294	
6142	Life Insurance	1,908	1,908	1,860	947	913	-	947	913	
6143	Long-Term Disability Insurance	864	864	684	348	336	-	348	336	
6144	Short-Term Disability Insurance	1,008	1,008	864	440	424	-	440	424	
6145	Dental Insurance	10,944	10,944	12,768	6,498	6,270	-	6,498	6,270	
6147	Vision Insurance	3,312	3,312	3,888	1,979	1,909	-	1,979	1,909	
6148	Unemployment Insurance	2,417	2,417	2,469	1,257	1,213	-	1,257	1,213	
6161	Workers Compensation Insurance	101,010	101,010	101,578	51,695	49,882	-	51,695	49,882	
6171	Employee Assistance Program	-	-	720	366	354	-	366	354	
6173	Flex-Benefit Plan Contribution	502,356	502,356	574,272	292,260	282,012	-	292,260	282,012	
6174	Special Benefits	5,400	5,400	4,900	2,494	2,406	-	2,494	2,406	
6175	Wellness Plan	-	-	-	-	-	-	-	-	
<b>SALARY &amp; BENEFITS</b>					<b>1,653,540</b>	<b>1,535,557</b>	<b>380,755</b>	<b>1,847,315</b>	<b>1,610,289</b>	
6222	Uniforms and Safety Equipment	1,000	5,100	3,000	1,527	1,473	-	1,527	1,473	
6231	Communication Charges - External	16,780	30,847	30,984	15,768	15,216	-	15,768	15,216	
6251	Cleaning and Janitorial	41,160	52,800	52,800	26,871	25,929	-	26,871	25,929	
6261	Insurance - General Liability (Non-recoverable)	6,854	4,275	4,073	2,073	2,000	-	2,073	2,000	
6262	Insurance - General Liability (Recoverable)	15,735	15,735	8,492	4,322	4,170	-	4,322	4,170	
6266	Insurance - Property	3,513	3,817	5,535	2,817	2,718	-	2,817	2,718	
6268	Insurance - Other	3,526	3,526	3,704	1,885	1,819	-	1,885	1,819	
6311	Buildings & Improvements Maintenance - External	40,000	55,000	45,000	22,902	22,098	-	22,902	22,098	
6312	Buildings & Improvements Maintenance - Internal	-	6,000	-	-	-	-	-	-	
6321	Equipment Maintenance	12,000	15,000	12,000	6,107	5,893	-	6,107	5,893	
6333	Medical Supplies	90,000	105,000	90,000	45,803	44,197	-	45,803	44,197	
6351	Membership Fees	500	500	500	254	246	-	254	246	
6381	Advertising	2,500	1,375	3,000	1,527	1,473	-	1,527	1,473	
6382	Audio-Visual Service & Supply	-	-	-	-	-	-	-	-	
6383	Miscellaneous Supplies	-	500	-	-	-	-	-	-	
6384	Miscellaneous Supplies	14,000	42,000	30,000	15,268	14,732	-	15,268	14,732	
6401	Books/Periodicals and Other Subscriptions	-	-	-	-	-	-	-	-	
6402	Bottled Water	-	-	-	-	-	-	-	-	
6405	Courier Services - Internal	3,922	3,922	3,530	1,796	1,734	-	1,796	1,734	
6406	Mail Handling Charges	1,850	1,850	2,013	1,024	989	-	1,024	989	
6407	Minor Computer Hardware	6,000	15,000	8,000	4,071	3,929	-	4,071	3,929	
6408	Minor Computer Software	28,000	30,040	30,000	15,268	14,732	-	15,268	14,732	
6409	Minor Equipment and Furnishings	5,000	5,000	5,000	2,545	2,455	-	2,545	2,455	
6410	Office Supplies	3,500	2,500	3,500	1,781	1,719	-	1,781	1,719	
6411	Postage and Shipping	6,000	4,100	6,000	3,054	2,946	-	3,054	2,946	
6412	Printing, Graphics and Binding Charge - External	15,000	16,750	20,000	10,178	9,822	-	10,178	9,822	
6415	Records Retention Charge - Internal	35	120	182	93	89	-	93	89	
6603	Data Processing Services - Internal	18,052	18,516	-	-	-	-	-	-	
6605	Laboratory Services	1,200	2,500	2,500	1,272	1,228	-	1,272	1,228	
6606	Legal Service - External	500	1,500	1,500	763	737	-	763	737	
6608	Other Medical Services	230,000	189,000	159,000	217,446	24,554	288,000	217,446	129,554	
6609	Other Personnel Services	821,908	806,400	895,054	455,513	439,540	-	455,513	439,540	
6611	Staff Training Services	2,500	2,500	2,500	1,272	1,228	-	1,272	1,228	
6612	Temporary Help Services	5,000	5,000	5,000	2,545	2,455	-	2,545	2,455	
6613	Other Professional & Special Services	31,164	34,000	34,000	17,303	16,697	-	17,303	16,697	
6821	Rents and Leases - Equipment	5,262	8,108	4,087	2,080	2,007	-	2,080	2,007	
6835	Other Special Departmental Expenses	29,251	85,000	30,000	15,268	14,732	30,000	45,268	14,732	
6864	Fleet Service Charge	74,592	71,000	84,948	43,232	41,716	-	43,232	41,716	
6861	Conference/Lodging/Meals/Travel	5,000	5,000	5,000	2,545	2,455	-	2,545	2,455	
6862	Employee Mileage Reimbursement	750	500	750	382	368	-	382	368	
6863	Employee Moving Expense	-	-	-	-	-	-	-	-	
6867	Vehicle Usage/Replacement	52,800	29,060	52,800	26,871	25,929	-	26,871	25,929	
6881	Utilities	124,242	118,701	129,318	65,813	63,505	-	65,813	63,505	
<b>SERVICES &amp; SUPPLIES</b>					<b>1,039,239</b>	<b>817,530</b>	<b>318,000</b>	<b>1,069,239</b>	<b>913,530</b>	
7121	Taxes and Assessments	-	-	-	-	-	-	-	-	
7301	Cost Plan Charges	359,338	359,716	463,059	235,661	227,398	-	235,661	227,398	
7303	Reimbursement Clearing	-	-	-	-	-	-	-	-	
7614	Operating Transfers Out	-	-	-	-	-	-	-	-	
<b>OTHER EXPENDITURES &amp; REIMBURSEMENTS</b>					<b>235,661</b>	<b>227,398</b>	<b>-</b>	<b>235,661</b>	<b>227,398</b>	
7532	Vehicles	-	100,000	200,000	101,785	98,215	-	101,785	98,215	
7533	Right-To-Use Expenditure - Equipment	3,600	3,600	3,600	1,832	1,768	-	1,832	1,768	
7551	Construction In Progress	156,000	326,000	-	-	-	133,515	67,949	65,566	
<b>CAPITAL ASSETS</b>					<b>103,617</b>	<b>99,983</b>	<b>133,515</b>	<b>171,566</b>	<b>165,545</b>	
<b>TOTAL EXPENDITURES</b>					<b>3,032,058</b>	<b>2,740,468</b>	<b>832,270</b>	<b>3,323,782</b>	<b>2,916,766</b>	
4200	Animal Licenses	296,000	296,000	296,000	150,641	145,359	-	150,641	145,359	
4300	Other Licenses and Permits	5,000	5,000	7,000	3,562	3,438	-	3,562	3,438	
5560	Humane Services	14,000	13,000	14,000	7,125	6,875	-	7,125	6,875	
5685	Adoption Fees	95,000	133,847	140,000	71,249	68,751	-	71,249	68,751	
5750	Other Services and Non-Taxable Sales	55,000	60,000	65,000	33,080	31,920	-	33,080	31,920	
5870	Miscellaneous Revenues	17,000	16,000	18,000	9,161	8,839	-	9,161	8,839	
5980	Contributions	20,000	25,000	20,000	10,178	9,822	-	10,178	9,822	
<b>TOTAL REVENUE</b>					<b>284,997</b>	<b>275,003</b>	<b>-</b>	<b>284,997</b>	<b>275,003</b>	
<b>Net Cost</b>					<b>2,747,061</b>	<b>2,465,465</b>	<b>832,270</b>	<b>3,038,785</b>	<b>2,641,763</b>	
					<b>99%</b>	<b>111%</b>	<b>103%</b>	<b>123%</b>	<b>111% Increase</b>	

## Regular Agenda Item 5.3

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** April 18, 2024

**SUBJECT:** Consider Zoom option and translator services for meetings (Action item tabled from February) and provide direction for staff regarding meeting room locations.

### **Recommendation:**

It is recommended to consider Zoom option and translator services for meetings (Action item tabled from February) and provide direction for staff regarding meeting room locations.

### **Discussion:**

At the February JPA Board meeting, staff prepared items 5.10 "Consider Zoom option for meetings" and 5.11 "Consider providing translator for meetings. Those items were tabled for the next April meeting. It was also recommended to look into other meeting room options outside of the Animal Services

### **Zoom Option:**

Currently, the meetings are in person only. Providing a Zoom option will allow for more participation from the public.

Staff reached out to Health I.T. who confirmed that the technology needed would include a camera that would be in the \$270-\$1200 range and a monthly cost of about \$500/month/room. The current TV can be used. Zoom will allow for recording as well.

With direction from the Board, staff will make the best determination for use of the Zoom option and acquire any needed technology.

### **Translator Option:**

At the January 18<sup>th</sup> Advisory Committee meeting, there were two members of the public that were Spanish Speaking and required translation. At the time, only the Advisory Secretary was able to translate the comments from those members. Staff was able to follow up at a later time, however, it was thought that the Board should consider regular translation services for these public meetings.

The need would be on a monthly basis as the JPA Board now meets monthly and the Advisory Committee meets on alternating months.

Staff had reached out to the following companies and receive the following feedback:

1. MediaLocate
  - a. Rates are \$140/hours and there is a 2-translator minimum per assignment.
  - b. Transmitters are \$50 each and \$10 per headset.

- i. Each translator will need a transmitter.
2. TransAgro Consulting
  - a. One interpreter could handle the meeting, fee is \$ 180 (90 per hr. two hr. min).
3. Hanna Interpreting Services
  - a. \$150/hour (3 hour minimum)
  - b. \$150/transmitter
  - c. \$5/headset

With direction from the Board, staff will make the best determination for use of translation services.

### Meeting Room Options

The current meeting room at Animal Services has a 40-person limit. At the February JPA Board meeting, there were just over 40 people at one point, most during public comment. The need to find a room with larger capacity became apparent.

Staff has reached out to the following and is still in process of determining availability, capacity, cost and technology capabilities. Requests were made looking at a capacity over 50, with Wi-Fi to allow Zoom, fees to rent and with direction from the Board, further planning can be made as information is received.

1. City of Salinas Rotunda (200 Lincoln Avenue, Salinas)
  - a. Availability on 3<sup>rd</sup> Thursday each month – Yes
  - b. Capacity – 90 people
  - c. Guest Wi-Fi available
  - d. Fee schedule but may be waived due to City membership in JPA.
  - e. Rental form required.
  - f. Insurance Liability certificate required.
2. Salinas PD Community room (312 E. Alisal, Salinas)
  - a. Staff working on determining capacity, fees, availability.
3. Schilling Place (1441 Schilling Place, Salinas)
  - a. Cayenne Room holds up to 50.
  - b. Other rooms hold under 50.
4. County of Monterey Health Department (1270 Natividad Rd., Salinas)
  - a. Whitney Room may hold 50, confirmation pending.
5. Monterey Room at Government Center (168 West Alisal, Salinas)
  - a. Staff working on determining capacity, fees, availability.

Other ideas or suggestions for meeting room use are welcomed by staff in addition to the above locations.



## Regular Agenda Item 5.4

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** April 18, 2024

**SUBJECT:** Consider JPA Advisory Committee Applications for City of Salinas appointment vacancy. (Action Item)

**Recommendation:**

It is recommended to consider JPA Advisory Committee Applications for City of Salinas appointment vacancy

**Discussion:**

There is currently 1, three-year term vacancy on the HRAS Advisory Committee. The Board may choose to approve one of the attached applicants or may choose to not approve any and continue to receive applications at this time.

The application included in this item were received after the February 21<sup>st</sup>, 2024 meeting and have not come to the JPA Board yet.

Staff has received the attached applications for the newly formed HRAS Advisory Committee to submit to the Board for consideration.

- Julia Nix of Salinas (City), 93906
- Carol Kimbrough of Salinas (Unincorporated), 93908

**Current Advisory Appointments and Vacancies:**

	Appointee Name	Renewal year											
		2025	2026	2027	2028	2029	2030	2032	2033	2034	2035	2036	2037
County 1 (3-year term)	Mike Richards			X			X			X			X
County 2 (2-year term)	Mary Arnold		X			X			X			X	
County 3 (2-year term)	David Alexander		X			X			X			X	
County 4 (1-year term)	Mary Koch	X			X			X			X		
City 1 (3-year term)	Vacant			X			X			X			X
City 2 (3-year term)	Liz Camacho			X			X			X			X
City 3 (2-year term)	Susan Salcedo		X			X			X			X	
City 4 (1-year term)	Briana Sanford	X			X			X			X		
Shared - (1 year term)	Josh Mendenhall	X			X			X			X		
<b>Total of 9</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Attachments:

Advisory applications for J. Nix and C. Kimbrough



**APPLICATION FOR APPOINTMENT TO THE COMMITTEE OF  
Hitchcock Road Animal Services  
Advisory Committee**

Please print or type. If more space is needed, please attach a separate sheet.

\*This application is for consideration for an advisory committee position that represents the following partner jurisdiction: City of Salinas  County of Monterey \_\_\_\_\_

Full Name JULIA D NIX  
 Physical Address: \_\_\_\_\_  
 City/State/Zip Code: SALINAS CA 93906  
 Phone: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Occupation: ADMINISTRATIVE ANALYST I  
 Employer: CITY OF SALINAS

**Please check the box to identify which area interest you may represent on the Committee:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Veterinary Profession                    | <input type="checkbox"/> Educational Community        | <input type="checkbox"/> Agricultural Industry |
| <input type="checkbox"/> Pet Owner Association/Club               | <input type="checkbox"/> Kennel/Pet Shop Operator     | <input type="checkbox"/> Animal Rescue         |
| <input checked="" type="checkbox"/> Municipal City Representative | <input checked="" type="checkbox"/> Concerned Citizen |  |

**Identify background and experience which could contribute to representation on the committee.**

Please list below:

- Employment/Education Experience: I HAVE BEEN EMPLOYED BY CITY OF SALINAS FOR 18 years & HAVE A BACKGROUND IN LEGAL/PARA LEGAL SO I UNDERSTAND legal process
- Organization/Community/Volunteer Experience: Im currently serving AS A UNION PRESIDENT for SEIU - Smea Unit & Steward for over 4 years
- Have you ever served on an advisory board/committee? If yes, when and which board/committee?  
NOPE BUT WOULD LOVE TO TV SUPPORT THE NEW BOARD OF THE JPA TO INSURE OUR CDM IS NOT NEGATIVELY IMPACTED BY THE CONSOLIDATION OF ANIMAL SERVICES

**Statement of Interest/Qualification:**

Complete a brief statement indicating why you are interested in serving on the advisory body in question and why you are qualified through personal, lived, and/or professional experience(s) for the appointment. What do you hope to contribute or gain from your participation in the committee?

I've been a resident of Salinas for 17 years and I've got an immense love of animals & would like to help make sure our city & the animals are cared for accordingly. my legal back ground allows me to understand, research & interpret municipal codes

Do you agree to the following:

- File a public Statement of Economic Interest(Form 700) ? Yes  No
- Able to attend meetings regularly and devote the time necessary to fulfill my duties as a member? Yes  No
- Comply with the Ralph M. Brown Act and California Public Records Act Yes  No

How did you hear about this committee? SOCIAL MEDIA POSTING

**CERTIFICATION:**

By checking this box and entering the date and my initials, I certify that the above information is true and correct and authorize the verification of the information in the application in the event I am a finalist for the appointment.

Signature [Handwritten Signature]

Date 2/25/24

**Options to Submit Application**

- Print a copy of application, complete, sign and mail to:  
Hitchcock Road Animal Services  
Attn: Advisory Committee  
160 Hitchcock Road  
Salinas, CA 93908
- Scan and email completed application to [HRASadvisory@co.monterey.ca.us](mailto:HRASadvisory@co.monterey.ca.us).
- Fax application to (831)769-8865.
- Complete online at [www.hitchcockroadanimals.org](http://www.hitchcockroadanimals.org). (pending)





**APPLICATION FOR APPOINTMENT TO THE COMMITTEE OF  
Hitchcock Road Animal Services  
Advisory Committee**

*Please print or type. If more space is needed, please attach a separate sheet.*

\*This application is for consideration for an advisory committee position that represents the following partner jurisdiction: City of Salinas \_\_\_\_\_ County of Monterey \_\_\_\_\_

Full Name Carol J. Kimbrough  
 Physical Address: [REDACTED]  
 City/State/Zip Code: Salinas, CA 93908  
 Phone: [REDACTED]  
 E-mail address: [REDACTED]  
 Occupation: PT Psychology Instructor/Marriage & Family Therapist  
 Employer: Hartnell Community College

**Please check the box to identify which area interest you may represent on the Committee:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Veterinary Profession | <input checked="" type="checkbox"/> Educational Community | <input type="checkbox"/> Agricultural Industry |
| <input type="checkbox"/> Pet Owner Association/Club       | <input type="checkbox"/> Kennel/Pet Shop Operator         | <input type="checkbox"/> Animal Rescue         |
| <input type="checkbox"/> Municipal City Representative    | <input type="checkbox"/> Concerned Citizen                |  |

**Identify background and experience which could contribute to representation on the committee.**

**Please list below:**

• Employment/Education Experience: (Please see resume) Registered Veterinary Technician  
Instructor/Director Hartnell College Veterinary Technician Program  
Licensed Marriage & Family Therapist in private practice; FT instructor Psychology Hartnell College

• Organization/Community/Volunteer Experience: (Please see resume)  
Veterinary Medical Board/Veterinary Technician Examining Committee  
SPCA-MC prior Board Member YWCA Board of Directors

• Have you ever served on an advisory board/committee? If yes, when and which board/committee?  
Yes, please see resume. Various college governance councils in addition to those mentioned above.

**Statement of Interest/Qualification:**

Complete a brief statement indicating why you are interested in serving on the advisory body in question and why you are qualified through personal, lived, and/or professional experience(s) for the appointment. What do you hope to contribute or gain from your participation in the committee?

I am a strong advocate of the human-animal bond and am interested in supporting the establishment and maintenance of policies and procedures that promote animal welfare and safety, reduce unwanted populations through appropriate spay/neuter programs, and maximize potential for healthy adoptions.

**Do you agree to the following:**

- File a public Statement of Economic Interest(Form 700) ? Yes  No
- Able to attend meetings regularly and devote the time necessary to fulfill my duties as a member? Yes  No
- Comply with the Ralph M. Brown Act and California Public Records Act Yes  No

**How did you hear about this committee?** Website

**CERTIFICATION:**

By checking this box and entering the date and my initials, I certify that the above information is true and correct and authorize the verification of the information in the application in the event I am a finalist for the appointment.

Signature  Date 03/14/2024

**Options to Submit Application**

- Print a copy of application, complete, sign and mail to:  
Hitchcock Road Animal Services  
Attn: Advisory Committee  
160 Hitchcock Road  
Salinas, CA 93908
- Scan and email completed application to [HRASadvisory@co.monterey.ca.us](mailto:HRASadvisory@co.monterey.ca.us).
- Fax application to (831)769-8865.
- Complete online at [www.hitchcockroadanimals.org](http://www.hitchcockroadanimals.org). (pending)

Carol Kimbrough, MFT, RVT

24 March 2024

To: Members of the Hitchcock Road Animal Services Advisory Committee

Thank you for taking the time to consider my application for the Hitchcock Road Animal Services Advisory Committee. I understand via your website that you are seeking additional members. I believe that I may qualify to represent the veterinary profession as well as the educational community.

My resume provides documentation of my experience in veterinary practice as a registered veterinary technician and as a (retired) full-time tenured instructor for Hartnell Community College. I have been actively involved in various college governance committees as well as community advisory boards. I am a former board member for the SPCA Monterey County – I enjoyed serving two terms and would enjoy taking that experience and putting it to work for the Hitchcock Road Animal Services Advisory Committee. I currently serve on the YWCA-MC Board in addition to serving on governance committees at Hartnell.

I am a strong advocate for the human-animal bond and feel a deep commitment to programs that rescue stray, abandoned, and/or abused animals, provide shelter and support, and give them second chances. I feel that responsible pet ownership includes appropriate behavioral training and reducing the numbers of unwanted puppies and kittens through quality spay/neuter programs.

If my experience fits with your needs for the Hitchcock Road Animal Services Advisory Committee, please contact me at the number above or email me at [ctdkimbro@sbcglobal.net](mailto:ctdkimbro@sbcglobal.net).

Sincerely yours,

*Carol Kimbrough*

# Carol Kimbrough, MFT, RVT

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Phone: [REDACTED]

Email: [REDACTED]

## Strengths

Accomplished college instructor, academic leader and program developer  
Experienced psychotherapist and clinical supervisor  
Special interest and experience in veterinary medicine and the human-animal bond

## Education

Chapman University  
Master of Arts, Psychology

Chapman University  
Bachelor of Arts, Social Sciences

University of California, Davis  
Undergraduate Psychology Major

## Positions Held

Hartnell College  
411 Central Avenue  
Salinas, CA 93901

- Tenured FT Psychology Instructor  
Clinical Supervisor, Crisis Counseling & Emotional Wellness Services  
Coordinator Alcohol and Drug Counseling Program
- Director/Instructor Veterinary Technology (RVT) Program

Private Practice  
119 Cayuga Street  
Salinas, CA 93901

- Psychotherapist

Community Human Services, Counseling Center (Non-profit)  
590 Pearl Street  
Monterey, CA 93940

- Psychotherapist

Santa Cruz Veterinary Hospital  
2585 Soquel Drive  
Santa Cruz, CA 95066

- Lead Veterinary Technician (RVT), Personnel Supervisor

# Carol Kimbrough, MFT, RVT

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## Positions Held, continued

Monterey Bay Aquarium  
Sea Otter Rescue and Rehabilitation Program  
886 Cannery Row  
Monterey, CA 93940  
•Veterinary Technician (RVT)

## License & Certifications

Marriage & Family Therapist, LMFT #35806, 1999  
California Association of Marriage & Family Therapist Supervisor, Levels I, II, III, 2001  
University of California Drug & Alcohol Studies Certificate of Proficiency, 2000  
California Community College Lifetime Teaching Credential, 1982  
Registered Veterinary Technician #TEC 043, 1975

## Program Development & Grants

Hartnell College Psychology AA-T Degree, 2013  
Hartnell College Sociology AA-T Degree, 2013  
Hartnell College Alcohol & Drug Counseling (AOD), AA Degree and Certificate Program, 2009  
Hartnell College, Psychology AA Degree, 2008  
Hartnell College, Crisis Counseling Services Internship Program, 2004  
Chancellor's Office, Economic and Workforce Development Grant, 2004  
Monterey Youth Foundation Grant, 2007-8; 2011  
SAMHSA Campus Suicide Prevention, 2009  
Hartnell College, Veterinary Technology, AA Degree, 1983

## Teaching Experience

Abnormal Psychology	Theories of Personality
Child Psychology	Psychology of Human Relations
Human Sexuality	Lifespan Psychology
Comparative Anatomy & Physiology	Clinical Procedures in Veterinary Practice
Veterinary Pharmacology & Pathology	Radiography & Diagnostic Imaging
Surgical Assisting and Anesthesiology	Legal/Ethical Issues in Veterinary Practice

## Awards

Erica Harden Foundation Teaching Excellence Award Recipient, 2008  
Hartnell College, Presidents Award for Outstanding Instructional Methods, 2006  
Hartnell College, President's Team Leadership Award for Program Innovation, 2004  
Veterinary Medical Board Appointment, Diversion Evaluation Committee, 2002  
Gleason Chair, Excellence in Teaching Award Recipient, 2000  
California Veterinary Medical Association Outstanding Performance Award, 1988  
Governor's Appointment, Veterinary Medical Board, 1981



## **Carol Kimbrough, MFT, RVT**

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### **Boards and Committees**

YWCA, Board of Directors Monterey County (currently serving)

SPCA Board of Directors Monterey County (2017-2023)

Veterinary Medical Board/Veterinary Technician Committee (1981-1990)

Hartnell:

Academic Senate, Past President (current Senator)

Chair, Curriculum Committee

College Planning Council, Co-Chair

College Academic Affairs Council, Co-Chair

College Advancement Council, Co-Chair

College Accreditation Council, member

Measure T Bond Oversight Committee

ACCJC Accreditation Self-Study 2013, Co-chair Standard II A, C

Program Planning & Assessment Committee (Program Review)

Student Affairs & Success Council (current member)

Student Learning Outcomes Steering Committee

Faculty Full-Time Hiring Committee

Emergency Preparedness Committee

Shared Governance Reorganization Committee

Institutional Planning Committee

Faculty & Staff Development Committee

Community Advisory Committees: AOD Counseling, Respiratory Therapy, and Veterinary Technology

### **Professional Memberships**

American Psychological Association (APA)

-Subdivision: Teaching of Psychology

American Association for Marriage & Family Therapy (AAMFT)

California Association of Marriage & Family Therapists (CAMFT)

Monterey Chapter, California Association of Marriage and Family Therapists (MC-CAMFT)

California Teachers Association (CTA)

California Veterinary Medical Association (CVMA)

## Regular Agenda Item 5.5

**TO:** Hitchcock Road Animal Services Agency Board of Directors

**FROM:** Cindy Burnham, Animal Services Administrator

**DATE:** April 18, 2024

**SUBJECT:** Receive an update from JPA sub-committees

**Recommendation:**

It is recommended to receive an update from JPA sub-committees.

**Discussion:**

1.1 Committee Updates:

- 1.1.1 JPA Membership (Supervisor Church / Tonya Erickson)
- 1.1.2 Advisory Committee (Mike Richards)