

Meeting Minutes

01/29/2020

Bev Beach

Bri Troutman

Donna Brownlee

Bob Rynearson

Mary Horn

Mary Peterson (Via phone)

Lani Jones – Law Enforcement Animal Control

Meeting convened at 5:30 pm at 1117 Adams. Shawn moved to approve the previous meeting minutes, it was seconded and passed unanimously.

Prior meeting minutes of 4/19 and 6/19 and 11/19 were brought up. It was decided that we would table them until all board members could have an opportunity to review them.

Lani with Animal Control joined at 5:36 pm.

Areas of concern: Transition between the old director leaving and new Manager (Erin) beginning. There was discussion about setting expectations for the new Manager. Bev said that per discussion with Erin, Erin's preference would be for 1 FT dog employee and one FT cat employee. The board agreed and that Selena would be brought up to 30 hrs per week.

Additional areas of concern that Shawn addressed:

- 1. Cleanliness and cross contamination issues, specifically the sinks. They should not be used to clean litterboxes as well as food dishes. Currently staff washes them all in the sink together, they also use the same sponges. This needs to stop immediately.**
- 2. Breach of contract with the annual public meeting in January. Shawn will contact commissioner Scarfo and see about moving that meeting to February.**
- 3. Locks for the building will need to be changed immediately after the former director's departure.**
- 4. Daily deposits will have to be made, without question.**
- 5. The Shelter is never open. Even during posted business hours. The outside gate is often locked and the closed signs displayed in the windows.**
- 6. The phone are never answered. This needs to change.**
- 7. Public opinion; we need to have the current opinion of the shelter turned around and repair the reputation.**

Bev had found numerous past due bills buried in the office and will get them up to date. She hopes to have SOME of the financials in order by the next meeting. This will not be an easy task considering the state that everything was left in.

Mary Horn volunteered to make a job description and to post for another full time kennel employee ASAP.

Mary Horn also offered to do a training with the employees regarding privacy policies and the handling of sensitive information.

Shawn is getting 24 clipboards (enough for every kennel) each one will be outside every kennel. Showing, each animals name, characteristics, last time fed, walked etc.

Bev received a call from Becky Weaver (the landlord at Barking Basement) She had insisted that Bev needed to sign the BB lease immediately. Bev held off signing until the board meeting. The board looked over the lease, and supported Bev in agreement that she should not sign it. The lease term will be up in July of 2020.

It was announced that Elsa, the dog that Jaimie was fostering had 7 puppies. Although we are happy for the puppies' arrival, this should never have happened at the shelter. The former director was well aware that Elsa had been bred, and admitted to witnessing it, yet failed to take Elsa to the vet to be spayed. The fact that animals have been conceiving at the shelter is absolutely unacceptable and counter to our mission.

The board decided that EVERY animal in our facility needs to be fixed. We will reach out to the local vets to see what can be done to mend the professional relationships. There was also talk about reaching out to Pullman colleges and WSU veterinarian programs.

Lani mentioned that she had spoken with Dr. McCoy. He is looking forward to the changes and improvements at the shelter. He is open to working with the organization, as long as John Brinlee is not associated, with the shelter in any capacity.

Shawn brought up the name change for the shelter, Mary Horn agreed that a name change would help for many reasons. We will need to keep the legal name as BMHA for the 501 3C but we all need to think of a new DBA. We will talk about this further at the next meeting.

Bev has been to the bank numerous times to try to reconcile the bank accounts as well as to gain access.

Mary Horn said that when she finally gained access to BMHA's email, she was shocked to find over 200 unopened emails from various entities', vendors, people missing an animal and most importantly.. People interested in adopting who were NEVER contacted or responded to.

The board decided that very soon, we will begin opening on Saturdays again. The one Saturday that the board was at the shelter volunteering there were 3 animals adopted out, which is wonderful.

Lani mentioned that in our county contract, it stated that the Shelter would be open every other Saturday, which has not been happening. The board also decided that they would allow Animal Control to have access to the facility. Shawn moved to approve that animal control have access to the building. With restriction to other law enforcement. It is part of the contractual obligation, with the County. This is another relationship to be repaired, the board needs to move forward working together.

Bri made a motion that Jaimie (the volunteer who is currently fostering an entire litter of 7 puppies and their mother) would no longer be banned from the premises and that she should be able to come back to volunteer effective immediately. Bob seconded the motion and mentioned that he thought Jaimie was an asset to the shelter. The motion was passed.

The board discussed that the next trip to have cats fixed in Idaho, the shelter will write the Idaho clinic one check, in order to simplify.

Shawn suggested that the shelter makes a "wish list" of items needed. Especially high on the list would be a van, for transporting.

The Shelter needs to have clean kennels "ready to go" for animal control. As an intake can happen at any time.

In the future, Erin is expected to join the board meetings.

Next meeting we hope to have Shelter staff in attendance.

Shawn said that "Moving forward, we need to collaborate, so that the animals don't suffer.

Meeting Adjourned 7:15 pm

Respectfully submitted by Brianna Troutman