

## BMHA Meeting Minutes January 3, 2020

In attendance: John Rinehart, Donna Brownlee, Bob Rynearson, Dana Rynearson, Mary Peterson

Meeting called to order 4:30 PM

I. Resignation of Director John Brinlee. The Director has turned in his resignation on January 1, 2020. According to the terms of the employment contract, this is equivalent to his 30-day notice, and his last day will be January 30<sup>th</sup>. This provides us with an opportunity to change the position or re-think it. One suggestion was to change the title of the position to “Manager” rather than “Director”, and hours per week reduced to 30 hrs/week, which gives us wiggle room in case of emergencies, such as intake of animals after hours---Oregon law does not require overtime unless the hours per week exceed 40 hours. We can say 30-40, and with an efficient person, John noted that it probably could be done in 30 hours. Bob disagreed, saying the Rescue is only open 19 hours/week, leaving not a lot of time for other activities and duties behind the scenes. So, 30-40 is the target, and it might go over 40, but not often.

This will also eliminate the ability to let community service people work on Saturdays at the Rescue. Picking up donations is also something volunteers can do rather than the Director.

At any rate, Bob noted the new person needs to be closely supervised to determine whether they are doing the job appropriately, and volunteers can also fill in for the Manager.

With respect to the list of duties, John asked the Board whether there was anything that should be changed, added, or taken out; the list is almost exactly as the current contract with John Brinlee stipulates. Bob said it is sufficient to advertise the position, and if any changes occur or things are added or taken out, that can happen later.

The position will be advertised in the newspaper and on the website, where the application and position description will be posted. Applications should be emailed to the President. Bob noted that not everybody has email, and so the position should be advertised also with Oregon Worksource, not least of which because they often have incentive programs that will pay for part of the wages of the individual that is hired through their office. Also, they screen, and they're good at it. They will email screened applications to the President.

With regard to the level of pay, the Board agreed that \$15.00/hr was really the upper limit of what could be paid. BMHA's current payroll obligations are \$60,000.00/yr, and we can't really afford anything higher; the payroll is high partly because it's been so difficult to identify and recruit consistent volunteers to take over some of the obligations that are currently covered by paid staff, not that we have a lot of paid staff (Director, full-time kennel person, 2 part-time weekend positions, and the Barkin' Basement Manager). This position has never been intended as a sole-source income position; it's a labor of love, taken on by someone who is dedicated and who has another source of household income to supplement the Director's pay. Many other Rescues are able to find volunteers to staff the site; we have been unable to.

With respect to the requirement for fingerprinting and background checks---most businesses require that anyway, and we need to make sure that any applicants do not have a spotty background, especially since they will be handling money and will be working with animals. So they shouldn't have any charges of animal neglect, abuse, or abandonment in their past, and no charges of theft or other monetary abuses. We do not have to specify that it is voluntary---we are entirely within our rights to make that mandatory.

We also want resumé and at least 3 impartial references.

Mary said the new hire needs to be familiar with ordering animal meds and vaccines over the phone, and be competent to do that.

John Brinlee said he would be happy to assist with training during the transition. He's not leaving because he's disgruntled; he's leaving for personal reasons, which shall not and need not be discussed further here. Donna and Mary both said they would be happy to help with this process, to make the transition as seamless as possible. The position is 70% managerial and administrative, but also requires filling in for kennel duties or other requirements.

The ad will be placed and paid for by the President out-of-pocket, rather than requiring BMHA to pay. The cutoff for applications will be January 15<sup>th</sup>.

II. New Board Members. Donna noted that Brianna Troutman, one of our prospective new Board members, has a lot of contacts and will likely be able to bring in more donations, as will her executive assistant, Beverly Beach, who has also indicated an interest in serving on the Board. Also, we have obtained applications from other individuals as well. So, we could meet the others next week at 4:30 on Friday.

Meeting adjourned 5:10 PM.