
SOUTHWEST COMMUNITY FINANCING AUTHORITY

MINUTES OF SPECIAL MEETING

July 2, 2015
2:00 p.m.

Murrieta City Council Chambers
1 Town Square
Murrieta, CA 92562

Members Present:

Brian Tisdale	City of Lake Elsinore
Bridgette Moore	City of Wildomar
Kevin Jeffries	County of Riverside, 1st District Supervisor
Vicki Warren	City of Canyon Lake
Maryann Edwards	City of Temecula

Members Absent:

Randon Lane	Vice Chairperson, City of Murrieta
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Staff and Guests were also present at the meeting

1. CALL TO ORDER:

The special meeting of the Southwest Communities Financing Authority (SCFA) was called to order at 2:00 p.m. by Chairperson Bridgette Moore. The following board members were present: Chairperson Bridgette Moore, Members Brian Tisdale, Vicki Warren and Kevin Jeffries. Member Maryann Edwards was not present at roll call and Member Randon Lane was absent.

2. FLAG SALUTE:

Member Jeffries led the group in the flag salute.

3. MEMBER COMMENTS: None at this time.

4. APPROVAL OF MEETING MINUTES OF April 9, 2015:

Chairperson Moore made one correction to the Public Comment. Ms. Willa Bagwell had said, "Our Board of Director will not continue to allow this organization to be "defamed" not "defanged".

Member Tisdale made a motion to approve the meeting minutes of April 9, 2015.

Seconded by Member Jeffries

Motion passed unanimously.

5. PROGRAM ADMINISTRATOR UPDATE:

Program Administrator Christopher Hans announced that he has been reassigned and he has enjoyed his role as Program Administrator. He introduced his successor Debbie Cournoyer who has been a long time manager at the County Executive Office. She has also worked closely with health agencies including Animal Services and she is familiar with the process from the County's point of view. She has been involved with the JPA; her skills and expertise will service this Board well. Chairperson Moore thanked Mr. Hans for his service and she welcomed the new Program Administrator, Debbie Cournoyer.

6. OLD BUSINESS:

A. RECEIVE AND FILE:

Second Amended and Restated Animal Shelter Operations Agreement: Mr. Hans stated this is the Shelter Operations Agreement that was recently approved by this Board. It went to the County's Board of Supervisors where it was also approved, and it is a formality to receive and file.

Member Jeffries made a motion to approve the Animal Shelter Operations Agreement.

Seconded by Member Warren.

Motion passed unanimously.

B. RECEIVE AND FILE:

Schedule of Quarterly BOD Meeting Dates for 2015 & 2016: Mr. Hans provided the recommended schedule of quarterly meetings for the next two years, and requested any input for additional dates.

Member Jeffries made a motion to approve the schedule of quarterly Board of Directors' meeting dates for 2015 and 2016.

Seconded by Member Tisdale.

Motion passed unanimously.

C. DISCUSSION:

Policies A-1 & A-2 and Program Administrator Spending Authority: Mr. Hans stated this policy controls the spending limits for the Program Administrator. This is for discussion and no action should be taken today because these are only suggested changes. If there are any other changes to the spending limit he will bring it back to the next meeting for consideration. What this essentially does is change the current

spending limit which is up to \$15,000 for the Program Administrator and \$25,000 for the Executive Committee. That will change to \$5,000 for the Program Administrator and \$15,000 for the Executive Committee lowering the limit that administratively can be used for situations when quick action is required. He stated the \$15,000 should take care of almost any situation that he has seen in the last five or six years. A spending limit above \$15,000 would come back to this Board for approval; this should not be a problem because the Board now meets frequently. Chairperson Moore asked is there any changes or comments; there were none.

7. NEW BUSINESS:

A. RECEIVE AND FILE:

AFV Accomplishments/Updates: Ms. Bagwell stated AFV continues working with "Wings of Rescue". In March they flew 16 dogs to Washington, in April 36 dogs to Washington, in May 27 dogs to Idaho, in June they flew 22 dogs to Washington and 15 dogs to New York for a total of 116 dogs that have been adopted within four months through this program. With this partnership we have saved the lives of 116 dogs and freed up space at the shelter for another 116 dogs. Many of the animals are pre-adopted as people go on the website to look at certain dogs, and the families are waiting for the dogs to arrive. AFV continues to work with many rescue groups and organizations in an effort to find homes for the animals in their care.

AFV's goal is to reduce the numbers of animals in the shelter and to reduce the number of animals being euthanized due to lack of space. The microchip voucher program is underway; it has been a challenge for AFV staff to microchip, verify income requirements for vouchers, issue vouchers and track all of the numbers for each city. It has been great to see the public taking advantage of these programs. We will see a reduction in the number of animals coming into the shelter due to spay and neuter vouchers. Unfortunately, the City of Lake Elsinore's spay and neuter vouchers went very quickly; their money has been depleted.

Murrieta only has about \$400 left for microchipping because they opened up their voucher program and reduced income requirement which is allowing AFV to give out more vouchers. The low-cost spay and neuter vaccination clinic is now open five days a week; it is operating at full capacity and the low-cost vaccination clinic in Murrieta is very successful. AFV still has funding through the Smirnoff, Houdini and Dryden grants to help low income and senior citizens with the medical cost for their pets.

AFV has contacted the local papers and posted on their website and Facebook page about keeping pets safely indoors this Fourth of July weekend. This is the busiest weekend of the year; we have two officers on call with six other officers on standby. We would appreciate if each city would post something on their

website notifying the public to keep their pets indoors. Sadly, this weekend more pets will see the rainbow bridge.

Kids Camp is very successful; there are approximately 15 children attending each week. It is very nice to watch the children enjoy the shelter and the animals. Our humane educator is doing a great job in keeping the children interested and engaged. Ms. Bagwell thanked Mr. Hans for his service and she welcomed Ms. Cournoyer.

B. RECEIVE AND FILE:

Coordinated Marketing Program Update: Ms. Nicole Dailey stated she does not have a formal updated staff report but one of the primary upcoming items is the microchipping clinics that will be occurring in each city. She mentioned, at the next quarterly meeting in August they are planning to look at some of the things that have been done so far and evaluate what needs to be done in the coming year. Hopefully, in October we will have a formal presentation with ideas for next year and look at the reserve fund that exists for all the cities. It would go to all of you to determine whether your cities would be interested in allocating any funding for some of the action items we have identified.

C. RECEIVE AND FILE:

Possible Refunding of SCFA JPA Bond: Mr. Hans stated the shelter was built with thirty year bond funds and it is a common thing to look for opportunities to refund them which is the term for refinancing while interest rates are low. We took the opportunity to look into the possibility of refinancing and saving some money on our interest payments for the shelter. Also, it is a very common thing that bonds cannot be refunded within the first ten years and these shelter bonds are just in their sixth or seventh year so there are at least three more years before we can legally take advantage of the opportunity to refund them. The County issued the bonds with the JPA so the County will take the responsibility to look for opportunities when it becomes available in a couple or three years. But for right now there is no way legally to refund the bonds. They must run ten years to protect the bondholder.

8. APPROVE SELECTION OF AN OMBUDSMAN FOR:

- A.** Annual Operational Performance Review and one-time evaluation of the animal shelter (Estimated Costs FY 15/16: \$8,000); and
- B.** On-call ombudsman services for review and evaluation of AFV Communications deemed sensitive and confidential in nature (Estimated Costs FY 15/16: \$6,000).

Mr. Hans stated recently the Board approved having an Assistant Program Administrator, Gary Nordquist. He has been leading the charge to get an ombudsman to help review any potential complaints in the future and is also looking into the process for initiating an operational review.

Mr. Nordquist stated over the past couple of months we have been reviewing the ombudsman concept that was incorporated as part of the amendment to the contract. The ombudsman concept would be someone who is somewhat of an expert in the area of animal shelter operations, someone we could consult with directly about various communications that are brought to our attention and who would be of a neutral party to any discussions between Animal Friends of the Valley on processes and procedures that are ongoing at the animal shelter and with the Board of Directors.

In review, we have quite a few experts locally in this area, western United States, whom we were impressed with. We noted some of the organizations and some of the names here in addition to another one that we discovered recently, Jeff Sheppard from the Ramona Shelter. He is another potential alternate that would be considered on this list. We are looking forward to talking with these experts. They recommend that an evaluation of the shelter be done first before an ombudsman comes aboard. The purpose of this is for the ombudsman to get a good understanding of how the shelter operates and what its policies and procedures are to establish a baseline to make future decisions and recommendations. That ties in nicely with the Annual Operational Performance Review. Considering that activity, the prices are reasonable between \$6,000-\$8,000 to do an audit and to provide an ongoing service for consultation. The fees range from \$50 to approximately \$80 per hour depending on the selected individual. That is where the numbers have originated and are presented to you in this report. Going forward we are seeking to establish the purchasing process. Do I make the selection of bringing those individuals or organizations on board to serve in this capacity? This completes my report and I'll be available for any questions.

Member Edwards thanked Mr. Nordquist and she asked, do we set a limit on the amount of ancillary services or consulting services not associated with the first inspection; or what I would call the baseline inspection, not to exceed a certain amount of money at \$50 an hour? Chairperson Moore commented we need to consider if we leave it open ended or is this \$50 an hour service something that we want to have available and at a limited time.

Mr. Nordquist replied, "The \$50 per hour would be used after the baseline and after the report is completed and presented and reviewed with the Board. It would kick in when there is a communication that we feel would need to be consulted with the ombudsman; then the clock would start. If these people are not local to the area we would communicate through skype or through the web

but travel will be paid for only when it is a necessity. The hourly rate of \$50 per hour is very reasonable”.

Member Warren asked, “If we want to set a limit, what would you recommend? We are plowing new ground here”. Mr. Nordquist replied, “If we had 100 hours of effort that would be \$5,000 so about 8 hours per month for consultation. The first year we will have the evaluation presented to us and that will be an all-inclusive presentation and consultation. Following that would be the \$50 per hour charge. I think the first year utilization would be less than the \$6,000 that is listed here”.

Member Warren stated she would like to see a limit with this service. Mr. Nordquist replied when we return with the recommendation for the selection perhaps we will have a better idea of what type of limit would be appropriate for the first year. There will be a recommendation to you from the Executive Management Committee in conjunction with AFV. We have already reviewed these organizations together and we will be recommending the primary and alternate ombudsman.

Member Tisdale stated there may be a conflict of interest; with the county’s shelter in Ramona we may not want to consider them for the ombudsman position. Mr. Nordquist replied that is a good point; we are trying to stay as neutral and impartial as possible. Member Tisdale asked also, “Who is going to do the evaluation because that seems to be a difficult challenge to find someone who can evaluate the shelter”. Mr. Nordquist replied, yes at our initial research we revealed several organizations that are capable of doing that and ideally it would be the same individual who will perform as the ombudsman.

Member Warren made a motion to approve the procurement of an ombudsman for Annual Operational Performance Review and future services.

Seconded by Member Edwards

Motion passed unanimously.

Member Tisdale thanked Nicole for all of her work with the marketing campaign.

9. PUBLIC COMMENT:

None.

10. ADJOURNMENT:

The Board adjourned the meeting at 2:00 p.m. to its regular meeting scheduled for OCTOBER 8, 2015, at 2:00 P.M., at the Murrieta City Council Chambers, 1 Town Square, Murrieta, CA 92562.