STUDY SESSION AGENDA
TUESDAY
July 21, 2015

STUDY SESSION WILL BEGIN APPROXIMATELY 15 MINUTES AFTER CONCLUSION OF PUBLIC HEARING.

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

11:00 A.M. ATTENDEE(S): Ed Finger / Linda Angell
ITEM: COMCOR Discussion
(1st Floor Conference Center Platte River B & C)

12:30 P.M. ATTENDEE(S): Jeffery Maxwell
ITEM: Transportation Projects Update
(5th Floor Study Session Room)

1:00 P.M. ATTENDEE(S): Todd Leopold
ITEM: Administrative Item Review / Commissioner Communications

1:30 P.M. ATTENDEE(S): Todd Leopold / Heather Cameron
ITEM: Animal Shelter Operations and Assessment Update

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

***AGENDA IS SUBJECT TO CHANGE***
Adams County Animal Shelter
Assessment / Operations Update

July 21, 2015
Agenda

• Shelter Operations Update
  • Administration
  • Shelter Operations
  • Animal Welfare
• Assessment Scope Update
• Question and Answers
Operations - Administration

Administrative Support Team – Weekly Meeting

• Human Resources – Bryan / Millie
• Budget – Nancy
• Purchasing – Kim / Anna
• Administrative Support – Geneva / Roxanne
• Finance – Ben
Operations - Administration

Key Changes:

• Educated staff on Shelter budget allocation
• Established Purchase Orders for major vendors
• Evaluating petty cash and cash handling procedures
• Centralizing bill payment / invoicing process
• Revising job descriptions
• Job sharing and lead worker opportunities
• Annual review completion
Animal Shelter Services

Staffing
• Contract Veterinarian hired
• Surgical staff member hired
• Two temporary staff hired
• Job sharing and Lead worker opportunities
• Veterinarian position posted
• Preparing Volunteer Coordinator job description for posting

Training
• Employees: Compassion Fatigue, Volunteer Mgt.
• Volunteers / Foster Parents: Forums
Facility Improvements:

- Fixing roof/drainage water leaks
- Adding food storage shelving
- Carpet / Paint improvements
- Changing to less toxic cleaning supplies
- Hand sanitizing throughout building
Operations – Shelter Operations

Key Changes:

• Safety items
• Hose reels for cleaning
• Animal Handling gloves
• Animal transport equipment
• Enhanced radio functionality
• Ear protection
• Dog handling equipment
• Improve equipment and inventory control
• Transfer ACO dispatch services to ADCOM
Operations – Animal Welfare

Key Changes:

Surgical/Healthcare
- Establish narcotic protocol and inventory control
- Sterilization and Cleaning procedures
- Define clinic service procedures for Shelter
- Update Drug Enforcement Agency License

Foster
- Continuity of care for 100+ animals
- Staff Foster Team in place
- After-hours veterinary care
- Foster volunteers meeting
- Updating Foster database
Assessment Update

Key Activities (to date)
FAS Lead staff providing support and consultation
Assessing:

• **Staffing**: Positions, Coverage/Scheduling, Training Needs, Perspectives, Skills
• **Volunteers**: Database (Volgistics) review and updates (238 active), Interviews w/key volunteers, Current/Potential roles
• **Facility**: Conducive to sheltering? (healthcare/disease control, enrichment, behavior, adoption, safety, work flow)
• **Animal Care**: Intake, Processing, Flow, Cleaning ...
• **Surgical**
• **Customer Care**: Threats (patron interactions), Licensing, Adoption practices/protocols
Questions?