

Minutes of the Oconee County Animal Services Advisory Board
Wednesday, July 6, 2022
OCAS Conference Room, 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:02 pm by Chairperson, Kelsey Fox. Members present were Marsha Mitchell- Vice Chair, Heather Macbeth- Secretary, Sharon Martin, and Terry Ruffen. Crystal Berisko, Oconee County Animal Services Manager, was present.

2. Approval of Minutes

Fox raised the review and approval of the minutes from the April 13, 2022 called meeting after confirming everyone had reviewed the minutes sent by Secretary Macbeth. Mitchell made the motion to approve the minutes and Macbeth seconded. Motion was unanimously approved.

3. Public Comments – limit of 5 minutes each

No public comments

4. Election of new Officers

Chairperson Fox reported new officer nominations as follows:

Kelsey Fox- Retain position as Chairperson. Fox accepted the nomination.

Marsha Mitchell – Retain position as Vice Chair- Mitchell accepted the nomination.

Sharon Martin- Secretary- Martin accepted the nomination.

Election of new officers was unanimously approved.

5. Manager of Animal Services Updates – Crystal Berisko

Budget- Funding has been requested for additional training for Certified Animal Welfare (CAWA) course.

Budget planning starts January/February. Current budget was approved.

Manager Berisko indicated 1 Full Time Kennel Tech position or 2 Part Time Kennel Tech positions will be posted. Efficiency study supported the need for more staff. Part Time positions will be a maximum of 25 hrs/wk. OCAS will be keeping the 2 contract labor positions which are currently open.

Stats- Manager Berisko reported fiscal year/calendar year intake, outcome, death and euthanasia counts.

Total intakes-

- FY 21: all species: 989
- FY 22: all species: 948
- FY 21: intakes-Dogs- 297
- FY 21: intakes-Cats-674
- FY 22: intakes-Dogs-373

- FY 22: intakes-Cats-559

Total Outcomes-

- FY 21: All species Adoptions- 376
- FY 22: All species Adoptions- 376
- FY 21: All species Transfer Out- 281
- FY 22: All species Transfer Out- 209
- FY 21: All species Return to Owner- 90
- FY 22: All species Return to Owner- 87

Deaths- *Goal- 90% live release rate to be considered a no kill shelter.

- FY21: Total- 15
- FY 22-Total-31

Euthanasia-

- FY 21:All species Total-59
- FY 22: All species Total-87

DOA-

- FY 21: Total-5
- FY 22: Total-4

Cases:

- FY 21: Total- 805
- FY 22: Total- 676

Events- 7/11-7/17- PetSmart National Adoption Week .

August 15- Check your chip day. Community residents can set an appointment to come in, scan to check the registration information, as well as free microchipping.

September 24th- Friends of OCAS sponsoring Dr. Cook. Possible rep who may sponsor free vaccines.

September 28- World Rabies Day-Rabies clinic.

October- Adopt a Shelter Dog Month. Promotion for lower cost adoptions.

10/21- National Pets for Veterans- sponsored by Greene and Putnam County Rotary Clubs

10/29- National Cat day- week long promotion

Other-

Website- Berisko met with the Communications Director to update the website and make it more user friendly.

Efficiency Study- Submitted to the Board of Commissioners. Of the 26 departments in the county, OCAS scored at close to 100% efficiency

Suggestions to Improve processes-

- Cross Department Opportunities due to items that are not currently getting completed due to short staffing.
- Hire and Replace 2 staff (current vacant positions)
- Add Kennel Tech
- Officers to take on additional responsibilities and cross train
- As a result of the wage study, adjustments were made to bring officers to a wage comparable to other counties.
- Looking a progressive bands for Officer positions (e.g Ofc 1,2,3) with associated increase wages per level.
 - Strategy to reduce turnover
- Berisko will work on creating a proposal by FY 23.
- Additional tech improvements
 - Add PSA to website, monitors in the waiting area of the shelter
 - Dashboard graphs- post in lobby for public view
- Project- signs for kennels- visual aids/prompts
- Working on recruiting volunteers
 - Improve/increase enrichment for animals
 - was not getting done due to short staffing however is now occurring
 - Playing music for animals, walks, toys
 - Plan to expand volunteers, track current volunteers as “permanent” or “project oriented”
 - Increase communication to improve retention
 - Virtual training on website
 - Volunteer training/orientation online with a self test.
 - Berisko looking at revising SOPs which can later become a training manual
- Suggested metrics for measuring success:
 - volunteer turnover
 - Adoption/Surrender statistics
 - Ave. length of staff by month
- Board of Commissioners wants to see that efficiency recommendations are being implemented.

6. Upcoming Meeting Dates

October 05, 2022

February 1, 2023

8. New Business

Tik Tok- to showcase adoptable animals and events going on at the shelter

Events on site- adoptions and information for the public

Possible “Dog Days of Summer” event

9. Closing Comments – none

10. Adjournment

Mitchell made the motion to adjourn at 7:59, and Martin seconded. Motion was unanimously approved. Meeting was adjourned at 7:59 pm.