
SOUTHWEST COMMUNITY FINANCING AUTHORITY

MINUTES OF ANNUAL MEETING

February 1, 2018 at 2:10 p.m.

Murrieta City Council Chambers
1 Town Square
Murrieta, CA 92562

Members Present:

Vicki Warren, Chairman	City of Canyon Lake
Maryann Edwards	Vice-Chairman, City of Temecula
Bridget Moore	City of Wildomar
Natasha Johnson	City of Lake Elsinore
Kevin Jeffries	County of Riverside, First Supervisorial District

Members Absent:

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

1. CALL TO ORDER:

The Southwest Communities Financing Authority (SCFA) meeting of the Board of Directors was called to order at 2:10 p.m. The following board members were present: Chairman Vicki Warren, Vice-Chairman Maryann Edwards, Members Bridget Moore, Natasha Johnson, and Kevin Jeffries. The group led all in the flag salute.

2. ELECTION OF OFFICERS:

A motion to keep the same elected SCFA board members in place for the new calendar year was made and seconded. All were in favor and the motion passed.

3. MEMBER COMMENTS:

No member comments.

4. APPROVAL OF MEETING MINUTES:

A motion to approve the meeting minutes from October 5, 2017 and November 13, 2017 was made, seconded, and passed.

5. INTRODUCTION OF THE NEW SCFA COUNTY COUNSEL:

Kristine Bell-Valdez, the Deputy County Counsel previously assigned to the SCFA Board, introduced Danielle Maland, the new Deputy County Counsel assigned to the position. Ms. Maland will be the individual who will be available to assist with SCFA related questions moving forward.

6. PROGRAM ADMINISTRATOR UPDATES:

The Helen Woodward Facility previously did an operational audit of the facility. The facility offered to complete this again for no charge. A number of the recommendations resulting from the first audit have since been addressed. Should the organization return to conduct another audit, it would have the

opportunity to see the progress made.

Regarding shelter repairs, per the California State Fire Protection Department, the sprinklers were in disrepair and were fixed at a cost of \$3,026 through the Auditor Controller's Office. The small health exam room is in the process of being moved into a larger grooming room. There is a cost to move some of the heavy equipment; the site is looking for donors to offset these costs. The bond financing has been finished, resulting in a \$6.9 million savings over the life of the bond for the Joint Powers of Authority (JPA). This year, there will be \$118,000 in savings for the JPA due to the bond refinancing occurring halfway through the fiscal year. Each year, the savings for the JPA will range between \$340,000-345,000.

The selection of the initial auditor was discussed. Years ago, the board requested a search for an auditor and the first audit was conducted at the board's direction. The Helen Woodward Facility is a no-kill location. It was discussed whether the results of an operational audit could be affected depending upon the auditor selected – an individual from a kill as opposed to a no kill shelter. Overall, the last audit was beneficial and 80% of the recommendations were implemented, as they were found to be necessary.

7. RECEIVE AND FILE:

7A.) SCFA Audited Financial Statements as of June 30, 2017: Brian Nestande, Riverside County Deputy County Executive Officer, informed that Brown Armstrong, an independent auditor, conducted an audit of the financial statements for AFV for the fiscal year ending June 30, 2017. The auditor rendered a clean opinion/no findings. An MBA management discussion analysis report was also included in the report.

7B.) AFV Audited Financial Statements as of June 30, 2017: Nigro and Nigro PC, an independent auditor, conducted an audit of the financial statements for AFV for the fiscal year ending in June 30, 2017. There were no outstanding issues found. The management discussion analysis report was also included.

7C.) Credit Enhancement Fund Balance: No questions/comments from the Board.

7D.) Contingency/Reserve Fund Balance: No questions/comments from the Board.

7E.) Revenue/Expense Allocation Credit to Cities (FY 10/11 through FY 15/16): No questions/comments from the Board.

8. AFV SHELTER UPDATES:

8A.) 2017 Annual Animal Statistics: Neil Trent, Executive Director for the Animal Shelter, provided the AFV Shelter Update. He shared an overview of the shelter accomplishments for 2017. The intake of animals in 2017 were approximately 216 more than last year. The shelter accepted a total of 8,623 animals within this year. Live releases were at 64% for cats and 88% for dogs. In the month of November, live releases were at 91%. The hope is to improve these percentages. A total of 4,575 animals were adopted into new homes in 2017. This consisted of 1,900 cats and 2,500 dogs. This is an increase of 97 more animals than the previous year. Foster homes are those where individuals have opened their homes to shelter animals with challenges, such as being under age or having health or behavioral issues. Currently, there are 44 foster families. A total of 216 dogs and 600 cats or kittens were placed into these foster homes. Approximately 366 of these were adopted into permanent homes. The shelter also works very hard with rescues in the area. A total of 1,061 shelter animals were placed into rescues, an increase from previous years. The shelter currently works with 110 rescue organizations. All must meet the shelter's standards before any placement is completed. Furthermore, the shelter has a number of partnerships. It is currently negotiating with PetSmart to expand offsite adoption events. The plans to expand the clinic continues. The clinic performs surgeries, microchipping, and vaccinations and more of these have been performed than in years past. The goal is to reduce the number of unwanted animals and that starts with spaying and neutering. The shelter

previously outsourced services to a local practitioner. However, it has since took over the payroll of veterinary team to reduce costs. Many animals, who need to be spayed or neutered, have transportation challenges and the shelter provides this for them. Approximately, 1600 animals have been transported for these purposes. The volunteer program continues but needs to be revamped. The shelter is now using, Volunteer Matrix, new software which allows it to track individuals and determine their availability, among other benefits. In addition, the location is now performing the new task of recording the number of phone calls it receives. December was determined to be an especially busy month for phone calls with roughly 165 calls each day. The location would like to also add a Pet Recovery position. The reading program, which allows children to read to the shelter animals, continues. Security for night drops has been increased. In addition, signs in Spanish are now available.

In the past, animals were fed using the donated food. However, this created health issues as they ate different types of food, depending upon what donations the shelter received. The shelter now has a contract with Hill's Science Diet for greatly discounted food. This assists in keeping the animals on a consistent diet. All donated food is now used for the foster home animals.

In December, a quick tag machine was installed. The shelter is encouraging all pet owners to take the extra step to microchip their animals.

In 2017, two grants assisted 247 households experiencing challenges, mostly medical, with a total of \$38,908.

A storage area has been converted into a kitten nursery. A special area behind this has been created to address Parvo in animals. This now allows sick animals to be kept away from others and receive special attention.

The shelter is undergoing the exciting process of rebranding and will have a new logo, website, and upgraded Uniform Resource Locator (URL). The new, experienced Director of Development has been placed and was previously with the Boys and Girls Club. She already has many fundraisers planned for the future.

A part-time staff member has been hired to operate the store on Wednesdays and Saturdays. The hope is that this will generate more revenue.

Two different companies were providing assistance with the many issues with the shelter's HVAC system. The site is now only working with one company who has trained all staff to understand the system and its operation. The hope is that this will save money in the long-run.

Due to several break-ins at the location, there are now bids for new security cameras. A damaged key pad will also be repaired.

A few small accomplishments include new flooring in the clinic, landscaping, gravel, the grading of the parking lot, and the cutting of dead trees on the property before they became a threat to the public. The overall goal is to raise the profile of the location and facilitate additional activity.

8B.) Strategic Plan: The Strategic Plan began in June 2016. Employees provided much input. A Leadership Advisory Committee was formed and necessary competencies were identified. These efforts ultimately resulted in the Strategic Operating and Resource Plan. The mission statement and the core values, including a focus on compassion and customer service, will remain the same. Five core strategy initiatives were identified and discussed. They are as follows: to open the Spay and Neuter Clinic on Saturdays, to open the shelter every Sunday, to add an Animal Behaviorist position, to include a Trap and Release Program, and, lastly, to add a Human Resources position. It was discussed that the Human Resources position is the most critical for the site.

Some side notes, a Facility Manager has been hired and has been able to do many repairs. A Social Media Manager has also been hired. The location realizes that social media is a medium that can reach individuals in the community and donors alike.

Training opportunities were briefly discussed. Ms. Warren, SCFA Chairman, shared that the City of Temecula has terrific internship programs. It was suggested that perhaps an internship program could be developed, in collaboration with the city, for students interested in veterinary medicine, shelter operations, marketing, and budget and finance. The shelter could provide many opportunities to the students and the location could gain additional assistance.

9. ACTION ITEMS:

9A.) 2018/19 AFV Operating Budget: Budget handouts displaying increases were discussed. Increases included minimum wage for \$130,000, online licensing and animal posting for \$7,000, turf and concrete replacement for \$10,000, additional cameras and replacement for \$14,000, exit signs, roofing cleaning, asphalt repair, and more for \$23,000, and new positions for \$225,000. All increases combined equals a total of \$409,000. One time increases versus ongoing costs were clarified.

Supervisor Jeffries informed that Riverside County is facing a \$200 million shortfall. This is approximately \$40-50 million per year and all county departments are currently experiencing a hiring freeze. All department heads are expected to maintain existing spending levels or to reduce them moving forward. As a result, Riverside County can not commit to provide more until it has undergone its budget process in June.

All discussed additional options for funding and volunteers for the shelter. The use student volunteers and corporate sponsorship were identified as viable options. After some discussion, SCFA provided a 30 day extension to the shelter and requested that a revised budget, displaying “bare bone” necessities, be presented at the next meeting.

9B.) 2018/19 Annual Fee Schedule and Pie Charts of Animal Counts

This was tabled for discussion at the next meeting.

10. PUBLIC COMMENTS: No comments.

11. ADJOURNMENT: The Board adjourned the meeting at 3:00 p.m. to its regular meeting scheduled for March 1, 2018, at 2:00 P.M., at the Murrieta City Council Chambers, 1 Town Square, Murrieta, CA 9256