



ADAMS COUNTY

COLORADO

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**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?