

**CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD MEETING**

Wednesday, March 23, 2022
5:30 – 7:00 P.M.

Virtual Microsoft Teams meeting: 1-425-616-3920, Conference ID: 688 352 723#

Roll call

Approval of minutes: September 22, 2021

Adoption of meeting agenda

Animal Services Manager report

Assistant Parks Director report

Member reports and introductions

Council Liaison report

Public comment

ACTION ITEMS:

Election of Chair and Vice Chair

Rules of Procedure review

Glynis Frederiksen

Glynis Frederiksen

INFORMATIONAL BRIEFINGS & DISCUSSION ITEMS:

2021 year in review

ASPCA grant and veterinary services update

Glynis Frederiksen

Glynis Frederiksen

New business

Adjourn

Next Meeting
Wednesday, July 27, 2022
Virtual meeting on Microsoft Teams

MISSION STATEMENT:

Everett Animal Services provides for the well-being of animals and the community through progressive animal sheltering, education, and municipal code enforcement.

How To Use MS Teams

The City of Everett uses Microsoft TEAMS to conduct public meetings. Board members can access online using the TEAMS App or by phone.

To connect via app or browser:

If you have a computer/smartphone/tablet and an Internet connection, you can join via Microsoft Teams.

- Download the **Microsoft Teams**® app for the best experience, or join via Edge, Firefox, or Chrome browsers.
 - The mobile app is available through your app store
 - The desktop app is available by going to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
- If you do not have an account you do not need to sign in to access MS Teams. You can join as a guest when you click on the Virtual meeting invite link from the City.

If you do not have a mic and/or speakers, you can connect via the dial in phone number provided above to provide comment and/or just listen.

Access By Phone:

If you have trouble downloading MS Teams please be reassured you can access the meeting by phone. The phone number and access code for the Animal Shelter Advisory Board meeting November 18, 2020 from 5:30 – 7:00 p.m. is:

[+1 425-616-3920](tel:+14256163920) United States, Seattle (Toll)

Conference ID: 917 284 541#

Meeting Conduct

When connecting to our virtual meeting, we ask that all public attendees leave their video off and their microphones muted unless called upon to speak for public comment. As an additional measure, we will mute any open mics outside the public comment period to help avoid disruption.

Making the Meeting a Success

- Make sure the smart phone, tablet, computer, or other video inspection device is fully charged.
- Have any required information on hand
- Make sure background noise is turned off so that the call audio is clear.
- Turn off phone, tablet, or computer notifications during the meeting. Notifications can cause the video to freeze and the sound to silence briefly.

- Use ear buds or a headset with microphone to improve communication.
- If you want to speak, click the “Raise your hand” icon. This will be explained at the beginning of the meeting.
- Make sure your microphone is muted and video camera is turned off unless you are speaking.
 - Look at the icons. A slash means off and no slash means on.
 - Click on the icon to toggle it on/off.



If you have trouble accessing the meeting via MS Teams or by cell phone don't hesitate to call Glynis Frederiksen at 206-550-5811.

DRAFT

CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD MEETING
September 22, 2021
5:30 – 7:00 P.M.
Virtual Microsoft Teams Meeting

The meeting was called to order at 5:33P.M

Shelter Advisory Board Members Present:

Nathan Shelby, Lindsay Ellsworth, Sarah Hartwell, Jennifer St. Mary, Kara Langus, Neeley Stratton, Caolan O'Domhnaill, Tegan Hampton

Board Members Not Present: Jennifer Ward

Staff Present: Glynis Frederiksen, Shelter Manager, Emily Young, Parks Administrative Coordinator

Council Liaison:

Scott Bader

Acceptance of Meeting Agenda: A motion was made to accept the agenda for September 22, 2021. Motion/Second/Approved (m/s/a) unanimously to accept the agenda.

Review and Acceptance of Minutes:

Motion was made to accept the minutes from July 28th, 2021.

Motion/Second/Approved (m/s/a) unanimously to accept the previous minutes.

Shelter Manager Report: Glynis Frederiksen

Glynis shared that shelter volunteer Elisabeth Woche won a Mud Bay volunteer award. The Shelter will be working towards obtaining a "Better City for Pets" certification. Glynis reported on several recent staffing changes. Hannah Culpepper, the Shelter's newest hire in the position of Animal Care and Customer Service Assistant has been doing well. Pam Logan, Animal Care and Customer Service Assistant, has submitted her resignation. Susan Shephard, Accounting Assistant, has submitted her intent to retire in the coming months. Her position will be upgraded when rehired. The Shelter is continuing the hiring of Day Laborers and will soon have a Day Laborer to assist with veterinary work. The use of masks for the mitigation of the spread of COVID19 is once again a requirement. She shared that the Shelter is still operating by appointment only with a high level of curbside appointments. The Shelter is still awaiting the installation of a credit card machine. The Shelter may soon work with a new pet licensing vendor. Glynis shared that new washing machine will replace the broken one soon! It was discussed that Crucible Brewing will host a pet adoption event on Saturday, October 2nd, 2021.

Assistant Park Director Report: Kimberly Shelton

No Report.

Public Comment:

None.

Council Liaison Report: Scott Bader

Council Liaison Bader shared that he now has a new dog. Glynis shared that licensing pertains to animals who are six months and older.

Performance Measures

Glynis reported that the Shelter's live release rate is above 90%. The average daily shelter population is like that of last year but lower than it was pre-pandemic. Spay and neuter surgeries are occurring more often this year due to much work with community partners. Volunteer hours are down from last year. The number of animal control cases have returned to the levels that they were pre-pandemic. Pet license amounts are down overall. Revenue is below budget as a product of fewer animals coming into the Shelter. Fundraising continues to go well.

Veterinary Services Update

The Shelter held a vaccination clinic at the end of August at which 37 pets were altered. Glynis discussed the possibility of offering weekly vaccination services on a smaller scale moving forward. She also discussed that there may be another Veterinarian beginning to work with the Shelter on a contract basis to provide more of these services. She also shared that a part-time Veterinary Technician may be added to the Shelter's staff next year. This person would work approximately eight hours a week. Glynis also discussed

the possibility of providing services out in the community in various locations either monthly or quarterly. Glynis discussed that she will soon have a meeting with a grantor to potentially fund more services. The potential of working with Washington State University to partner with their veterinary students was discussed. Outreach and direct care to animals rather than Shelter intake was discussed as a cost effective and beneficial solution to some interactions. Tegan commented that bringing animal food into the community whilst providing services would be beneficial to pet owners. Additionally, she shared the following link which depicts the schedule/location of hot meals provided to low-income individuals with the idea that these places may also be a good area to offer vet care. <https://everettwa.gov/DocumentCenter/View/24303/Everett-Hot-Meals-Schedule>.

Animal Shelter Advisory Board Purpose and Frequency

Glynis inquired about the content and frequency of the Advisory Board. She opened the conversation for Board members to share their opinion on these meetings. It was discussed that some members believe that the various perspectives of the members are beneficial. It was discussed that Board members serve a purpose to the City of Everett and the Shelter. It was noted that it may be beneficial to meet quarterly but that the current frequency is not inappropriate. It was mentioned that there may be a bit of confusion surrounding member purpose/responsibilities.

Other Business

It was noted that the Animal Services' coyote hazing information was very helpful.

Meeting Adjourned at 6:35P.M

Next Meeting: November 24th, 2021

Respectfully submitted
Emily Young
City of Everett Parks and Facilities
Administrative Coordinator

**CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET**

TITLE:
**2022 Election of Chair and
Vice Chair**

- | | |
|-------------------------------------|-----------------------|
| <input type="checkbox"/> | Adoption |
| <input type="checkbox"/> | Recommendation |
| <input type="checkbox"/> | Discussion |
| <input type="checkbox"/> | Information |
| <input checked="" type="checkbox"/> | Other |

Staff	G. Frederiksen
Phone	425-257-6013
Date	March 23, 2022

DESCRIPTION SUMMARY:

The Animal Shelter Advisory Board elects Board officers annually for a term of one year.

RECOMMENDATION

Elect 2022 Board officers.

**CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET**

TITLE: Rules of Procedure	<input checked="" type="checkbox"/>	Adoption	Staff	Glynis Frederiksen
	<input type="checkbox"/>	Recommendation	Phone	425-257-6013
	<input type="checkbox"/>	Discussion	Date	March 23, 2022
	<input type="checkbox"/>	Information		
	<input type="checkbox"/>	Other		

DESCRIPTION SUMMARY:

On an annual basis, Board members and staff review the current rules of procedure for potential changes. The rules are adopted by the Board on an annual basis.

The enclosed rules of procedure were adopted during the March 24, 2021 Board meeting. Board members will be asked to adopt and sign the revised document.

RECOMMENDATION

Adopt 2022 Rules of Procedure.

Rules of Procedure ~~2021~~2022
City of Everett Animal Shelter Advisory Board

Number	Rule of Procedure	Rationale
1.0	Meeting Length	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings will be jointly determined by the Everett Animal Services Manager (“Manager”) and the Animal Shelter Advisory Board Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
2.0	Meeting Day, Time and Location	
2.1	The regular meeting of the board shall be the fourth Wednesday of January, April, July and October of every other month at 5:30 p.m., based on a January meeting with no meeting in December. The Manager and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The fourth Wednesday has been the traditional day for the regular meeting.
2.2	Special meetings may be called by the Manager, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.3	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting each January.	This gives Everett Animal Services and the board flexibility to balance a variety of factors that can affect attendance.
2.4	All meetings and workshops shall be held at the same location throughout the year at the Forest Park administration building or the Everett Animal Shelter virtually -unless otherwise agreed to by the Manager and Chair, and posted on the City’s website at least one week in advance of the meeting date. The meeting location	This gives EAS and the board the ability to establish the location(s) on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.

	will be decided at the regular meeting each January.	
2.5	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Manager and Chair shall jointly determine if the regular meeting will be canceled or re-scheduled.	Necessary because occasionally, a conflict will occur.
3.0	Meeting Agenda	
3.1	All regular meetings, workshops and special meetings shall have an agenda prepared by the Manager to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) adoption of the meeting agenda; 4) Manager report; 5) board member comments; 6) city council liaison report; 7) public comment; 8) board action items (adoption, public hearings and/or recommendation to the Manager); 9) discussion items; 10) information items; 11) new business as time allows and as allowed by the Chair; and 12) adjournment. Under board member comments, members may include requests to have an item placed under new business to	This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section. There may be other meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.

	allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to the Manager). No other item is discussed.	By its nature a special meeting is for a more narrow purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion and tasks to be performed. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
4.0	Meeting Conduct	
4.1	In all practical cases, Robert's Rules of Order will govern the conduct of meetings and workshops.	This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to the Manager) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote. Board member alternates are voting members in the absence of a regular member.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and general public comments are limited to	This is to help ensure that the gist of the comment is identified and

	three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 20 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Manager and Chair. Information items shall not exceed 10 minutes in length unless otherwise arranged ahead of time between the Manager and Chair.	discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework are utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.
4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the seventh agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	This follows city council meeting protocol.
4.7	Everett Animal Services shall keep minutes of all regular meetings, special meetings and workshops, including actions of the board, all of which shall be housed at the Everett Animal Shelter. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today’s common practice.

4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
4.9	Any board member who has a financial, personal or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.	Board members must avoid a conflict of interest or the appearance of a conflict of interest.
5.0	General Meeting Responsibilities	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting or workshop.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair “officiates” (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item’s discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting time.	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Manager.
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting if the Chair or Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn’t realize what was associated with the vote.

5.5	Board members commit to frame discussion around Everett Animal Services' vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Manager to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
6.0	Meeting Attendance	
6.1	Board members are volunteers appointed by the Mayor and confirmed by City Council. Their service is voluntary. Notwithstanding the volunteer nature of the membership, board members are expected to attend a minimum number of meetings per calendar year. As soon as known, unique circumstances adversely affecting minimum and/or consecutive attendance requirements stated in (6.2) and (6.3) below shall be discussed with the Manager & Chair.	This statement identifies the nature of the position and the general philosophy. It also helps to ensure that there are always quorums (at least 4 members present).
6.2	Board members commit to respond to the Manager or his/her administrative	This helps to ensure that the Manager and Chair are aware if agenda items need to

	liaison by 5:00 p.m. the day before a meeting, workshop or special meeting if they cannot attend.	be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.3	Board members commit to attending a minimum of 67% (4 of 6 meetings) of all regularly scheduled meetings, workshops and special meetings during a rolling 12 month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.4	In addition to the requirement of 6.3 above, board members commit to not missing more than two consecutive board meetings, in any combination of sequence of regular meetings, workshops or special meetings.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.5	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Manager and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
7.0	Officers	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place annually in the month of January. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board as a regular or alternate member.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

Approved this ~~23rd~~ ^{27th} day of January, ~~2021~~2022

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~~Nathan Shelby, Chair~~

~~Lindsay Ellsworth, Vice Chair~~

~~Kara Langus, Member~~

~~Jennifer Ward, Member~~

~~Sarah Hartwell, Member~~

~~Caoran O'Domhnaill, Member~~

~~Jennifer St. Mary, Member~~

~~Tegan Hampton, Alternate Member~~

~~Neely Stratton, Alternate Member~~

**CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET**

TITLE: 2021 Year in Review	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	Staff Phone Date	G. Frederiksen 425-257-6013 March 23, 2022
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DESCRIPTION SUMMARY:

Staff will present EAS data, highlights from 2021 and plans for 2022. Board members will be asked to share feedback from their perspective, including any potential concerns and suggestions moving forward.

RECOMMENDATION

Information and discussion only.

**CITY OF EVERETT
ANIMAL SHELTER ADVISORY BOARD
AGENDA ITEM COVER SHEET**

TITLE:
**ASPCA grant and
veterinary services update**

- | | |
|-------------------------------------|-----------------------|
| <input type="checkbox"/> | Adoption |
| <input type="checkbox"/> | Recommendation |
| <input checked="" type="checkbox"/> | Discussion |
| <input checked="" type="checkbox"/> | Information |
| <input type="checkbox"/> | Other |

Staff	G. Frederiksen
Phone	425-257-6013
Date	March 23, 2022

DESCRIPTION SUMMARY:

Staff will present the latest updates to EAS veterinary services, including a recent ASPCA grant

RECOMMENDATION

Information and discussion only.