

Attachment A

Department of Community Services: Animal Services Division

Organizational structure and Leadership roles under DCS Director Adam Fieseler

Director of Animal Services: Stephanie Amato

- Provides indirect oversight to each section and direct supervision in the absence of Supervisor

Supervising Animal Services Officer-Shelter: Jennifer Frame

- Kennel Staff:
 - (4) FT Animal Care Attendants (ACA)
 - (7) Extra-Help ACA assigned to kennel/cat building
 - (2) Extra-Help ACA assist with dog and cat rescue and handling
- Front Office Staff
 - (4) FT Animal Services Office Specialist (ASOS)
 - Kitten Foster
 - Rabies Program
 - (1) Extra-Help ASOS-Adoption Coordinator
 - (2) Extra-Help ASOS

Supervising Animal Services Officer-Field Operations: Tim Share

- Field Staff:
 - (7) FT Animal Services Officers (ASO)

Shelter Veterinarian: Dr Jennifer Kwan

- Medical Team
 - (2) FT Licensed Registered Veterinary Technicians (RVT)
 - (2) FT RVT-not licensed yet
 - (2) Extra-Help ACA -trained as Vet Assistants
 - Medical Interns

Volunteer Coordinator: Jonne Rodarte

- Shelter Volunteers
 - On-site
 - Dog Foster
 - School District Workability Program

Attachment A

Extra Help Employee utilization and importance at YCAS

In addition to the increase in overall animal intakes and calls for service, the community requests and vital needs supported by Animal Services have continued to grow.

In efforts to meet these needs while maintaining a high level of care for the animals housed at YCAS, utilizing extra-help employees achieves this goal. Extra help employees complement the full-time staff by providing the necessary daily coverage. These areas include daily shelter operations, cleaning and husbandry, front office duties, licensing, medical foster program, rescue, veterinary intern program, veterinary surgical and medical teams, dog adoption program, events, community vaccine clinics.

Extra-help employees have also provided necessary coverage in all areas of shelter operations during position vacancies, illnesses and medical leaves.

The following areas utilize extra help and would not function without those staff, which would also increase costs by creating overtime, creating burnout and affecting morale and work quality.

Shelter: Daily cleaning, handling, vaccinating, medicating and overall care of animals. The high animal population has created a need for more staffing to complete daily duties.

Note*Pre-pandemic- Historically Inmate labor was available for kennel cleaning and laundry only. This was terminated during the pandemic and not reinstated due to the increase in supervision needs, inconsistent schedules and abilities to name a few. This change also created the ability to have underage volunteers, interns and hired staff participate in activities and events at the shelter*

Front Office: Licensing support, voicemails, complaint forms, intakes, surrenders, redemptions, food pantry, general customer service.

Our **Dog Adoption Program** is managed by an extra-help employee with the assistance of other staff and volunteers. This program is vital to support the mission and goals of YCAS with a priority in placing pets in homes and rescues to reduce length of stay and reduce costs for care. Other employees assist in times of high demand and special events. Having paid staff to complete the adoption process is vital to make sure necessary legal paperwork is completed including behavior and medical acknowledgements.

Veterinary Team: During the creation of the current veterinary team, extra-help employees have been vital to providing continued medical care to the animals at YCAS. Specific training, licenses and skills are necessary to assist the shelter Veterinarian with spays, neuters, other surgical procedures, treatments and triaging.

Medical Intern Program: This program is managed by an extra-help employee who works directly with the shelter Veterinarian to recruit, train and oversee interns who assist with daily medications, surgery prep, recovery and cleaning the surgical trailer. Participants in this program are working towards fulfilling educational requirements either for veterinary technicians or veterinary schools. Without enough of these individuals the number of daily surgeries performed decreases. It also causes regular staff increases in overtime, burnout, decrease in productivity and morale.

PetSmart Offsite Program: YCAS houses cats at PetSmart and this is managed using extra-help staff to maintain inventory, supplies, transport cats to and from, manage illnesses and support adoption opportunities. This program would require staff overtime to maintain.

Community Outreach/Events: Our community outreach for vaccine clinics and managing TNR, low cost spay neuter partnerships with outside partners could not be the successes they are without our extra-help employees. The hours of prep work necessary to make these events successful rely on extra-help staff. Organizing and management of the events both before and during couldn't be done with their help. Since these vital events provide preventive care and animal population control, without extra-help staff these could no longer be offered, which would increase the occurrence of disease and unwanted animals in the community.

Rescue: One of our extra help employees is assigned specifically to assist with small dog and medical rescue pleas. Without this individual more dogs will remain for longer time periods and have no live release options resulting in higher euthanasia rates. We also have a person assisting and dedicated to working on cat rescue which provides more live-release options for our senior and medical cats.

There is a nationwide shortage of access to affordable veterinary care for the public. Additionally, owners are facing increasing challenges retaining pet-friendly housing creating an increase in reliance on Animal Services and the valuable programs provided. Animal Services provides services to aid in the gaps created by these economic challenges. The need for trained staff whether full-time or extra help continues to grow in line with the growing demand. Reductions in any of the current staffing at Animal Services would be detrimental to not only the community but the thousands of animals that are served.