



Tulsa Animal Welfare Commission

**Regular Meeting | February 10th | 6:00 pm
One Technology Center 175 East 2nd Street Tulsa OK 74103
10th Floor North Conference Room**

Commissioners Present:

Teresa Burkett, Christine Kunzweiler, Robin Ballenger, Cordell Dement

City of Tulsa Staff Present:

Jack Blair - Chief of Staff, Dwain Midget - Department Director of Working in Neighborhoods, Jean Letcher - TAW Shelter Manager, Christina da Silva - Deputy Chief of Staff

MEETING MINUTES

Welcome and Introductions

Commissioner Burkett, standing in for Commissioner Chair Savage, opened the meeting at 6:05pm.

Previous Meeting Minutes for Approval and/or Correction

Commissioner Burkett called for review of the draft minutes of the Animal Welfare Commission meeting. Commissioner Burkett recommended changes to the meeting minutes to add clarity. Commissioner Ballenger made a motion to approve the meeting minutes with the recommended changes suggested by Commissioner Burkett, Commissioner Kunzweiler seconded the motion. Motion passed.

Request for Competitive Sealed Proposals (CSP) for Animal Shelter Management

Jack Blair, Chief of Staff, Mayor's Office, provided an update on the competitive sealed proposal process (CSP) for animal shelter management which will officially opened on Friday February 14th.

Blair explained that the shelter currently operates under several constraints, including financial issues. Despite these challenges, the shelter has worked with partners to transform its focus to animal welfare and increase live release rates. As part of this focus, the Mayor announced his Animal Welfare Comprehensive Reform Plan, which included increased funding for operations and infrastructure. Aligned with the City's commitment to continuous improvement, the CSP process offers an opportunity to identify better ways to manage animal welfare services, internally or working with community partners.

Blair explained what the CSP process would include:

Shelter Services: The City's animal shelter is a highly visible aspect of City government. It must be clean and welcoming, emphasizing excellent customer service and responsiveness to constituent concerns. Shelter services include the intake of stray, injured or lost animals, inventory management, owner relinquishments, euthanasia, animal sheltering, feeding, cleaning, grooming, foster care, animal enrichment activities, and coordination with other agencies and organizations.

Medical Services: Medical services include animal exams, vaccinations, microchipping, dispensing medications, disease prevention, spay or neuter surgeries, etc.

Public Services: Public Services include a public information call center, a professionally branded website and social media accounts, reunification, adoptions, transfers, licensing services, spay/neuter assistance, public education and outreach, etc.

Administrative Services: Administrative Services include human resources, record-keeping, security, communications, facilities maintenance, cash handling and accounting, etc. The CSP process will require a respondent to coordinate and work seamlessly with City Personnel and the Animal Welfare Commission

Facilities Development and Expansion: Blair explained that inadequate facilities are at the heart of many of the challenges of the City's animal welfare system. Significant emphasis will be placed on the demonstrated ability of the Respondent to optimize and leverage approximately \$4.8 million in public funds approved by voters for expansion and improvement of animal welfare facilities. Creative ideas and approaches to maximize the impact of the public's investment are encouraged.

Maintenance and Enhancement of Professional Relationships: Respondent will maintain and enhance cooperative and mutually beneficial working relationships with other agencies, rescue organizations, non-profit animal services organizations, philanthropic foundations, and volunteers.

Blair further explained that following state law, the CSP process does not include field operations and investigations. Even though enforcement duties will remain with the City, this process will also serve to improve performance and interactions with the shelter.

Blair stated that the City is looking for a respondent that has demonstrated competence, organizational management experience, and the capacity to handle almost 11,000 animals per year and everything that involves.

Some criteria will include:

- The ability, capacity and skill of the Respondent to perform the contract or provide the service required,
- The character, integrity, reputation, judgment, experience and efficiency of the Respondent,
- The quality of performance by Respondent of previous contracts or services,
- Organizational stability and capacity to perform the contract or provide the service.

Blair further added that The American Federation of State, County and Municipal Employees (AFSCME) representatives will help City staff develop their proposal, which will be evaluated fairly and that a contract with a partner agency is not a foregone conclusion. Even if the City does ultimately decide to partner with another operator, the City will commit to including in any contract for services a requirement that the partner agency must interview and consider all current shelter staff for available positions.

Commissioner Ballenger asked who would be on the committee to make the decision. Blair stated that he will be leading a small evaluation team, which will include Mayor Savage and will include medical/veterinary perspective to evaluate technical qualifications. Ultimately the Mayor will approve the decision to outsource the shelter operations.

Commissioner Burkett asked if the Commission would receive a report and status update. Blair responded that he would provide a status update as the process moves forward.

Commissioner Ballenger and Commissioner Kunzweiler asked the timeline of the proposal. Blair explained that after the announcement, the proposals would be due in March 2020, with their goal is to have the winner of the bid to begin next fiscal year.

Commissioner Burkett asked about how the contract would be managed. Blair said that this would be part of the negotiation.

Blair further explained that a successful respondent would work with the Commission, providing reports and data.

Tulsa Animal Shelter Update

Jean Letcher explained that continue to be short staffed, with four vacancies, including kennel supervisor and field officer. Letcher shared a chart with intake numbers for 2019. With the expansion of operating hours, there was an uptick in the number of animals taken into the shelter. Despite the increase in animals, live release rates were going up and euthanasia rates remained flat.

Letcher explained that they had been working the DA to investigate animal cruelty cases. Warrants have been issued; however, the individuals had not been picked up yet.

Letcher stated that they had been experiencing success with open adoption. On Saturday, 51 adoptions were processed. The City is still working to put license applications online.

Letcher shared that the overall animal live release 69% Broken down the live release rates were:

- Adult dogs 68%
- Puppies 87%
- Adult cats 55%
- Kittens 67%

Letcher explained that illnesses affected their live release rates.

Subcommittees Status Update

Commissioner Ballenger shared that the first Spay & Neuter Subcommittee would be held on Friday February 28th. The meeting would be hosted at Morton Health Clinic and facilitated by Wendy Thomas of Leadership Tulsa.

Commissioner Burkett shared that she is checking the availability for the DA to schedule the first subcommittee focused on Humane Treatment and Animal Cruelty Enforcement.

New Business

There was no new business to report.

Public Comment

Public comments can be viewed at this link, starting at minute 33: 40:
<https://cityoftulsa.viebit.com/player.php?hash=Qg7DHYYSjXlw>

Commissioner Kunzweiler made motion to adjourn, Commissioner Dement seconded the motion. Motion passed. The meeting was adjourned at 7:11pm