



CITY OF
FREMONT
NEBRASKA

ANIMAL CONTROL CITIZEN ADVISORY BOARD MEETING AGENDA
July 29, 2020 - 6:00 PM
City Council Chambers 400 East Military, Fremont NE

In the interest of public health and safety, this meeting will be available online through the Zoom link below. Citizens may also call into the meeting with the phone number below:

<https://zoom.us/j/92926128755>

Or iPhone one-tap :

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Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 929 2612 8755

If joining by phone, press *9 to raise your hand and *6 to mute/unmute yourself when called to speak
If joining through Zoom video conference, please submit comments through the “chat” function

Zoom Tutorial:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.150510262.1497980210.1584968460-1067452037.1584536802

MEETING CALLED TO ORDER

ROLL CALL

1. Dispense with and approve July 16, 2020 Animal Control Citizens Advisory Board Minutes
2. Recommendation for Mark Legband to appoint new community member
3. Appoint new Board Secretary

4. Change date of next scheduled meeting from August 13, 2020 at 6:00 PM, to a date and time to be determined by the Board
5. Determine subcommittee Types
 - Determine responsibilities and tasks to be completed by subcommittees
 - How the subcommittee/task/goals align with the current contract between City and DCHS
 - Subcommittee leadership
 - Frequency of Meetings
6. Discuss how to allow community members to speak at committee meetings
7. Request the documents that Martha Bang attached to her email that was provided to City Council – May 5, 2020 Council packet
8. Review documents submitted by DCHS

ADJOURNMENT



CITY OF
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NEBRASKA

REGULAR ANIMAL CONTROL CITIZEN ADVISORY BOARD MINUTES
July 16, 2020 - 6:00 PM
City Council Chambers 400 East Military, Fremont NE

MEETING CALLED TO ORDER. Meeting called to order – Open Meetings Law. The Chair Shawn Shanahan called the Animal Control Citizen Advisory Board to order and stated that a copy of the open meeting law is posted continually for public inspection located near the entrance door by the agendas.

ROLL CALL. Roll call. Roll call showed Members Shanahan, Homan, Platt, Kempenar and Eaton present. Absent: Pence, Kracl, Semrad. 5 members present.

1. Dispense with and approve May 20, 2020 Animal Control Citizens Advisory Board Minutes. Motion made by Kempenar, seconded by Homan to dispense with and approve May 20, 2020 Animal Control Citizens Advisory Board Minutes. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.
2. Accept resignation from Mike Semrad. Motion made by Kempenar, seconded by Platt to accept the resignation of Mike Semrad. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.
3. Recommendation for Mark Homan to appoint new community member. No action was taken.
4. Any violations/ concerns/or positives to be reported from the AG information (email and task from Quinn) in violation to the current contract between the city and DCHS? No action was taken.
5. Any violations/concerns/or positives to report from the City documents. Motion made by Homan, seconded by Eaton to receive May 2020 and June 2020 statistical reports into the record. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Homan, seconded by Platt to receive into the record a document titled Report from Dodge County Humane Society dated November 4, 2016. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Homan, Seconded by Kempenar to receive additional information and conversation on email regarding the hiding of animals and not sharing with the owner, and make contact and follow up with said employee. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Platt, Seconded by Kempenar to receive additional information with regard to the dog Betsie and the email that was received from the City. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Kempenar,

seconded by Eaton to receive additional information of monthly statistics of intake and outtake with computer reports matching for each month for continued review; and ask DCHS to review and fix system if needed, and report back. Voting Yea: Platt, Kempenar, Eaton, Shanahan Voting Nay: Homan. Motion carried. Motion made by Eaton, seconded by Platt to have an opportunity for follow up with community members who submitted emails. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Homan, seconded by Platt to receive additional follow up from the Police Department based upon letter dated December 17, 2019; and have attorney follow up with the Chief of Police to make sure the policy of dogs at large is being followed, and that the FPD and DCHA are working together on this. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Platt, Seconded by Kempenar to request FPD and DCHS to provide 24-hour report for strays, and if they have been secured. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan

6. Request from Board member Daniel: For members names and contact to be listed on city website?; Additional items to be requested from the DCHS board; Current By-laws with last update; List of Board Members and length on board; List of board meetings and minutes, as well as special meetings; Request of euthanasia of animals from 2017 to current with the name of the veterinary personnel that handled such services. Motion made by Platt, seconded by Eaton to have Tyler Ficken and Travis Jacott work with the City IT department to create a generic email. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Platt, Seconded by Kempenar to ask DCHS for bylaws, board membership and seizure euthanasia records. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.
7. Request for Chief of Police report to be submitted to committee (advisory Board) monthly until we dissolve. Motion made by Platt, Seconded by Homan for the Board to receive the DCHS reports moving forward. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.
8. Request and need for standing monthly meeting. Motion made by Platt, Seconded by Kempenar to have a meeting on July 29, 2020 at 6:00 p.m. to address subcommittees. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried. Motion made by Platt, Seconded by Homan to hold the next regularly scheduled meeting of the Animal Control Citizen Advisory Board on August 13, 2020 at 6:00 p.m. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.

ADJOURNMENT. Motion made by Shanahan, Seconded by Kempenar to adjourn; time: 7:30 PM. Voting Yea: Platt, Kempenar, Eaton, Shanahan, Homan. Motion carried.

APPROVED AND ACCEPTED AS THE OFFICIAL COPY OF THE FREMONT, NEBRASKA REGULAR ANIMAL CONTROL CITIZEN ADVISORY BOARD FOR THE JULY 16, 2020.

Chairperson

Secretary

DCHS Budget

		2020 Budget
Income	Adoptions	\$ 20,000.00
	Returns	\$ 10,000.00
	Donations	\$ 10,000.00
	Cans	\$ 3,000.00
	Memorial	\$ 18,000.00
	Cremations	\$ 1,500.00
	Licenses	\$ 4,500.00
	Microchips	\$ 100.00
	Retail	\$ 1,000.00
	Fundraisers	\$ 65,000.00
	Surrenders	\$ 1,000.00
	Animal Control	\$ 101,000.00
	Vet Reim.	\$ 2,000.00
	Grant	
Restitution		
Total		\$ 237,100.00
Expenses	Vet Expense	\$ 35,000.00
	Animal Care	\$ 10,000.00
	Business Supplies	\$ 10,000.00
	Technology	\$ 5,000.00
	Van	\$ 2,500.00
	Building	\$ 5,000.00
	Utilities	\$ 12,000.00
	Attorney	\$ 2,500.00
	Grounds Upkeep	\$ 5,000.00
	Public Relations	\$ 4,500.00
	Misc.	\$ 10,000.00
	Payroll	\$ 125,000.00
	Insurance	\$ 12,000.00
	Taxes	\$ 2,500.00
Total		\$ 241,000.00
NET		\$ (3,900.00)

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Expense													
Payroll/Fees	10204.46	9868.54	9371.82	11534.43	4740.78	16722.78	15344.14	13239.64	13488.33	12447.93	16398.76	20917.68	154279.29
Vet Expense	2568.3	4940.89	82.1	312.02	2353.62	190.26	2730.43	1379.08	886.1	7394.42	286.78	85.25	23209.25
Gratis Animal Care	697.94	739.52	57.33	103.86	88.25	679.46	199.05	976.06	318.13	3420.08	275.49	2079.07	9634.24
Business Supplies	512.22	309.73	138.54	283.96	130.53	486.39	900.74	1082.71	834.66	1068.45	359.83	1114.85	7222.61
Technology	209.72	323.18	512.64	212.35	538.7	154.92	125.24	587.17	776.69	367.2	232.19	289.52	4329.52
Van	46.52	47.26	71.72	65.04	28.51	0	71.64	53	83.93	75.21	54	104.16	700.99
Building	187.26	83.71	71.66	72.98	103.45	42.51	41.73	194.08	199.8	109.03	135.78	1336.35	2578.34
Insurance	282.12	1458.12	498.07	216	0		573.76	470.76	509.77	792.08	205	806.37	
Utilities	819.71	912.19	930.44	853.94	774.46	705.1	180.7	1473.96	1533.49	1528.59	121.95	876.56	10711.09
Attorney	0	173.25	0	0	0	882	0	0	0	0	0	771.75	1827
Miscellaneous	35.11	30	25.99	44.71	100	0	65.15	22.44	2169.12	670.1	87.76	857.95	4108.33
Ground Upkeeping	0	486.37	600	0	1472	0	464.17	0	0	0	0	55	3077.54
Equipment	0	0	385.23	494.32	5.36	0	83.38	2041.67	188.31	0	0	0	3198.27
Public Relations	255.03	280.31	10.88	250	465.39	86	345	158.4	22.63	305.11	158.15	754.47	3091.37
Mailings	565.09	27.8	284.17		49					5	497.14	628.43	
Taxes	324.53								0	3977.14	0		
City Licences Reimburs	880	67	2325	0	0	0	2890	0	0	0	0	0	6162
Grand Total	17588.01	19747.87	15365.59	14443.61	10850.05	19949.42	24015.13	21678.97	21015.96	32155.34	18812.83	30677.41	234129.84
Income													
Adoptions	3458.15	2000	2234.9	2129.3	2541.25	2305.85	2475	2937.15	2350	1245	2150.88	1996.5	27823.98
RTO	820	1085	865	725	740	1130	1230	765	1035	855	390	338.5	9978.5
Donations	1906.35	998.07	1314.36	1366.6	798.85	3885.96	907.63	628.73	572	2016.44	2068.68	13484.04	29947.71
Memorials	145	35	980	360	620	240	440	608	1385	190	175	990	6168
Animal Control -Fremo	7295.84	7697.08	7295.84	7295.84	7295.84	7295.84	7295.84	7295.84	7295.84	7834.71	7697.08	7697.08	89292.67
Animal Control- Misc	0	50	0	0	0	0	0	0	0	0	0	0	50
Cremations	610	100	320	1240	200	0	0	225	3040	400	50	550	6735
Cans/Recycle	269.15	269.51	385.98	303.6	243.6	528.4	402.8	290.4	283.94	300	304.8	331.5	3913.68
Licenses	2255	540	1440	755	350	505	245	250	145	160	70	0	6715
Microchipping	25	0	150	125	0	25	75	0	75	25	0	0	500
Retail	36.38	4	12.84	5.35	136.59	47.08	45	139.1	92	71	104	11	704.34
Equipment Rental	0	0	20	10	10	0	10	10	0	10	0	0	70
Fundraisers	250	42.91	0	0	0	2013.5	1321.3	100	571.52	3100	3935	4575	15909.23
Reimbursments	18	316.4	144	18	18	130.82	0	63	176	0	36	18	938.22
Surrender Fees	160	100	140	110	80	180	40	160	40	40	80	90	1220

Grants			50207.35										
Restitution	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	90	2083.34	0	0	0	3636.87	0	0	0	0	1982.35	7792.56
Grand Total	17248.87	13327.97	67593.61	14443.69	13034.13	18287.45	18124.44	13472.22	17061.3	16247.15	17061.44	32063.97	207758.89
Difference	-339.14	-6419.9	52228.02	0.08	2184.08	-1661.97	-5890.69	-8206.75	-3954.66	-15908.19	-1751.39	1386.56	-26370.95

DODGE COUNTY HUMANE SOCIETY - Profit and Loss 2017

Dodge County Humane Society Profit/Loss 2014

Expense	January-June	July	August	September	October	November	December	Total
Vet Expense	23655.08	1067.85	2958.72	2276.52	711.89	1281.76	4672.14	36623.96
Office Expense	1509.92	359.3	1502.55	420	3593.67	447.63	312.88	8145.95
Building Main.	1568.67	822.53	6560.54	700	924.53	651.64	2514.8	13742.71
Vehicle Upkeep	612.75	82.33	98.89	79.01	137.35	93.56	33.21	1137.1
Gratis Animal Care	1174.73	237.85	50	1576.34	179.52	157.35	264.34	3640.13
Payroll	23044.72	6027.27	9571.63	6800.76	7301.75	7430.75	6910.34	67087.22
Misc.	761.4	191.41	709.32	187.78	185.25	44.7	179.5	2259.36
Insurance	875	0	326.32	0	1870.93	0	793.34	3865.59
Technology	2151.28	335.35	0	50	0	0	284.68	2821.31
Taxes	2005.95	1229.32	554.33	0	797	0	560.57	5147.17
Attorney	2943.58	0	15483.82	889	224	0	4200	23740.4
License	0	0	0	700	0	0	0	700
	60303.08	10353.21	37816.12	13679.41	15925.89	10107.39	20725.8	
								\$ 168,910.90

Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Adoption	2603	1967	2781.93	3758.65	7305.34	3842.32	5252.1	416	2493.7	3823.7	3655.71	3933.9	41833.35 Adoption
Donations	2070	456	821.25	1373.26	777.65	965	374.37	580	254	494	211.79	2270.95	10648.27 Donations
RTO (Return to owner)	895.8	693.3	435	4973	1338	1413	1835.55	1306	1169	925	1490	1375	17848.65 RTO (Return to owner)
Memorial	355	825	10067.88	460	2250	1420	250	20	375	1587.5	1045	300	18955.38 Memorial
Retail	0	20	20	10	0	0	152.06	183.92	90.69	155.8	39.68	34.96	707.11 Retail
Vet. Reimbursement	244	0	25	454	0	171.3	142	120	54	161	90	336.3	1797.6 Vet. Reimbursement
Rental Fees	0	0	0	0	0	0	10	0	20	20	80	20	150 Rental Fees
Cans	323.5	312	230.4	465	465	0	431	282	402.5	275	313	325	3824.4 Cans
Owner Surrender Fees	206.5	249.8	509	338	608	335	259.6	580	160	120	150	120	3635.9 Owner Surrender Fees
Animal Control	13544.46	4514.82	2257.41	0	4514.82	4514.82	3412.79	7928.8	5266.1	4756.82	50	175	50935.84 Animal Control
Cremation	1040	155	60	200	175	120	200	1140	\$ 200.00	760	400	1200	5650 Cremation
Fundraisers	0	0	0	0	0	0	30.8	136.64	34.64	382.33	339.35	0	923.76 Fundraisers
City Dog Licenses	488	380	892	388	160	88	88	104	188	156	60	0	2992 City Dog Licenses
Membership Fees	1215	1550	410	80	55	0	0	0	0	0	0	0	3310 Membership Fees
Daycare	400	155	205	0	117.45	0	0	0	0	0	0	0	877.45 Daycare
	23385.26	11277.92	18714.87	12499.91	17766.26	12869.44	12438.27	12797.36	10707.63	13617.15	7924.53	10091.11	
													\$ 164,089.71

GRAND TOTAL INCOME= \$164089.71
 GRAND TOTAL EXPENSES= \$ 168910.90
TOTAL LOSS OF \$ 4821.19

Dodge County Humane Society Profit/Loss 2015

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Expense													
Payroll/Fees	9944.6	6790.81	7865.4	6061.91	5293.72	5221.18	9708.97	6408.12	6405.99	6543.23	6840.6	9680.69	86765.22
Vet Expense	1902.11	2543.63	2708.81	3009.89	912.78	3095.46	4194.23	2257.33	2280.11	1660.09	3676.34	1780.4	30021.18
Gratis Animal Care	1592.8	45.06	350	19.99	114.3	75	198.04	61.81	35.22	49.11	106.99	180.91	2829.23
Business Supplies	218.43	122.68	70.45	46.12	0	356.14	58.32	123.6	220.52	217.55	113	89.32	1636.13
Technology	163.99	82	258.37	88.42	425.02	276.84	219.8	511.26	499.41	243.76	286.26	309.8	3364.93
Van	46.45	53.43	85.46	57.01	61.05	99.11	70.59	564.26	92.69	65.43	85.88	21.5	1302.86
Building	728.7	86.87	110.04	58.32	149.02	29.16	0	155.97	70.36	71.48	77.45	96.02	1633.39
Insurance	3246.7	0	0	176	0	0	302.77	820.77	302.77	932.77	302.78	352.78	6437.34
Taxes	369.09	799.55	0	8222.07	0	1283.41	5722.8	1794.74	3679.17	954.86	1212.57	1202.14	25240.4
Utilities	0	0	0	0	0	0	0	0	0	1185.18	786.65	616.66	2588.49
Attorney	0	0	0	3960	0	2215	0	0	2370	1140	0	100	9785
Mailings	0	52.36	0	0	0	0	49	0	0	0	201.2	303.47	606.03
Training	1313.92	0	638.49	0	0	0	0	0	0	1332.25	0	0	3284.66
Ground Upkeeping	0	0	0	0	0	0	122.89	0	39.93	34.21	75.59	225	497.62
Equipment	329.69	0	697.99	0	0	711.07	1492.61	0	75.78	0	0	482.15	3789.29
Public Relations	1845.96	0	4750	0	0	0	150	45.56	216.39	15	17.94	17.94	7058.79
City Licences Reimburse	0	0	0	0	931	0	0	0	386	617	0	0	1934
Grand Total	21702.44	10576.39	17535.01	21699.73	7886.89	13362.37	22290.02	12743.42	16674.34	15061.92	13783.25	15458.78	188774.56
Income													
Adoptions	4253.5	3731	6944.5	3343.75	3263.5	2996	2809.25	2691.05	2245.25	3664.5	2942.75	2949.1	41834.15
RTO	365	340	517	500	510	305	1260	285	1470	550	3488	920	10510
Donations	1123.64	275.75	772	259.5	534.5	717.65	608.68	781.67	348.9	499.75	524.82	9822	16268.86
Memorials	2210	709.5	815	605	690	1210	160	12135.82	75	825	455	395	20285.32
Animal Control -Fremont	0	0	0	0	0	0	0	0	0	0	14167.68	7083.84	21251.52
Animal Control- Misc	0	50	355	0	0	0	0	200	0	0	0	0	605
Cremations	400	400	200	980	100	250	1060	460	1010	100	260	400	5620
Cans/Recycle	376	191.95	287.5	321.5	273.1	432.18	228.9	240.98	217.2	225.05	274.05	204.75	3273.16
Licenses	696	720	916	220	144	168	92	104	112	76	8	0	3256
Microchipping	300	50	50	125	0	50	0	25	0	25	0	25	650
Retail	10.65	0	10.7	3.21	4.28	6.42	14.49	10.28	14.98	14.28	19.26	80.25	188.8
Equipment Rental	10	0	20	10	10	10	60	10	10	10	0	10	150
Fundraisers	68	5.26	0	222.68	435	662	294.98	1761.54	70	965	10	0	4494.46
Reimbursments	234	144	282	148	0	0	0	1000	18	522.08	18	45	2411.08
Surrender Fees	180	160	300	190	140	220	20	189	189	100	40	60	1599
Other	729.4	0	55734.02	0	0	0	80	93	0	0	0	0	56636.42
Grand Total	10956.19	6777.46	67203.72	6928.64	6104.38	7027.25	6608.3	19868.34	5780.33	7576.66	22207.56	21994.94	189033.77
Difference	-10746.25	-3798.93	49668.71	-14771.09	-1782.51	-6335.12	-15681.72	7124.92	-10894.01	-7485.26	8424.31	6536.16	259.21

10956.19

Fundraisers	390	42.91	260	0	0	13036.96	196.9	460	542	587.27	195	4852.42	20563.46
Reimbursements	73.5	316.4	150	180	90	145.2	773	90	1083.77	205	180	90	3376.87
Surrender Fees	40	100	115	140	100	60	35	120	20	120	90	40	980
Restitution					0	0		6650	1000				
Other	37.5	90	47.5	20	75	35	40	25	60	60	50	60	600
Grand Total	14214.98	13327.97	13645.68	15777.58	14006.22	64803.74	15537.07	28290.21	14516.73	13114.26	15451.46	31033.31	246069.21
Difference	-16379.24	-9983.74	-11556.53	-5036.42	-8419.89	28019	-8332.08	-18276.89	-10741.74	-7905.25	-11179.92	8217.56	-34070.82

DODGE COUNTY HUMANE SOCIETY PROFIT AND LOSS 2018

DODGE COUNTY HUMANE SOCIETY

P N L TOTAL YEAR 2019

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Ordinary Income/Expense												
Income												
Adoptions	708.01	1082.5	735.65	2361.23	1725.25	1705	1551.5	508.25	2942.5	2568	2407.5	1,819
Return to Owner	710	697.1	1135	963	1327.5	800	1050	860	790	595	520	960
Donations	822	380.07	1528.25	3071.24	955.62	759.85	639.95	351	368.5	461	652.24	488.6
Donations-Cans	282.5	188.65	334.6	415.1	274.4	322.25	293.1	246.4	261.25	191.8	251.65	257.95
Memorial	2875	175	210	385	25	25	4755	1425	585	1835	500	1,140
Cremations	0	0	250	0	0	200	100	100	100	100	200	200
Licenses	1250	565	755	295	350	225	185	90	90	95	115	130
Microchip	0	25	0	50	25	25	0	0	25	0	0	0
Retail	4.21	0	0	6	0	0	0	2.14	5	0	0	0
Retail-t-shirts	138.38	50	57.5	0	25	15	65	17.5	87.5	65	45	83.38
Fundraisers	2265	287.64	0	0	531	12,324.48	190	310	364.13	300	1853.07	10,089.93
Surrender Fee	60	60	40	80	100	60	40	40	100	80	40	40
Animal Control	8120.41	8120.42	8120.42	8120.42	8120.42	8120.42	8120.42	8120.42	8120.42	8361.59	8361.59	8,361.59
Vet-Reimburse	135	240.8	45	90	170	90	360	180	170.31	135	432	262.22
Grant	0	0	0	0	0	0	0	0	0	0	0	0
Restitution	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	17,350.51	11,793.37	13,201.42	15,936.99	13,629.19	24,672.00	17,349.97	12,250.71	13,989.61	14,787.39	15,378.05	23,812.67
Expense												
Vet Expense	2231.26	5244.75	0	3996.94	2996	4000	3955.16	2024.78	2079.59	3000	4230.09	2848.08
Gratis Animal Care	1803.22	1406.75	953.1	267.64	258.69	44.75	574.25	1031.7	231.89	802.51	1425.21	1140.61
Business Supplies	991.93	79.38	415.45	793.47	1028.23	969.62	1500.63	302.26	1046.75	920.15	128	2669.65
Technology	327.38	418.28	245.23	360.55	507.37	315.68	657.77	213.16	887.37	543.84	440.85	316.82
Van	127.29	138.39	162.95	119.15	165.49	274.01	180.81	220.67	95.5	203.31	127.51	188.11
Building	722.57	394.7	215.54	263.01	163.11	229.77	662.8	393.3	163.11	393.62	1142.95	432.12
Utilities	799.72	797.02	960.26	866.09	688.14	603.87	1031.99	1236.16	1180.13	1140.83	642.54	684.12
Attorney	0	0	0	1369.5	0	23	1945.26	0	0	0	93.75	0
Grounds Upkeep	258	1083	1007.45	133	258	133	133	290.91	331.75	133	258	393.97
Public Relations	152.57	786.83	167.24	99.99	0	105	15	225	0	1161.21	157.41	538.45
Miscellaneous	2271.88	435.4	44.85	2738	0	765.47	409.65	0	275	2653.84	1270.81	2755.18
Payroll - Contract	3445.78	2432.11	2470.98	399.54	634.33	956.61	2063.86	2373.7	59.24	0	216.77	398.53
Payroll - Expense	10,200.28	9049.31	9739.52	10,689.94	14,351.95	6903.09	10,755.91	9,723.96	9,662.49	15,260.56	11,360.74	12,083.34
Insurance	480.95	206	1471.95	480.96	206	0	0	1995.98	1060.98	1107.99	1081	2164.08
Taxes	0	0	0	0	0	0	0	0	0	1,642	425	0
Returned Chks	0	0	0	0	0	0	0	0	0	0	269	0
Total Expense	23,812.81	22,471.92	17,874.52	22,577.78	21,257.31	17,323.87	23,866.29	20,031.58	17,072.80	28,963.16	23,269.94	26,593.04

Reimbursements	135	180	225	180	135	180	1035
Surrender Fees	100	100	20	140	0	60	420
Restitution	0	0			0	0	
Other	0	20	0	20	0	0	40
Grand Total	15418.45	12216.39	19464.44	16442.09	18644	19517.22	101702.6
Difference	-6926.45	-9643.46	80.72	-11569.27	-13941.3	-3148.27	-34273.3

PROFIT AND LOSS 2020

Dodge County Humane Society
2017

Position: Executive Director
Hours/Days: Hours Vary- Mon-Fri

- This Position reports directly to the President of the Board of Directors for the Dodge County Humane Society (DCHS) as well as the Board of Directors in its entirety.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree, or Associates Degree with related experience in the field of shelter management and operations.

EXPERIENCE, ABILITIES, AND OTHER QUALIFICATIONS:

- Must have valid driver's license with acceptable driving record and be able to provide proof of vehicle insurance
- Ability to exercise independent judgment
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace
- Be comfortable and skilled working with a culturally diverse staff and community
- Must possess maturity, good judgment and professional manner and personal appearance.
- Must be a self-starter with the ability to work independently.

- *Must have a commitment to treat people and animals with respect; contribute to effective teamwork; promote intra- and inter- departmental cooperation and foster public relations beneficial to the Society.*

JOB PURPOSE:

Provide the people of the Fremont and surrounding communities within the DCHS's jurisdiction with animal sheltering and animal control related services that uphold the values that the DCHS has set forth.

PRINCIPAL DUTIES:

- Charged with the overseeing and management of the daily operations of the shelter.
- Write and implement policies and standard operating procedures in accordance with city and state ordinances and contracts that are binding with the DCHS.
- Implement the strategic plan and objectives of the DCHS and provide leadership toward the achievement of these plans, including goals set forth by the Board of Directors.
- Establish and maintain open communication with the Board of Directors
- Act as the public relations liaison to enhance the image of the DCHS and maximize relations to the communities it serves.
- Develop fundraising opportunities and cultivate and maintain a solid donor base to ensure the financial stability of the DCHS.
- Develop and maintain an annual budget for the approval of the Board of Directors and manages the finances within the budget guideline.
- Establish good working relationships with all employees and volunteers and act as the direct supervisor and human relations liaison, which includes payroll and maintaining work schedules.

WORK REQUIREMENTS:

- Ability to make appropriate euthanasia decisions based on procedures that have been set forth in the Standard Operating Procedures (SOP).
- Maintain a good working relationship with community veterinarians and work closely with the veterinarians to ensure proper euthanasia procedures are adhered to.
- Oversee the safety and training of all volunteers and employees in proper animal welfare procedures.
- Ability to properly treat medical conditions and administer inoculations and medications under the direction of the veterinarians within the community.
- Must possess knowledge of animal shelter procedures with the emphasis on requirements and regulations set forth by federal and state governments, and work closely with these agencies to ensure compliance to laws set forth by these governing agencies.

WORK CONDITIONS

- Good vision for detailed work
- Ability to work around animals without allergic reaction
- Potential exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, and hazardous chemicals are a possibility.
- Ability to properly dispose of deceased animals according to safe environmental practices set forth by governing agencies

Expectations

Work Hours/Benefits Usage:

- Monday Through Friday, 800a-500p
- Be available for After-hours calls from PD (shared with other qualified staff)
- 2 weeks paid vacation
 - Must have prior board approval
- 1 week paid sick leave
 - Must call in to the Board President and advise when ill

Employee Management

- Create and communicate work schedule for full and part-time employees
- Establish job duties for all employees
- Ensure proper coverage during working hours
- Ensure proper lunch hour coverage
- Arrange for sufficient coverage for sick days
- Mentor and train employees as needed
- Manage volunteer schedule
- Interview potential new hires
 - All new hires to be recommended to Executive Committee for approval prior to hiring.
 - Executive Committee to establish pay grade based on experience and job description
- Any employee conflicts or problem resolutions must be discussed with President
 - Executive Committee will determine proper action to be taken
- Establish an on-call, after-hours rotating schedule between all qualified staff

Office Duties

- Maintain accurate statistics in Pet Point
 - Provide copy of report to FPD and Board on monthly basis
- Process deposits on weekly basis
- Balance checking account monthly
- Pay all invoices in timely manner
 - Two signatures required for any checks over \$500
- Prepare accurate financial reports for monthly board meeting
 - Income Statement
 - Balance Sheet
- Keep area organized at all times
- Secure confidential materials as necessary
- Implement necessary changes for improving efficiencies

Shelter Management

- Communicate pertinent information regarding animals with all employees
 - Lost/found pets
 - Health issues on animals/vet appointments
 - In-take protocol
 - Euthanasia protocol
- Keep accurate inventory records
 - Pet food
 - Medication
 - Cleaning supplies
 - Bedding
 - Misc items/supplies

Animal Welfare

- Ensure proper care of all animals
- Accountability of all animals in the shelter's care
 - Proper recording when entering and exiting the facility
- Complete intake and microchip scans in timely manner
 - Same day
 - Animals to remain in in-take no longer than 3 days
 - 1. Extenuating circumstances to be documented
- Exhaust all avenues for animal placement before euthanasia
 - Adoption
 - Foster
 - Rescue Programs
 - Media assistance

Animal Control

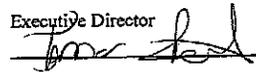
- Respond to all animal control calls in timely manner
- Establish proper protocol/staff schedule for after-hours calls
- Work collectively with the Chief of Police and other City officials regarding Animal Control procedures and improvement

After Hours Preparation

- Ensure that facility is secure during after hours
- Animals fed/watered and secured, when applicable
- Ensure employees/volunteers have vacated the building
- Security system armed
- Implement necessary changes for improving efficiencies

I confirm receipt of copy of this job description. Furthermore, I understand that nothing in this description is intended to imply or create an employment relationship or contract of employment. I understand that this description is a general description of functions. At any time, I may be asked to perform other functions.

Executive Director



Date

11-1-2017

President

Date

Secretary

Date

TAMAR C. REED

765 White Feathers Court, Arlington, NE 68002 • H: (402)-478-5129 • C: (402)-720-2310 • tandlreed@abbucbraska.com

PROFESSIONAL SUMMARY

Management professional versed in all aspects of operations management; from scheduling and finance to production and marketing. Possesses exceptional communication, organization and presentation capabilities. Ethical, organized, natural leader, and team player.

EDUCATION

Bachelor of Arts: Business Management, 2011
Midland Lutheran College – 900 N. Clarkson St. Fremont, NE 68025
State Certification: Law Enforcement, 2001
Nebraska Law Enforcement Training Center – 3600 N. Academy Rd. Grand Island, NE 68801

WORK HISTORY

Executive Director, 11/2017 – Current
Dodge County Humane Society – 787 S. Luther Rd. Fremont, NE 68025
Customer service, human relations and fundraising for all non-profit.
Payroll, tax filing, scheduling, pet maintenance and running of all daily operations.

Asset Protection Manager, 12/2012 – 11/2017
Wal-Mart – 1606 S. 72nd St. Omaha, NE 68124
Detect, deter, investigate and resolve violations of company policies and criminal activities.
Manage facility level training and execution of asset protection and safety.

Zone Merchandise Supervisor, 01/2012 – 12-2012
Wal-Mart – 1882 Holly St. Blair, NE 68008
Managed the daily operations of all soft line departments of a retail store.
Supervised associates in apparel, housewares, and soft line areas.
Oversaw the merchandising aspect of all soft line departments.

Emergency Dispatcher, 04/1993 – 01/2012
Dodge County Sheriff – 438 N Broad St. Fremont, NE 68025
Provided emergency assistance to community residents.
Directed and guided officers and field agents to needed locations as well as completed reports and daily logs.

Teller Supervisor, 10/2008 – 10/2010
Fremont National Bank – 850 E 23rd St. Fremont, NE 68025
Supervised employees of a branch location of a financial institution including providing direction and training.
Conducted the daily reports of a bank location by providing customer service, in person and via telephone.

Branch Manager, 04/2001 – 09/2008
First State Bank – 1005 E. 23rd Ave. Fremont, NE 68025
Oversaw the daily operations of a branch location of a financial institution.
Provided direction and training to all employees as well as customer service to complete requests of banking customers.

COMMUNITY INVOLVEMENT & ACTIVITIES

Village of Arlington, NE. Board of Trustee (6 years)
Care Corp. Board of Directors (7 years)
Arlington Education Foundation Board Member

Arlington Vol. Fire & Rescue (18 years)
2008 Bryan LGH Trauma Champion Recipient
Heartland Volleyball Club Director