

Advisory Committee Meeting Minutes November 10th, 2020 | 1:00 PM- 3:00 PM

#### In Attendance:

Sheri Gustafson Kara Holmquist Ray West Deanna Gualtieri Laura Marwill David Feldman

Due to Covid-19 Social Distancing restrictions, this open meeting was held virtually over the ZOOM platform. A PowerPoint presentation was shown over ZOOM to all attendees.

#### I. STAFFING UPDATE

Sheri stated that the Fund is in the process of hiring a full-time employee (FTE), Community Liaison. The Community Liaison position has been vacant since October 2, 2020. The position is posted as an Environmental Health Inspector I. Sheri stated that there are applicants for the position and that the applicants are in the initial process of being reviewed. Sheri mentioned that the position's posting and description may need to be evaluated.

#### II. FUND TOTALS AND EXPENDITURES

Sheri explained the current Fund's revenue totals. The fund has an unexpended balance of \$324,465 as of 11/10/20. The total intake for donations so far in 2020 is \$361,464. This is the highest tax donation season for a calendar year to date. Revenue for CY20 is up \$18,927 compared to this month in CY19. Current numbers reflect that FY21 is up \$83,147 compared to this time in FY20. To date, the Fund has taken in \$2,782,304 in revenue. \$2,379,129 (85%) has been from tax donations, \$101,159 (4%) from online donations and grants, \$130 from interest, and \$300,000 (11%) from line items on the state budget.

Sheri explained the Fund's current balance sheet that illustrated all income and expenditures of the Mass Animal Fund since 2017. The balance sheet also contains the proposed spending for CY20. To date, in CY20 the Fund received a total of \$361, 468 in revenue, and has spent \$243,180. The Fund's CY20 budget was based on projected revenue of 360,000 received from tax donations, grant funding, online donations, and interest. The CY20 Budget had the following allocations: 59% for veterinary services, less than 1% for ACO training, 41% for administration, less than 1% for marketing. To date, the fund has the following amounts left to spend in CY20 in those allocations: \$91,470 for veterinary, \$400, for ACO training, \$24,119 for admin, and \$831 in marketing. Sheri stated that while surgery capacity has currently increased, it may be hard to reach the veterinary allocation by December 31st, any amount left in that allocation will be spent in the initial months of 2021. The Fund will also have lower than projected admin spending due to the Community Liaison Position being currently vacant.

To date (from start of the program) the Fund's spending was in the following distributions: \$1,679,696 (61%) for veterinary services, \$86,188 (3%) for ACO training, \$672,608 (23%) for administration, \$23,327 (<1%) for marketing, and \$320, 558 (12%) surplus.

#### III. BUDGET LINE ITEM

Sheri presented how the FY18, FY19, and FY20 \$100,000 budget line items were spent allowing the Fund to perform additional spay/neuter surgeries.

Currently, the Massachusetts FY21 Budget is in the House debate phase.

Kara stated that a line item Amendment #72 was filed by Representative Kafka, and that there is a list of cosponsors. The house debate will happen this week.

If the fund receives an FY21 Line item, more animals in jeopardy of relinquishment due to Covid-19 issues such as eviction will be able to receive priority and emergency spay/neuter/vaccination vouchers.

### IV. SPAY/NEUTER VOUCHER PROGRAM

Sheri presented the Spay/Neuter Voucher Program numbers. In CY20, \$125,615 has been spent on spay/neuter to help 814 dogs and cats. In 2020, the Fund has issued 1,341 vouchers. Since the Voucher Program's inception in 2014, the Fund has spent \$1,697,625 to help 13,200 Commonwealth cats/dogs. The average cost of surgery has increased in 2020 to \$154 for standard vouchers and \$199 for emergency and priority vouchers.

As of November 10, 2020, the voucher waitlist is 243 animals, equaling \$40,275. in assistance. 156 animals on the waitlist are from the biggest three areas of requests: Boston, Springfield, and North Adams. There are currently 428 unexpired vouchers outstanding equaling \$77,175. In 2020, 274 vouchers issued have since expired totaling \$42,300 which is roughly a 40% unused rate. The unused voucher rate has increased from the 30% average over the last 5 years. The voucher distribution rate is currently 30 vouchers a week. Sheri stated that she hopes to have the current waitlist 90% cleared by the end of December. The North Adams area waitlist will be the longest area to clear due to the limited number of providers in Berkshire County.

Sheri mentioned that two municipalities (Ashland and Lakeville) have completed their Municipal Contracts and are currently enrolled in the program. 2 municipalities have applications in but have yet to complete contract packages. Sheri will launch another municipal partnership push in December/January.

The Fund received a grant from the Community Foundation of North Central Massachusetts for \$8,050 which was fully spent to help over 50 animals at 2 clinics hosted by Animal Shelter Inc. Clinic in Sterling.

Sheri stated the Fund has completed 7 Voucher Days since the pandemic started and is planning to schedule more for December. At all Voucher Days masks, social distancing, and pandemic safety measures are required.

Sheri proposed that the Voucher Program veterinary reimbursements be reviewed at the next scheduled Advisory Meeting. The Fund has lost two veterinary providers during the pandemic due to increased costs and lower surgery capacity. Sheri stated that the Fund needs to make sure the cost of care is being fully met to prevent more provider loss and to be able to recruit additional veterinary support. Sheri will be researching methods to meet costs such as increasing price tiers, ungrouping care reimbursements, and allowing provider surcharges. Ray asked to have numbers for each method for the next meeting. The advisory committee hopes to be able to evaluate and make reimbursement recommendations before the next provider renewal cycle.

#### V. PROMOTIONS/EVENTS

Sheri stated that the Fund is working on 2021 tax season billboards. A PSA application will be submitted to MassDOT this week to request 4 billboard designs to be shown on electronic billboards across the state from Jan 1-April 30, 2021.

Sheri has started work on designing 2021 tax donation social posts. It is uncertain if any in-person promotional events will be scheduled due to the ongoing pandemic.

### VI. ANIMAL CONTROL OFFICER PROGRAM UPDATES

Sheri stated that the 2020 Core Competencies Training has been postponed until the Spring of 2021 with specific dates still to be determined.

In the next Core Training cycle, 8 ACOs need to retake the training, and 63 ACOs need to take the Core for the first time. Roughly half of the ACOs that need to take the Core for the first time are ACOs that have been employed in the field for less than 18 months.

Sheri reported that new ACOs are receiving ACO jumpstart packets, but that proposed Core alternatives are currently on hold due to a lack of adequate staff time. A Zoom meeting series proposal was given to MDAR Animal Health. Proposal for MAF/MDAR to host a series of 7 (1.5 hours) Zoom meetings for ACOs and Animal Inspectors. No further word on this at this time.

Sheri reported that ACOs are completing a large number of CE hours for online training options during the pandemic.

The next Advisory Meeting will be scheduled in January. Date, time, and platform TBA



### ADVISORY COMMITTEE MEETING

# 2.10.21 at home edition

### **AGENDA**



### I. Staffing Update

II.Fund Totals and Expenditures

a. Review of Balance Sheet /
Budget

III. Budget Line Item

IV. Spay/Neuter Voucher Program

- a. Numbers
- b. Wait List
- d. Municipal Partner Update

VI. Promotions/ Events/ Marketing

- a. 2021Tax Season
- **b. Off-Season Promotions**

VII. Animal Control Officers
a.2021 Core Training
b. CE Training



MASS ANIMAL FUND IS LOOKING FOR SOMEONE TO JOIN OUR TEAM!

We're hiring!

MASS ANIMAL FUND COMMUNITY LIAISON (ENVIRONMENTAL HEALTH INSPECTOR I)

ON MASSCAREERS JOB NUMBER 200006TY

WWW/MASS.GOV/MASSCAREERS

### **Current Status:**

# initial applicant review

# FUND TOTALS AND **EXPENDITURES**



Unexpended	balance	as of	11/10	/20 :	\$324	,465.44
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CY =UP +\$18,927

	FY21 = UP +\$83,147											
20	17	7	2018			2019			2	02	.0	
Month		Amount	Month		Amount	Month		Amount	Month		Amount	
January	\$	99.91	January	\$	980.41	January	\$	660.69	January	\$	281.02	
February	\$	85,641.77	February	\$	100,044.82	February	\$	105,865.33	February	\$	99,393.50	
March	\$	55,433.72	March	\$	60,802.84	March	\$	57,606.74	March	\$	61,192.37	
April	\$	99,251.34	April	\$	112,920.47	April	\$	132,044.09	April	\$	58,249.95	
May	\$	27,610.56	May	\$	24,252.73	May	\$	25,097.61	May	\$	22,308.20	
June	\$	17,221.42	June	\$	16,271.65	June	\$	3,024.81	June	\$	30,814.76	
July	\$	4,296.05	July	\$	1,463.67	July	\$	1,022.10	July	\$	75,204.12	
August	\$	23,856.37	August	\$	2,927.10	August	\$	2,961.49	August	\$	10,948.06	
September	\$	5,549.12	September	\$	3,690.01	September	\$	2,089.32	September	\$	3,072.61	
October	\$	7,374.04	October	\$	10,330.31	October	\$	10,576.62	October			
November	\$	2,817.30	November	\$	1,048.47	November	\$	1,228.56	November			
December	\$	2,760.05	December	\$	257.86	December	\$	356.42	December			
TOTAL:	\$	331,911.65	TOTAL:	\$	334,990.34	TOTAL:	\$	342,533.78	TOTAL:	\$	361,464.59	\$ 2,482,304.99
Line Item	\$	100,000.00	Line Item	\$	100,000.00	Line Item	\$	100,000.00	Line Item			\$ 300,000.00
Tax Season:	\$	240,426.74	Tax Season:	\$	274,748.54	Tax Season:	\$	296,176.85	Tax Season:	\$	347,443.92	\$ 1,810,787.94
% of income:		72.24%	% of income:		82.00%	% of income:		86.46%	% of income:		96.12%	65%

F	<b>Y</b> 18	8	F	<b>Y1</b>	9		FY2	.0		FY2	1	
Month	Т	Amount	Month Amount		Month Amount		Month Amount		Amount			
uly	\$	4,296.05	July	\$	1,463.67	July	\$	1,022.10	July	\$	75,204.12	
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December	\$	2,760.05	December	\$	257.86	December	\$	356.42	December			
lanuary	\$	980.41	January	\$	660.69	January	\$	281.02	January			
February	\$	100,044.82	February	\$	105,865.33	February	\$	99,393.50	February			
March	\$	60,826.19	March	\$	57,606.74	March	\$	61,192.37	March			1 1 1
April	\$	112,920.47	April	\$	132,044.09	April	\$	58,249.95	April		ka ka ka ka ka ka ka ka l	
May	\$	24,252.73	May	\$	25,097.61	Мау	\$	22,308.20	May			
June	\$	16,271.65	June	\$	3,024.81	June	\$	30,814.76	June			
TOTAL	Ś	261 025 05	TOTAL	\$	244.016.60	TOTAL	¢	200 474 21	TOTAL	ė	90 224 70	¢ 2.40
TOTAL:	+-	361,925.85	TOTAL:	+-	344,016.69	TOTAL:	\$	290,474.31		\$	89,224.79	\$ 2,48
	\$	100,000.00		\$	100,000.00		\$	100,000.00				\$ 30

Revenue to	date: \$2,	782	2,308.77						
year	tax donations	(	online/grants	interest		ine item			
2013	\$ 260,670	).55	59		0				
2014	<b>2014</b> \$ 235,995.38 62091 378.7		3						
2015	\$ 247,689	.33	12613.73	289.6	6				
2016	\$ 284,828	3.37	6665.79	123.15	5				
2017	\$ 322,220	0.04	9465.63	225.98	8 \$	100,000.00			
2018	\$ 334,290	0.90	300	399.44	4 \$	100,000.00			
2019	\$ 340,150	).72	1914	469.06	6 \$	100,000.00			
2020	\$ 353,284	.54	8050	130.05	5 \$	-	*tax and online dor	nations now reporte	ed together
total	\$ 2,379,129	.83	\$ 101,159.15	\$ 2,016.01	. \$	300,000.00			
	85%		4%	<.0001%		11%			

	\$100,000.00	\$100,000.00	\$100,000.00			Adjusted 2020 Budget Covid-19
	\$331,911.65	\$334,990.34	\$342,533.78	\$361,468.47		\$360,000.00
Total Income	\$431,911.65	\$434,990.34	\$442,533.78	\$361,468.47	\$2,782,308.87	\$360,000.00
Obj Exp Identifier	2017	2018	2019	2020	Total Program to date	Projected 2020
A01 Tot State Employee Payroll	\$57,471.68	\$69,420.06	\$70,186.00	\$88,897.00	\$398,460.80	\$106,800.00
AA1 Tot Supplemental salaries		\$6,095.40	\$7,433.00		\$13,528.40	
Co4 Tot Contract Employee Payr	\$1,595.00				\$76,448.68	
C23 Tot Contract Employee Payr		\$3,525.00	\$20,148.90		\$23,673.90	
Co5 Tot Contract Student Intern		\$643.50			\$643.50	
D09 Tot Fringe Benefits/Tax	\$17,438.79	\$28,052.84	\$30,444.00	\$31,984.00	\$141,768.83	\$36,500.00
J46 Tota Temporary Staffing		\$5,310.52			\$9,040.22	
E16 Tot: Indirect Costs					\$9,044.47	
B11 Tot Commuter Rail	\$4.50	\$6.00			\$45.00	\$40.00
B91 Tot Contract travel out of St					\$52.00	
B02 Tot Travel in state	\$1,823.91	\$973.93	\$2,513.00	\$139.00	\$7,140.22	\$200.00
C98 Tot Contract Employee Trav	\$63.00	\$31.50			\$3,223.75	
B10 Tot Employee Reimburseme	\$376.35	\$310.00			\$3,805.83	
L27 Tota Car Rental			\$36.00		\$36.00	
B05 Tot Conference	\$356.00				\$356.00	
E19 Tot: Am Ex Travel		\$0.54			\$237.79	
E13 Tot: Advertising					\$475.00	
E01 Tot: Office Supplies			\$247.78	\$104.00	\$647.38	
HH3 Tot Webpage	\$2,225.00				\$2,575.00	
E12 Tot: Media webpage					\$1,195.00	
U04 Tot Information Technology				\$852.00	\$852.00	\$852.00
J10 Tota Online Processing		\$104.49	\$120.00	\$74.00	\$300.49	\$74.00
E14 Toti logo	\$219.00				\$441.00	
JJI Total Graphics					\$1,650.00	
F19 Tota Marketing		\$294.00			\$294.56	\$260.00
E02 Tot: Printing	\$5,390.52	\$944.00	\$402.00		\$37,459.75	\$0.00
B01 Tot Travel out of State	\$1,744.99				\$2,378.12	
J50 Tota Trainers	\$4,500.00	\$7,701.00	\$23,580.00	\$1,100.00	\$46,281.00	\$1,500.00
JJ2 Tota Veterinary Costs	\$162,205.00	\$124,000.00	\$311,843.00	\$120,030.00	\$1,379,696.14	\$211,500.00
Line iter Veterinary costs	\$25,175.00	\$174,825.00	\$100,000.00		\$300,000.00	
Total Expenses	\$280,588.74	\$422,237.78	\$566,953.68	\$243,180.00	\$2,461,750.83	\$357,726.00
Total after Expenses	\$151,322.91	\$12,752.56	(\$124,419.90)	\$118,288.47	\$320,558.04	\$2,274.00
Overage carry over	\$162,614.00	\$313,936.91	\$326,689.47	\$202,269.57		\$202,269.57
Total in Fund	\$313,936.91	\$326,689.47	\$202,269.57	\$320,558.04	\$320,558.04	\$204,543.57

### 2020 Spending Breakdown and Projected

2020 (360,000)	Percentage of Proposed	tage of Proposed Expenses			
Veterinary	59%	\$211,500.00	\$91,470.00		
ACO Training	<1%	\$1,500.00	\$400.00		
Administration	41%	\$145,000.00	\$24,119.00		
Marketing	<1%	\$2,000.00	\$831.00		
Surplus		\$1,460.47			

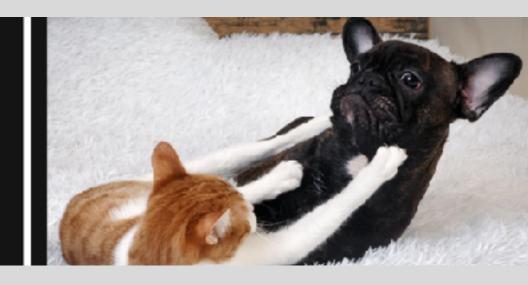
61%	\$1,679,696.14
3%	\$86,118.87
23%	\$672,608.80
<1%	\$23,327.02
12%	\$320,558.04
	23%

## BUDGET LINE ITEM



# Massachusetts FY 2021 Budget currently in: House Debate

Line Item 18	\$ 100,000.00	Line Item 19	\$ 100,000.00	Vouchers	Line Item 20	\$ 100,000.00	Vouchers
17-Nov	\$ 11,675.00	18-Jul	\$ 12,700.00	87	19-Jul	\$ 12,120.00	69
17-Dec	\$ 13,500.00	18-Aug	\$ 30,700.00	208	19-Aug	\$ 18,360.00	113
18-Jan	\$ 13,950.00	18-Sep	\$ 24,525.00	169	19-Sep	\$ 11,500.00	76
efund	\$ 2,475.00	18-Oct	\$ 22,600.00	176	19-Oct	\$ 25,720.00	165
18-Feb	\$ 22,775.00	efund	\$ 9,475.00	72	19-Nov	\$ 17,790.00	123
18-Mar	\$ 35,625.00				19-Dec	\$ 14,510.00	104
Spent	\$ 100,000.00	Spent	\$ 100,000.00	712	Spent	\$ 100,000.00	650



_	-	_	_		_			-			-
	ACO	Owned	Feral	Male Cat	Female Cat	Male Dog	Female D	<b>Total Surgeries</b>	Tot	al Spent on S/N	Sent Vouchers
2014	157	399	257	225	334	135	119	813	\$	100,950.00	1610
2015	552	2474	443	999	1099	729	642	3469	\$	426,425.00	4544
2016	157	640	143	258	302	187	203	949	\$	123,050.00	1582
2017	301	761	77	277	339	276	249	1139	\$	161,168.00	1928
2018	484	1521	76	514	587	469	508	2081	\$	300,100.00	2754
2019	458	1987	18	652	741	510	560	2463	\$	396,750.00	3088
Jan -20	45	27	0	24	24	13	11	72	\$	10,610.00	96
Feb-20	25	66	5	23	31	20	22	96	\$	16,300.00	196
Mar-20	28	36	0	19	21	17	8	64	\$	9,530.00	171
April-20	8	93	0	27	27	25	22	101	\$	15,970.00	32
May-20	0	6	0	0	1	2	3	6	\$	1,450.00	57
Jun-20	40	65	0	34	29	17	25	105	\$	16,720.00	54
July-20	37	25	0	27	21	7	7	62	\$	8,325.00	96
Aug-20	13	42	0	14	21	7	13	55	\$	10,055.00	149
Sep-20	33	53	0	38	32	5	11	86	\$	11,730.00	237
Oct-20	25	104	0	36	43	21	30	129	\$	19,900.00	175
Nov-20	0	38	0	19	17	0	2	38	\$	5,025.00	78
2020	254	555	5	261	267	134	154	814	\$	125,615.00	1341
totals	2363	8337	1019	3186	3669	2440	2435	11728	\$	1,634,058.00	16847
percentage	20%	71%	9%	27%	31%	21%	21%				70%



# COST OF AVERAGE SURGERY HAS INCREASED TO \$154 OVERALL FOR 2020 AND CLOSE TO \$200 FOR PRIORITY AND E SURGERIES

						emergency cases	2013	33	\$	1,650.00	33
							2014	748	\$	12,505.00	797
							2015	53	\$	6,891.50	81
		\$139 a	verage cost	to date			2016	321	\$	14,180.54	463
		\$154	2020 averag	e cost			2017	193	\$	11,515.00	110
		\$199 a	verage Eme	rgency			2018	124	\$	16,825.00	100
							2019	173	\$	37,920.00	193
							2020	145	\$	28,975.00	143
Total Anim	als/Funds							13200	\$	1,697,625.04	18398
2013	VTotal			V/E Total	33	\$1,650.00	Sent V	0	Tota	al Sent V/E	33
2014	VTotal	813	\$100,950	V/E Total	1561	\$113,455.00	Sent V	1610	Tota	al Sent V/E	2407
2015	VTotal	3469	\$426,425	V/E Total	3522	\$433,316.50	Sent V	4544	Tota	al Sent V/E	4625
2016	VTotal	949	\$123,050	V/E Total	1270	\$137,230.54	Sent V	1582	Tota	al Sent V/E	2045
2017	VTotal	1139	\$161,168	V/E Total	1332	\$172,683.00	Sent V	1928	Tota	al Sent V/E	2038
2018	VTotal	2081	\$300,100	V/E Total	2205	\$316,925.00	Sent V	2754	Tota	al Sent V/E	2854
2019	VTotal	2463	\$396,750	V/E Total	2463	\$396,750.00	Sent V	3088	Tota	al Sent V/E	3281
2020	VTotal	814	\$125,615	V/E Total	814	\$125,615.00	Sent V	1341	Tota	I Sent V/E	1341



### **2020 Voucher Program**

- · Current waitlist (as of 11/10): 243= \$40,275.00. reduced from close to 800 in April/May
- 156 of those are from the BIG 3 (Boston, Springfield, North Adams)
- Current unexpired vouchers/e fund outstanding: 428= \$77,175
- An additional 274 vouchers issued in 2020 expired= \$42,300 / roughly a 40% unused rate.
- Currently issuing approx. 30 vouchers a week. Up from 10 during Covid-19 restriction height (clear 90% of WL by end of Dec?)
- Grant awarded from CFNCM for \$8,050 fully spent.
- · Municipal partnership update...



## 2021 Voucher Program Update?

- For next agenda
  - Reimbursement program review
  - Need to meet cost of care
    - · Tier increase?
    - Breakdown of reimbursements?
    - Provider charge?



### **Recent Voucher Days:**

Sterling, North Brookfield, Revere, Boston x2, Fall River

**Upcoming:** 

Boston, Worcester, Springfield, Fall River part 2







### PROMOTIONS/EVENTS



### 2020 tax promotions (off season ideas)

- 2021 Billboards will be submitted to MassDot this week
- Developing Mass Animal Fund Youtube Channel for training and promotion
- Started reworking ads for 2021 push

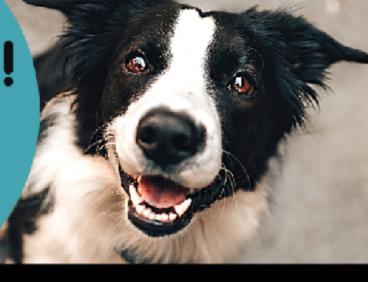






File taxes. Help animals!

>Line 33f



mass.gov/animalfund

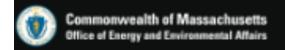






# FILE TAXES. HELP ANIMALS!







# ACO TRAINING

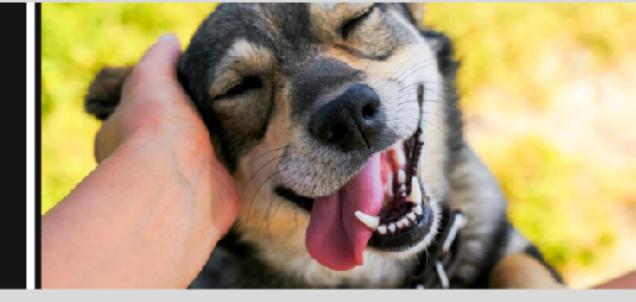


**ACO Training: Core Training** 

Pushed back until Spring 2021 dates and specifics TBA

- 8 ACOs need to retake core training (2%)
- 63 need to take Core Training for first time. (14%)
- Approx. 31 of the 63 are ACOs employed for less than 18 months. (7%)

# ACO TRAINING



**Core Alternatives: ON HOLD** 

Zoom meeting series proposal given to MDAR Animal Health

MAF/MDAR to host a series of 7 (1.5 hour) Zoom meetings for ACOs and Als

### **CE Updates:**

ACOs are completing online classes and submitting for credit at a much higher rate. Current submissions averaging 100-200 a month (lots of data entry)



NEXT MEETING

JANUARY?

