Happy Friday all! Julie is the gift card winner from my last weekly update email. Julie, please see Stephanie when you get a chance to claim your prize. Here are your updates for this week.

ALL STAFF MEETING: Our next meeting is Wednesday, August 26 at 11 am. You should have received a zoom invite already. If you haven't please let me know. This meeting is required unless you have prior approval from your supervisor. Our topic is emotional resilience and will be led by Val Young from our board of directors.

COVID UPDATES:  A new executive order was issued 2 weeks ago increasing restrictions again, so we will continue to operate adoptions by appointment and walk-ins as we can accommodate them. Indoor gatherings are limited to 10 people.

COVID EXPOSED ANIMALS: We had our first pet surrendered that came from a known COVID positive house. An animal that has been exposed to COVID must be isolated for 10 days. Masks, gloves, gowns and shoe covers must be worn when caring for an isolated animal.

TRANSPORTS: If you are interested in helping with animal transports, either from TN or locally. please let Kathy know. She is keeping a running list so everyone has an opportunity to participate.

REVIEWS:  All staff members will be receiving an annual review this month, and annually moving forward.

BUDGET:  Our new budget was approved at our last board meeting. I am attaching it for those of you that are interested in taking a look at it. If you have questions or need help navigating the information, please let Steph or I know. Historically, HSWM has been budgeted to end the year in a negative status. Obviously that is not a financially healthy way to operate, so we are working really hard to balance our budget. Thanks to Steph and our finance committee, we were able to remove about half of our negative deficit for the budget this year and will be removing the other half for next year's budget. We had a lot of tough discussions about cutting expenses and increasing revenue. It was very important to us not to cut any employee positions and to continue to provide health benefits at no cost. For this fiscal year, we will not be giving raises and HSWM will not be contributing to employee FSA accounts. FSA accounts will still be offered and staff can still contribute pre-tax dollars to their account. I know that no raises this year is a really big deal, especially with how tough this year has been already. Please know that we value all of you very much, and will be looking at ways we can show our appreciation throughout the year. As difficult as it is not to give staff raises, I am still grateful that we can keep all of our employees working, as many businesses and non-profits are closing their doors.

STAFFING UPDATES:  Emily and Erin will be sharing the vet staff position that has been open for a few weeks. Congrats you two! That means Sabrina can transition completely over to foster and that we will be posting a new animal care position to cover Emily and Erin's hours there. Sam M from vet staff will not be returning after her maternity leave.

CURRENT FINANCIAL POSITION: Our donations have continued to come in at a normal or increased rate throughout the pandemic. We are so lucky that our community supports what we do every day! We have also been notified of a couple bequests. This is money people leave to HSWM when they pass away. This week we received a check for $100,000.00 from an estate and we also received notification that we will be getting another $200-300K from an estate sometime in November. These are the kinds of things that allow us to work toward a balanced budget and keep all of our programs running in such an uncertain financial landscape. Thanks development team!

PROCEDURES:  We have all been struggling lately with following appropriate procedures and protocols. Please remember to operate through the appropriate channels. If an animal needs to be transferred in, that needs to go through Tania,if an animal needs to be surrendered, that needs to go through admitting, foster animals through foster, adoptions (even staff/volunteer adoptions) need to go through customer service. If we don't follow these protocols, the people that are in charge of these departments don't know what is going on. Julie has started working on some documents that will be posted in each area to provide direction when you have questions and direct you to the appropriate staff member for assistance. Thanks Julie! Following procedures is important, and if you have a question about something, please feel free to ask. Not every situation is black and white, and the management team is always happy to clarify when needed. For example, our last puppy transport from TN included some puppies that were under 8 weeks old and still with their moms. Technically, we as a licensed shelter cannot transport puppies under 8 weeks of age from out of state. These moms and puppies were legally transferred to Hearts of Hope, and then transferred to HSWM from them. Hearts of Hope is a private rescue and therefore not bound by the same transport rules that we are. Sometimes we need to do what is in the animals best interest, but we will never break a rule/law to do that. Many situations like this arise and we can always find an appropriate way to work through them, so if you are not sure what is correct, we are happy to help!

After you  have read this entire email, please respond with what your favorite thing about working at HSWM is. Everyone who responds will be entered in the gift card drawing for next week.Have a great weekend everyone!

Best,

Holly