Baldwin County Commission

Legislation Details (With Text)

File #:	22-0979 **Version:** 1		
Type:	Consent	**Status:**	Agenda Ready
File created:	5/17/2022	**In control:**	Baldwin County Commission Regular
On agenda:	6/7/2022	**Final action:**	
Title:	Baldwin County Animal Shelter - Standard Operating Procedures Manual, Volunteer Handbook, and Rescue Handbook		
Indexes:			
Attachments:	1. BCAS Standard Operating Procedures Manual - updated May 2022, 2. BCAS Volunteer Handbook - updated May 2022, 3. BCAS Rescue Handbook - updated May 2022		

Date	Ver.	Action By	Action	Result
6/7/2022	1	Baldwin County Commission Regular		

Meeting Type: BCC Regular Meeting
Meeting Date: 6/7/2022
Item Status: New
From: George Majors, Animal Shelter Manager
Submitted by: George Majors, Animal Shelter Manager

ITEM TITLE
Baldwin County Animal Shelter - Standard Operating Procedures Manual, Volunteer Handbook, and Rescue Handbook

STAFF RECOMMENDATION
Approve the updated Baldwin County Animal Shelter Standard Operating Procedures Manual, Volunteer Handbook, and Rescue Handbook to reflect new addresses and logo for the Baldwin County Animal Shelter.

BACKGROUND INFORMATION

Previous Commission action/date:
10/22/2019 - Standard Operating Procedures Manual updated.

02/20/2018 - Volunteer Handbook updated.

02/06/2018 - Standard Operating Procedures Manual and Rescue Handbook updated.

Background: The Animal Shelter's physical and mailing address was changed in March 2021, and a new logo made in January 2022. The new addresses and logo have been added to the Standard Operating Procedures Manual, Volunteer Handbook, and Rescue Handbook for approval.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Shelter staff

Action required (list contact persons/addresses if documents are to be mailed or emailed):
George Majors will ensure the revised documents are posted on the Animal Shelter website and copies are provided to all shelter staff.

Additional instructions/notes: N/A