

**Animal Services Advisory Committee Meeting Minutes
February 6, 2014**

In attendance

Stephen Holmes, County of Galveston
Fard Abdullah, City of Hitchcock
James Osteen, Committee Chair, City of La Marque
Susan Moore, Habitat for Horses
Dee Ann Haney, City of Texas City
Nick Finan, City of Texas City
Joan Addison (Represented Gwen Schulte, Tiki Island)
Sherilyn Linton, Committee Secretary, County of Galveston
Jonathan Given, Veterinarian
Mike Franklin, City of Dickinson
Pam Wood, City of Santa Fe
Mark Johnstone, City of Bayou Vista
Pege Wright, City of Clear Lake Shores

GCHD Staff:

Dr. Dana Beckham
Kathy Barroso, Chief Financial Officer
Amber Adams, MPH, Animal Services Manager
Holly Copeland, Accounting Manager
Kurt Koopman, Public Information Officer
Hill Olson, JD, Compliance Auditor

Item # 1 Agenda

Ms. Linton made a motion to approve the agenda with requested change (move item #6 under item #4) as presented. Mr. Finan seconded the motion and unanimously approved by the Committee.

Item #2 Excused Absence(s)

A motion was made by Ms. Linton seconded by Mr. Franklin and unanimously approved by the Committee no unexcused absences.

Item #3 Approval of August 29, 2013 Minutes

A motion was made by Mr. Franklin seconded by Ms. Trevino to approve the November 7, 2013 minutes and unanimously approved by the Committee.

Item #4 Animal Services Manager Report:

Amber Adams, MPH, Animal Services Manager presented the manager's report with the following updates:

- 1) **Employment Vacancies** – Amber informed the Committee of positions posted and that interviews are in the process and the following key positions have been filled recently: the Assistant Manager, Administrative Assistant, Team Leader and Crematorium Specialist.
- 2) **Community Support** - The Marina Bay Animal Hospital donation drive; Loving Care Animal Hospital donation drive and 10 year old girl who asked for ARC donations instead of birthday gifts.
- 3) **Adoption Event** – An offsite adoption event is being planned February 15th at the City of Webster's Pet Safety/Health Day which they hold every year in February to offer discount Rabies vaccines and county tags to residents.

- 4) **Administrative Update** - The Administrative Assistant is currently working on creating an up to date database with all of the rescue group contacts. We will soon be sending out updated material to all groups to complete the database with active members only.
- 5) **Volunteers/Supporters Update** --The volunteers/supporters created a Facebook pages to help promote the animals and share info on ARC needs or special needs animals. This has **brought forth more** fosters, more volunteers and more sharing/promoting of the animals.
- 6) **At Risk List Notification** - The at Risk List is proving to be successful. 45 animals have been saved by sharing the list. The last 2 lists were particularly great saving 14 out of 16 animals. Amber contributes it to the increasing amount of sharing and publicity for the animals.

Item #5 Summary of Recent Improvements Related to the ARC Operations

Ms. Adams presented a Summary of Recent Improvements Related to the ARC Operations.

- Daily Intake and At-Risk lists are sent out via email and posted on the ARC website.
- The physical count of animals is being reconciled to the ShelterPro database regularly.
- Several key positions were recently filled (ARC Assistant Manager, Administrative Assistant, Team Leader, Crematory Specialist)
- The crematory has been installed and should be operational starting in February 2014.
- Reports are submitted monthly to all member governments in the interlocal agreement, showing details of activity in their jurisdiction for that period.
- Increase in animal adoptions and number of animals rescued in comparison to last year.
- In 2013, we had 134 individuals participate in the Animal Resource Center Volunteer Program.
- The hours that the ARC is open to the public were extended until 6:00 PM on Tuesdays and Thursdays to allow pet owners, potential adopters, foster, and rescue group's additional access.
- The ARC webpage is updated regularly and includes useful information about registering or adopting a pet or claiming a lost animal. Success stories are also shared on the site.
- For public inquiries that come through the ARC email address, we prepared an automated response to help answer common questions. Specific questions are responded to by either the ARC Manager or Assistant Manager.
- Security cameras were installed in the ARC intake building and sally port area.
- Standard Operating Procedures are being reviewed and updated on a weekly basis.
- We applied for and received a \$10,000 grant from the ASPCA to provide wireless capability in the building and purchase laptops to assist with daily rounds.
- In addition to monetary donations, we have also comprised a list of suggested items that would be beneficial to the ARC. This wish list can be found on the ARC website.
- The ARC Strategic Planning Committee has been meeting regularly and is working towards drafting the first Strategic Plan for the ARC.
- Updated the Rescue Group Application and Guidelines.
- Volunteer Programs being reviewed from other agencies.
- Capacity is being managed on a daily basis to ensure proper housing and care of the animals.
- Working on creating ARC's own Facebook page for success stories and pleas for assistance.
- ARC is continuing to receive monetary and supply donations and support from the community.
- Increase in volunteers, fosters and rescue groups working with the ARC.

- Daily communication with over 100 rescue groups regarding intake and special needs cases.

Item #6 Great Dane Incident (Summary of Events and Outcome)

Kathy Barroso, CPA, Chief Financial Officer presented a summary of the Great Dane Incident the events and outcome.

ACTION: Sherilyn Linton asked for a process to be in place to contact the Shelter Manager or Designee of animal abuse or shelter concerns.

Item #7 Comparative Data Summary 2013-2012 (Intakes and Dispositions)

Ms. Barroso presented the Comparative Data Summary report for 2013-2012.

Item #8 Financial Report

Ms. Barroso presented Revenue and Expense reports for Field Services, Shelter Services, and Donations as of December 31, 2013. All services were showing an YTD net surplus through this period due to staff vacancies. Ms. Linton addressed Ms. Barroso stating that September 2013, Ketamine was removed from the ARC and requested she be reimbursed the \$4,400.00 that was used for the purchase of Ketamine by Dr. Johnson. Rather than purchase a chemical restraint she stated she would like to use the funds for live release incentives. Kathy stated she would like to keep the reserve for half price adoptions during kitty and puppy season and revisit after summer is over. Mr. Osteen stated the reimbursement request needs to be voted on and put on the May agenda. A motion was made by Mr. Finan seconded by Ms. Linton to approve the Financial Report for December 2013.

ACTION: Per Ms. Barroso this topic will be revisited at the end of the fiscal year.

Item #9 Update on Proposed Changes to Animal Services Policy/Order

Dr. Dana Beckham, Community Health Services Director, GCHD updated the Committee on the status of the Policy/Order. The document was sent to the January United Board of Health (UBoH) meeting for public comment. It is now being reported to the cities for public comment with a three week comment period. As soon as it is received back it will be law.

Item #10 Review and Feedback on Changes to Proposed Bylaws for ASAC

Hill Olson, JD, GCHD Compliance Auditor gave an update of the draft Bylaws with the requested changes discussed and asked the Committee for comments. Mr. Franklin stated he would like the Goals and Objectives stated in the Bylaws. Ms. Olsen stated this is an advisory committee and the UBoH will have final decision. The Bylaws will now go to UBoH for approval. A motion was made by Mr. Holmes seconded by Ms. Linton with one opposed Mr. Franklin. Mr. Osteen stated this item has passed.

Item #11 Update on Changes to Rescue Group Application, Guidelines and Code of Conduct

Ms. Barroso presented the revisions to the Rescue Group Application, Guidelines and created a Code of Conduct to go along with the application. Ms. Linton stated she would like for the code of conduct to work for both the ARC staff and Rescue Groups. Mr. Osteen suggested that there should be a place for the Rescue Group to sign that they received the Code of Conduct form and ARC staff should also sign the Code of Conduct form and be placed in personnel file.

Item #12 Update on the Strategic Planning Committee Progress

Dr. Beckham gave an update on the progress on the Strategic Planning Meetings. The committee has met three times. October 29, 2013, November 21st, 2013 and January 30th, 2014. The draft Vision, Mission, six priorities and goals have been identified. The five year plan will be from 2014-2019. A subcommittee with Pege Wright, Clear Lake Shores and Dr. Beckham will prepare the Strategic Plan for Committee review and input at our next meeting March 6, 2014 at 3pm.

ACTION: Donna will email Committee an invite for next meeting on 3/6/14

Item #13 Presentation from Joe Vickery (10 Minutes)

Joe Vickery complimented the GCARC for the hard work and feels the GCARC is doing a fine job. He passed out a letter written to him dated February 5, 2003 as an example that complaints at the GCARC have been received for many years. He also suggested the public go to the cities for laws to be changed and fees to be increased. Mr. Vickery stated the Health District has come a long way and people should help GCHD instead of criticize them.

Item #14 Reports/Concerns from Committee Members

Ms. Linton stated Galveston County Pets Alive handed in their 501C and will be certified soon. Ms. Linton thanked Ms. Barroso, Ms. Adams and Melissa for their assistance with the first adoption event 2/15/14 and will be taking six animals from GCARC to be adopted at the event. Another event offered to the citizens of Galveston County sometime in March. She is in the process of establishing a website to network with GCARC and Rescue Groups. The Animal Alliance is starting a program for elementary students on Pet Guardianship once approved by the school board.

Mr. Franklin stated he was glad for all the new staff additions to the ARC and would like to see goals and objectives the ARC has planned for 2014.

Item #20 Public Comments

Susan Boyd stated she and rescue groups have has seen some positive things coming out of the ARC.

Sandy Lado from Noah's Ark Bayou Sanctuary stated that all intakes should always be checked to see if animals are micro chipped prior to being adopted, fostered or released to a rescue group.

Terry Neely made a website for dogs and cats that need to be rescued from GCARC and requested the pictures be larger and more information posted on website for the rescue groups. She suggested a daily running list of all animals and their disposition at GCARC and put a policy in place for people to make private donations.

Audrey Flowers suggested GCARC ask ourselves what could we of done differently? She states she has comparing all shelters and has found that some are open 7 days a week and Sunday afternoon.

Tentative Next Quarterly Meeting Date: May 8, 2014

Motion for adjournment was made and approved.

The meeting adjourned at 1:24 p.m.