

**Animal Services Advisory Committee Meeting Minutes
May 8, 2014**

In attendance

James Osteen, Committee Chair, City of La Marque
Stephen Holmes, County of Galveston
Sherilyn Linton, Committee Secretary, County of Galveston
Chris Krysher, Animal Welfare
Susan Moore, Habitat for Horses
Nick Finan, City of Texas City
Gwen Schultea, Tiki Island
Jonathan Given, Veterinarian
Julie Robinson, City of Dickinson
Joe Dickson, City of Santa Fe
Mark Johnstone, City of Bayou Vista
Pege Wright, City of Clear Lake Shores

Absent

Rhonda Trevino, City of Kemah
Fard Abdullah, City of Hitchcock

GCHD Staff:

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

Mr. Osteen welcomed all and a quorum was certified

Item # 1 Agenda

Mr. Osteen made a motion to approve the agenda 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. Holmes and unanimously approved by the Committee to excuse Rhonda Trevino and Fard Abdullah.

Item #3 Approval Minutes

Approval of the February 6, and April 10, 2014 minutes were unanimously approved by the Committee after the motion was made by Mr. Dickson and seconded by Ms. Linton.

Item #4 Animal Services Manager Report:

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

- 1) **Events:** La Petite Daycare visit, Career Day at K.E. Little Elementary, Bark in the Park, GCHD Public Health Week, Boys Scouts of America Event (Outdoor Learning Event), The Dog Walk – Hermann Park.
- 2) **Rescue Database:** 224 rescues in database. Starting April 10th, emails have been sent to them asking for them to register with ARC by filling out the new application and submit their 501c3's, if not **al**ready on file. 24 rescues have submitted the new application since April 10th. We have 100 current 501c3's on file.
- 3) **Rescue involvement:** The ARC has built strong, personal relationships with many rescue groups. The overall perception of the ARC is positive and we receive compliments regularly. If a purebred animal is impounded, the corresponding groups are contacted with pictures and information. Some groups like the cute, fuzzy ones

regardless of breed and I actively share these particular dogs as soon as possible.

- 4) **ARC Facebook page:** Started in March 2014. – Likes are growing – Many of shares for adoptable pets.
- 5) **Sponsor A Heart Program:** Allows people to donate adoptions for long term animals as incentive to promote adoption.
- 6) **Black Dog/Black Cat Program:** Details to follow later in agenda.
- 7) **Local Veterinarians** were asked for feedback on assistance with county registration. Details to follow later in agenda.
- 8) **Announcing:** Strategic Plan Draft and Volunteer Manual Draft. Details to follow later in agenda.
- 9) **Best Friends Total Pet Care:** Rescue Friends Referral Program: Each adopter is given a card for a free exam at Loving Care Animal Hospital, and then \$20 is sent to the ARC for each one that actually gets the exam. Total earned = \$560. (28 pets)
- 10) **Employment Vacancies:** Amber informed the Committee of positions that have been filled recently: Adoption Counselor/Volunteer Coordinator, Vet Tech and one ACO. Four part time ACT's, which are currently being filled by temp workers.
- 11) **Community Support:** A Lemonade Stand (money will be donated to ARC), Girl Scouts (cat scratch posts/food/toys), Levi Fry Intermediate (food/blankets/toys), plus numerous citizens who bring food/toys/beds/newspaper/towels/blankets/etc...The ARC wish list is on the webpage and shared by volunteers/supporters via email and Facebook and has received great response.
- 12) **Administrative Update: Volunteers/Supporters Update --** The ARC's outstanding volunteer, Yvonne Downs, was recognized publicly during GCHD's Public Health Week and had her picture taken with ~~me~~ the Animal Services Manager, the Director of Community Health Services and Galveston County Judge Henry.

Item #5 Financial Report

A motion was made by Mr. Dickson, seconded by Ms. Schulte and the Committee unanimously approved the March 2014 financial report.

Item #6 Review and Consider Approval of Animal Strategic Plan

Ms. Beckham, Community Health Services Director, GCHD requested approval for the Animal Strategic Plan. Ms. Linton asked about the Vision and Mission. Ms. Beckham requested to talk about Item # 10 to be discussed in conjunction with Item # 6. Ms. Beckham stated this plan would need to go to the United Board of Health for approval. **Mr. Finan made a motion to approve the Animal Strategic Plan Vision and Mission and Ms. Linton seconded the motion and was then unanimously approved by the Committee.**

Item #7 Consider Approval of Proposed ARC Fee Schedule for FY 15

Ms. Barroso presented three proposed changes to the fee schedule: increasing the euthanasia fee from \$35.00 to \$50.00 and a Disposal fee of \$25.00 and Deposit for small animal trap fee from \$50.00 to \$60.00 which is current market value to replace a small animal trap. Mr. Finan stated the fee for euthanasia seemed excessive. **A motion to approve these changes and present them to the United Board of Health was made by Ms. Schulte and seconded by Ms. Wright. Opposed to motion are Sherilyn Linton and Mr. Finan. Motion approved.**

Item #8 Black Dog/Cat Program

Ms. Adams requested a motion to move forward with the Black Dog/Black Cat Program, which will provide a discounted adoption fee of \$20 for animals that are black in color. This fee reduction will now have to be approved by the UBOH. Sherilyn Linton said that she will use Bingo funds to pay for the spay/neuter, microchip and rabies vaccines on these animals. GCHD will keep the \$20 adoption fee, and Bingo will pay the bill to vet them. This program will only be offered as long as Bingo funds are available. **Mr. Finan made a motion to approve the Black Dog/Cat Program Ms. Linton seconded the motion and unanimously approved by the Committee.**

Item #9 Informational: Volunteer Manual and Agreement

Ms. Barroso presented the Volunteer manual and Agreement to the committee and asked for changes and/or suggestions.

Ms. Linton asked if counseling was being provided to owner turn ins. Ms. Adams stated yes; that all owners are counseled by ARC staff.

Mr. Finan stated he liked the fact that volunteers are treated like employees and suggested it mirrors the personnel policy. Therefore, confidentiality/non confidentiality, open records request and any other issues should be reviewed with volunteers and should go through the proper channels before releasing any information.

Item #10 Feedback on Proposed Vision and Mission Statement

Ms. Beckham included the Proposed Vision and Mission Statement with Item # 6. Mr. Finan made a motion to approve the Animal Strategic Plan Vision and Mission and Ms. Linton seconded the motion and was then unanimously approved by the Committee.

Item #11 Review Proposed FY 15 Animal Services Budget

Ms. Barroso presented proposed FY 15 Animal Services Budget to the committee and asked for approval to move forward.

Ms. Robinson, City of Dickinson and Ms. Wright on behalf of George Jones, City of Clear Lake Shores stated no on the FY 15 budget. Santa Fe stated most likely not to approve 8% but were just starting their process and could not say either way. Cities saying yes to the increase were; Ms. Schulte, City of Tiki Island, and Mr. Finan, stated that the City of Texas City put the money in their budget for the increase. **Motion: The majority of the Cities do not support the 8% increase. Therefore, Ms. Barroso will rework the FY 15 budget and set a meeting for ASAC to review.**

Item # 12 2013 Animal Services Annual Report by Jurisdiction

Ms. Barroso presented the annual report to the committee.

Ms. Beckham asked if the number under the adoption column was the city where the animal lived or was where the animal was adopted from.

Mr. Finan asked how these compare to the 2013 numbers. Ms. Barroso stated that in 2013 1350 animals were adopted, which was 20% of incoming animals; 970 animals were rescued which was 14% of incoming animals, and 3,852 euthanized which was 56% of incoming animals. These numbers were an improvement from 2012. Ms. Barroso stated that in 2012, 5,121 animals was euthanized which was 63% of incoming animals.

Action: Ms. Copeland will check adoption information and send it out by report to the committee.

Item # 13 Discuss Ideas for Countywide Pet Registration

Ms. Beckham presented ideas for countywide pet registration to the committee and requested that a subcommittee be formed to work on all of the logistics to get this program started. Ms. Beckham will coordinate the meetings. Mr. Finan, City of Texas City, Ms. Linton, Secretary, Mr., Osteen, City of La Marque and Chris Krysher, Non Profit Position 1 stated they will be on the subcommittee.

Ms. Linton stated as an incentive for anyone that registers their pet that free micro chipping will be paid for by Bingo funds.

Action: Donna will send out a meeting request for subcommittee to work on Countywide Pet Registration

Item # 14 Update form Animal Services Committee Members

Mr. Franklin stated he and Ms. Linton are going to Montgomery County to visit Tim Holifield to observe the operation of his mobile clinic which will be available to Galveston County in the future. He thanked Ms. Adams and ARC staff for returning his animal recently that got out of his yard. He also stated the current staff is great.

Ms. Linton asked what the process was to offer free micro chipping to every adopted animal from the ARC.

Ms. Adams responded that she would need to figure out microchip database management before beginning.

Mr. Osteen suggested working on the details aside from this meeting.

Mr. Finan stated he appreciates the staff and has received positive comments pertaining to the ARC.

Ms. Wright asked how the ARC was listed on Facebook. Ms. Adams gave the Facebook address <http://www.facebook.com/garcpets>.

Ms. Beckham stated she had a public request to post all documents for the ASAC meeting on the website for the public.

Ms. Barroso stated we would check into.

Item #15 Public Comments

No public comment

Tentative Next Quarterly Meeting Date: August 7, 2014

Motion for adjournment was made and approved.

The meeting adjourned at 1:30 p.m.