

Minutes of the September 12, 2013 Meeting of the Executive Committee for the Roanoke Valley Regional Pound

The following is a recap of a meeting of the Executive Committee for the Roanoke Valley Regional Pound held on Thursday, September 12, 2013 at 11:00 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Chairman B. Clayton Goodman, Kathleen D. Guzi, Christopher S. Lawrence and Christopher C. Pekins. Mr. Christopher P. Morrill was absent. Also present at the meeting were Jill Deegan, David Flager,, Brent Robertson, Tim Spencer, Brian Townsend, Andrea Trent, and Tony Zerrilla. This meeting was set to address several operational and transitional issues involving the Regional Pound and the transference of operations from the SPCA to the Executive Committee.

1. The meeting opened with the approval of meeting minutes from the August 8, 2013 Executive Committee meeting and a request by Ms. Guzi to add an item to the New Business section of the agenda entitled "Call ins during the meeting."
2. David Flager, Executive Director of the Regional Pound provided information on the following areas:
 - a. An update on transitional issues; the breezeway, dispersion of shared services, staffing and veterinarian services and the acceptance of credit card payments in the near future,
 - b. An update on **SAFER™ Assessment**, an assessment method, used to help animal welfare professionals identify potential aggression and opportunities for behavior modification. Staff is currently being trained on this methodology,
 - c. A report on the Pound's updated hours of operations,
 - d. The successful completion of 12 adoptions, and
 - e. Work conducted with Mr. Scott Leamon, the City's Public Information Officer, and Ms. Waynette Anderson, President of Sponsor Hounds were conducting in efforts to reach Neighborhood Associations.
 - f. Training provided to volunteers in advance of initiating the adoption process.
3. Mr. Robertson updated attendees on the decreased number of animal transfers to rescue agencies coupled with a mild winter causing an increase in the animal inventory at the regional center. He also reminded the Executive Committee of the complexities involved in establishing the FY14 budget due to the transition and that we were not yet able to ascertain actual to budget analysis as we were just beginning the new fiscal year.

4. Ms. Trent along with Mr. Zerrilla provided information on options regarding the utilization of current reserves in connection with the transfer of outstanding debt to localities from the SPCA. The Executives voted to utilize \$300k to pay down the current outstanding debt and maintain all other reserve funds for future capital and operational outlays expected as a result of the transition, creation of the adoption center and unexpected operational issues resulting from the transition.
5. The Executive Committee discussed the merits of including and excluding the nomenclature of “the Pound” in context of rebranding the regional facility. Identifying regionalism is key with no final decision on modifying the name made. The added agenda item of “call ins” during the meeting for public comment was not addressed as no call in activity was identified nor any visitors for commentary present.
6. The Executive Committee next opened the meeting to public comment and with no visitors present the public comment period was closed.
7. The Executive Committee moved into a closed session to a committee a personnel matter.
8. Mr. Goodman reopened the public meeting with the announcement of the next scheduled meeting date of October 10, 2013 in the City of Roanoke’s Council Conference Room at 11:00.

There being no further business the meeting adjourned at 12:44 p.m.