

Minutes of the March 12, 2015 Meeting of the Executive Committee for the Regional Center for Animal Care and Protection

The following is a recap of a meeting of the Executive Committee for the Roanoke Valley Regional Pound held on Thursday, March 12, 2015 at 11:00 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Kathleen Guzi, Christopher Lawrence, Vice Chairman Christopher P. Morrill, Chairman Dan O'Donnell and Mr. Christopher C. Perkins. Also present at the meeting were David Flagler, Brent Robertson, Barry Thompson, Andrea Trent, and Tony Zerrilla. This meeting was set to address operational and transitional issues involving the Regional Pound.

1. The meeting minutes of the January 8, 2015 meeting were reviewed and subsequently approved (Chris Morrill motion and Chris Lawrence second).
2. David Flagler, Executive Director of the Regional Pound provided an operations update on the following areas; year-to-date statistics, adoptions, general operations, the volunteer program, marketing and grants. Mr. Flagler also provided a specific update on social media and his and his staff's frustrations with the recent inaccurate and sensational reporting.

A motion was made (Chris Lawrence motion and Chris Perkins second) to approve in form the Master Trust Agreement as presented by PetSmart Charities in order to be receive grant consideration by this organization for the upcoming year.

3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for January and February were presented. Mr. Flagler discussed the actions taken to meet the State's Veterinarian requests after the most annual State inspection.
 - b. Mr. Zerrilla provided a summary of the unaudited financials as of the end of February 2015 with commentary on the budget to actual expenditures at approximately 68% as planned, projected and budgeted. Further discussion included an update on the current level of the reserves (fund balance), capital needs and anticipated expenditures. Mr. Robertson completed the fiscal report with discussions on the FY16 budget.

The Executive Committee approved (Chris Morrill motion with Chris Perkins second) the continuation of the two (2) month operational reserve along with the utilization of \$60 thousand dollars from the reserve to offset operating expenditures. The two months operation reserve (\$208,919) and the operational offset were based on the draft budget submitted for review and discussion.

A second motion was made (Chris Morrill motion and Kathleen Guzi second) to approve the FY16 as presented for discussion with the inclusion of the aforementioned reserve offsets as just approved by the Committee.

4. Unfinished business discussions included the following:

- a. A corridor deconstruction/separation update was provided by Mr. Flagler indicating the architectural plans had been approved and permits were pending.

5. New Business

(Budget adoption for the FY16 was completed during the Fiscal and Administration update).

6. Public Comment

Commentary from speakers included suggestions for improved facility lighting, enhanced utilization of PetFinders.com, expressions of concern on taxing of resources due to increase in large breed dogs, inquires on the number of recent dog bite incidents, concern regarding dangerous dogs and associated liabilities, information requests on adoptions and returned animals, commentary on cage cleaning abilities, inquiries regarding protocol/procedure on blood testing/extraction on animals along with an inquiry on animal handling training and certifications.

Mr. O'Donnell announced the next scheduled meeting date of May 14, 2015 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.

Mr. O'Donnell requested a recess and subsequent move into a closed session to provide an update on an on-going investigation. The meeting reconvened with no action required by the Committee. There being no further business, Chairman, Mr. O'Donnell adjourned the meeting.

Public Commentary Summary

1. Ms. Bobbie Huffman, 2056-A Westover Avenue, Roanoke, VA 24015
 - a. Suggestions for improved facility lighting, and
 - b. Request for enhanced utilization of PetFinders.com
2. Ms. Bonny T. Lee, 225 23rd Street, Unit 103, Roanoke. VA 24014
 - a. Expressions of concern on taxing of resources due to increase in large breed dogs,
 - b. Inquiries on the number of recent dog bite incidents for 2013 and 2014 (if available),
 - c. Concern regarding dangerous dogs and associated liabilities and a specific request for number of dogs deemed “dangerous” for 2013 and 2014(if available)
 - d. Information requests on adoptions and returned animals, and
 - e. Presentation of an article/opinion dated June 29, 2014 by Dr. David A. Billmire “*There is no need for pit bulls*”
3. Ms. Kathy Markham, 8418 Reedland Rd., Roanoke, VA
 - a. Commentary on cage cleaning abilities,
 - b. Inquiries regarding protocol/procedure on blood testing/extraction on animals, and
 - c. Inquiry on animal handling training and certifications