

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION HELD AT 11:00 A.M. ON THURSDAY, MAY 14, 2015, IN THE ROANOKE CITY COUNCIL CONFERENCE ROOM LOCATED AT THE NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, ROANOKE, VIRGINIA

MEMBERS PRESENT: Dan O'Donnell  
Christopher Morrill  
Christopher Lawrence  
Christopher Perkins

MEMBERS ABSENT: Kathleen Guzi

OTHERS PRESENT: David Flagler  
Brent Robertson  
Barry Thompson  
Andrea Trent  
Tony Zerrilla  
Susan Johnson

Mr. O'Donnell, Chairman, called the meeting to order at 11:00 a.m. and called the roll.

Mr. O'Donnell called for a motion approving the minutes of the March 12, 2015 meeting. Mr. Morrill made a motion to approve the minutes; the motion was seconded by Mr. Perkins and carried by a voice vote, all members present voting in favor.

Mr. O'Donnell asked that a discussion of the Operating Agreement be inserted on the agenda under New Business as Item (b) and that Item (b) become Item (c).

The next item on the agenda was the operations update. Mr. Flagler commented on the number of animal intakes for March and April along with the first quarter data. After giving the adoption update, he commented on the implementation of a new barn cat program to encourage people that have barns and qualify to take some of the unsocial cats.

Under general operation, Mr. Flagler reported that Delegate Sam Rasoul visited the facility and expressed an interest in working at the legislative level to help animal shelters obtain the no-kill rate or the 90% live-release rate in shelters. Delegate Greg Habeeb also visited and was interested in the impact that public animal shelters have on back-yard breeding and the high percentage of pit bulls that are in animal shelters, roughly around 45%. Mr. Morrill asked Mr. Flagler to let them know if there are other initiatives that the localities can get their legislators to help with.

With regard to staffing, the Volunteer Rescue Coordinator asked to be moved to another position and one of the animal attendants was re-classified to provide more support for the veterinarian staff. Brittany Nelson, who was previously the customer service supervisor, has been hired as the Volunteer Rescue Coordinator.

Mr. Flagler next gave an update on the volunteer program and indicated that they are in the process of updating the Volunteer Manual. A new program suggested by volunteers is to allow the volunteers to assist in canvassing neighborhoods where dogs have been picked up to possibly locate the owner and get the animals returned faster. Volunteers are also performing adoption

follow-ups. With regard to community service hours, they are averaging between 20-40 hours per week.

Some marketing initiatives included participation in the St. Patrick's Day Parade, an empty the shelter event for spring cleaning and Mountain View Humane had a grant program to spay/neuter 350 community cats.

The PetSmart Charities inspection went well and they will assist the shelter with some grants for animal enrichment. They are converting a room to increase capacity for cats that need to be isolated and PetSmart Charities indicated they may fund the cat cages for that room and any of the renovations that need to be done.

In April and again in May, they had problems meeting the minimum of 12 for the rescue wagon. In May they had met the minimum, but just prior to the wagon coming, several of the animals got sick.

Under reports, Mr. Flagler commented that the Operations Committee met on March 18<sup>th</sup> with only a representative from Botetourt County in attendance. A general discussion was had along with a review of the visits by the Delegates.

Mr. Zerrilla commented on the fiscal and administrative operations and indicated that the March financials to date were as projected and the overall percentage to budget on the expenditure side was 74.8%. For the month of April and to date, he commented on the line item relating to rabies/vaccinations fees that has quite a positive variance and the possibility of \$20,000 in those fees for FY2015. If that happens there will be an additional \$15,000 of revenue that could help to offset some of the overages and some of the operating loss. Mr. Flagler commented this relates to reimbursement of costs incurred in working with PetSmart Charities.

Mr. Zerrilla next commented that on the expenditure side with regard to wages, ten months of the year is 83% to budget and they are at 82% and fringe benefits are at about 83% through April. There are some items that are over budget and they have been addressed in the FY2016 budget. In total for April expenditures are at 83.3%. He did a forecast on some of the larger variances and at this point, there is a small positive on those going forward including the use of some fund balance. On the two grants, total revenue to date is \$11,000 and total spending is \$7,000.

Mr. Lawrence made a motion to accept the financial report; the motion was seconded by Mr. Perkins and carried by a voice vote, all members present voting in favor.

The next item on the agenda related to unfinished business. Mr. Flagler reported that the facility separation from the SPCA has not been completed. When the security company came to separate the systems, it was discovered there is no telephone line on the SPCA side, so that phone line has to be installed before the security lines can be cut between the two facilities. He hopes to be able to report by the next meeting that the project is complete.

Under new business, Mr. Flagler commented that they were approached by PetSmart Charities for a mission statement. He drafted a statement and presented to the Financial Committee and it is being presented to the Executive Committee for their approval. It reads as follows: "To provide temporary shelter for stray, abandoned and surrendered animals for the purpose of returning them to their rightful owners or finding them permanent, suitable new homes. To provide cost-effective sheltering through a regional partnership to ensure the highest live-release rate practical for our

community.” Mr. Morrill suggested simplifying the first sentence to read: “To provide temporary shelter for stray, abandoned and surrendered animals to return them to their owners or find them permanent, suitable new homes”. Mr. Morrill made a motion to accept the mission statement, as amended; the motion was seconded by Mr. Lawrence and carried by a voice vote, all members present voting in favor.

Mr. Flagler next commented on a new program for small-scale fostering for placement of animals that are pending either rescue wagon or that have upper respiratory illness and would be better in a home where they can get more fresh air. Also, in consideration is a week-end foster program where a volunteer might take an animal home to just give it a week-end away from the shelter. If the Committee approves, they would like to implement the program. One issue with regard to the program is the fact that the animals would be property of RCACP while in someone else’s home. However, the legal aspect of this has been worked out. In response to a question, Mr. Flagler indicated that the agreement contains language that the animal will be returned back to the shelter for the rescue wagon. Mr. Morrill made a motion to approve the foster program; the motion was seconded by Mr. Perkins and carried by a voice vote, all members present voting in favor.

The next item related to the interpretation of management of personnel through the Operating Agreement. Mr. O’Donnell commented that the RCACP employees are employees of Roanoke County and should be following all of the policies and procedures through the Roanoke County Human Resources Department. This year, RCACP included in its budget a 2% increase and Roanoke County is going to give a 2-1/2% increase which will make some of the employees fall out of the bottom of the range. The County is going to administratively bring all RCACP employees up to the minimum of the range and they will get a 2-1/2% increase instead of 2%. This will increase the cost in the budget by approximately \$3,300.

With regard to the Fiscal Agent Agreement renewal, Ms. Trent commented that when the RCACP agreement was initiated, it was off-cycle with Roanoke County. Once the renewal is approved in July, this will get on the normal three-year cycle. There is also a 3% increase or \$1,500 that was not anticipated in the approved FY2016 budget. Mr. Robertson commented that it was put in the renewal incorrectly and the thought was to keep it flat for the FY2016 year and then a 3% cost escalation moving forward. He suggested that it be changed and Mr. O’Donnell agreed and indicated he could take care of it on the County side. Mr. Morrill made a motion to move forward with the three-year Fiscal Agent Agreement with the changes mentioned; the motion was seconded by Mr. Lawrence and carried by a voice vote, all members present voting in favor.

Under old business and during public comment, Mr. O’Donnell asked for a report regarding improved lighting. Mr. Flagler commented that he solicited information from veterinarian offices as to adequate lighting in animal shelters and they prefer a combination of natural lighting and artificial lighting. He provided photographs with the agenda package and he feels that the lighting is adequate and at this time it would be cost prohibitive to try to put a lamp on each kennel. They will continue monitoring the lighting.

Another item during public comment was the uploading of data to PetFinders.com. This is an issue that every animal shelter is experiencing and they encourage people to visit their website for real-time data of their animals. PetFinders is a national website and they cannot control whether their animals get uploaded.

With regard to the large breed dogs coming into the facility, Mr. Flagler commented that a good percentage of those dogs are pit bulls. It is easier to adopt smaller breeds of dogs, but it is outside their control to determine which breeds come into the shelter. All the jurisdictions have reported their dog bite incidents and information on dangerous dogs.

Mr. Flagler next commented that the Executive Committee had expressed concern on the type of observations they provide for the rescue organizations that pull from the shelter with regard to animal hoarding. Information that is required of a rescue organization to pull from the shelter was provided with the agenda and under Commonwealth laws the organization must be incorporated and be a 501(c) (3). Once they have complied, there is a rescue partner application and a certification of compliance with Virginia Law that must be completed. Virginia requires the reporting of animal numbers to the Department of Agriculture and the statistical information for all of the organizations that are in compliance is on their website. A list of the rescue requirements was also included in the agenda package and based on the Committee's concern at the last meeting; they have added some additional questions. Mr. Flagler further commented he believed the concern was with home-based rescues and if that is the case, then they can obtain this information from just home-based rescues as opposed to shelter-based rescues. Their main concern is problems that can go wrong in a foster-based rescue where someone will foster an animal and immediately find that the animal is not suitable for any number of reasons and they want to surrender the animal back. The purpose of the questions is to try to determine the plan of action that might occur if something like that happens Mr. O'Donnell commented that it was his understanding that this relates more to the home-based rescues to apply this process.

The last item was the status of the spay/neuter coupon program. Mr. Flagler responded they are within the last \$500 that has been allocated by the City of Roanoke. The coupons that were printed for the Town of Vinton expired while they were without an Animal Control Officer. They have been reprinted. Ms. Trent commented that this was a fiscal year program that would end in June and does the Committee want to allocate dollars. It was not done through the budgetary process for FY2016. Mr. Lawrence commented that funds were included in the Town's proposed FY2016 budget for spay/neuter and he will have to check to see if Council desires to do coupons or deal directly with Mountain View Humane. Mr. Robertson commented that Roanoke County did increase their contribution to Mountain View this year. Mr. Flagler commented that they would continue to work with Angels of Assisi and Mountain View to try and encourage the greatest grant opportunity for those organizations as well.

Under public comments:

Kathy Baker of Roanoke made comments regarding the need for community awareness on RCACP being a shelter and an adoption facility. She has been involved with an adoption event at the Greenbrier Nursery on Starkey Road which has been successful. Ms. Baker asked about getting additional outdoor space at the shelter because there is a tremendous need. Mr. Flagler responded there is a Girl Scout troop that is doing a fund raiser for this public play area. If they are not successful, they will work with PetSmart Charities to see what portion they might be willing to fund. Mr. Lawrence asked how much is needed and Mr. Flagler responded about \$8-10,000.

Bonny Lee of Roanoke expressed thanks to Mr. Flagler for the information regarding the dog bites. She commented she has read that 600-800,000 Staffordshire terriers or that breed are euthanized each year in shelters which is only six percent of the domestic population and is that correct. Mr. Flagler said that is not correct in our jurisdiction. You probably see more pits and pit mixes in

animal shelters than any other breed and that is a national trend. Because they represent such a large percentage they would represent a higher percentage of those being euthanized. She then asked about the update to the manual for shelter workers and do they follow the ASPCA guidelines. Mr. Flagler responded that the manual he referred to is the manual for volunteers; however, there are national guidelines that all animal shelters follow. Ms. Lee next asked if those who adopt animals are able to provide proper containment and veterinarian care and Mr. Flagler responded they do not go into great detail about the individual's financial ability to care for an animal, but they discuss with them the possible financial responsibility during the adoption process.

Ms. Lee next commented about an incident in Wheeling, WV where two men were killed by a pit bull attack and the City Manager made a decision to have the dog sent to a shelter in Pennsylvania and what would his response be. Mr. Perkins responded that would not be the manager's decision in Virginia. There would be a criminal investigation to see if the owner was responsible and then there would be a court decision to render the disposition of the dog in question if it gets that far based on the investigation.

Mr. O'Donnell requested that the Committee go into Closed Session pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for discussion, consideration or interview of prospective candidates for employment, assignment, appointment, promotion, performance, salaries, disciplining of specific public employees or appointees. Mr. Perkins made the motion to go into Closed Session; the motion was seconded by Mr. Lawrence and carried by a voice vote, all members present voting in favor. The Executive Committee went into Closed Session at 12:05 p.m. Mr. Morrill left the Closed Session at 12:20 p.m.

At 12:45 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Mr. Lawrence, seconded by Mr. Perkins and carried by a voice vote of all members present voting in favor.

With no further business to come before the meeting, the meeting was adjourned at 12:46 p.m.

Respectfully submitted,

Susan N. Johnson  
Recording Secretary

Attachments

THE ROANOKE VALLEY REGIONAL POUND  
THE EXECUTIVE COMMITTEE

CITIZEN PARTICIPATION

DATE: May 14, 2015

Name:

Address:

Kathy Baker  
2234 Maiden Lane SW  
Roanoke, VA 24015

Representing:

RCACP Volunteers

Remarks:

Community Awareness Program  
RCACP is not only an open intake  
shelter but an adoption facility  
as well.

Outdoor space @ RCACP for  
out pups.

THE ROANOKE VALLEY REGIONAL POUND  
THE EXECUTIVE COMMITTEE

CITIZEN PARTICIPATION

DATE: May 14, 2015

Name: Bonny T Lee  
Address: 225 23<sup>rd</sup> Street  
Unit 103  
Roanoke Va 24014  
540-353-0250

Representing: \_\_\_\_\_

Remarks:

Bateout

① Mr Flager - Dog Bites - Roanoke Co. Roanoke City,

Are these (Vinton 14) Hospital Reports to AC

② Animals in question (dogs) 600, to 800 T

per year euthanized - only 6% of domestic  
population - Manual - ASPCA - DARRP? Volunteers  
for shelter workers?

Volunteer  
owner

③ Do most of PB's go to rescue - at own

expense - "Name your price" - can these owners  
care for proper vet care.

Mr Morrell - On March 9<sup>th</sup> 2015 Wheeling WVa,  
very large contingency to not euthanize the dog  
Sheba - Mr Heron city manager - made  
decision to remove dog to PA -  
who would make that decision.