

Approval of the meeting minutes from June 9, 2015

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION HELD AT 11:00 A.M. ON THURSDAY, JULY 9, 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 Lawrence	Christopher Morrill Kathleen Guzi
MEMBERS ABSENT:	Christopher Perkins	
OTHERS PRESENT:	David Flagler Barry Thompson Tony Zerrilla	Anne Marie Green Andrea Trent Roanoke City Deputy Chief Tim Jones

Mr. Morrill, Chairman, called the meeting to order at 11:00 a.m. and Ms. Trent called the roll.

Mr. Morrill called for a motion approving the minutes of the May 14, 2015 meeting. Mr. Lawrence made a motion to approve the minutes; the motion was seconded by Mr. O'Donnell and carried by a voice vote, all members present voting in favor.

The next item on the agenda was the operations update. Mr. Flagler commented on the number of animal intakes as well as adoptions for May and June. He also commented on an ongoing problem that most people do not realize that the RCACP is an adoption organization. He is working with RVTV to promote the facility and the sign department for Roanoke City to change some of the signage to get the word out about adoption. There will be a week-long adoption event next week at the facility.

Under general operation, Mr. Flagler reported that during the month of June a new Animal Attendant was hired and a new Customer Service Supervisor was hired three days ago. Currently they are in the process of filling the Adoption Coordinator position. With regard to the facility, Mr. Flagler commented that an emergency repair had to be done on one of the air conditioners at a cost of \$5,500.00

Mr. Flagler next gave an update on the volunteer hours for May and June. The volunteers are now being divided into two categories--those that work in the shelter and those that report they are working from home sharing information. Also, a GTO Cadet from the Roanoke City Police Department began volunteering at the shelter in June.

Some marketing initiatives included adoptable pet videos produced by RVTV that are being shown on the television as well as posted to Facebook. There is an event every third Friday and Saturday where any animal that has been in the shelter over 45 days is offered at a reduced rate.

With regard to grant updates, the Society for Animal Welfare Administrators awarded a scholarship to Trish Deaton to attend the SAWA Conference and she is in the process of receiving her certification as an Animal Welfare Administrator.

Last month they were able to meet the 15 dog minimum for the Rescue Waggin and the Rescue Waggin is now trending to see more frequent transports in our area. PetSmart Charities has given the go ahead to begin processing the upcoming grant applications and they will be focusing on grants that will enrich the lives of animals at the shelter, specifically adding a new cat isolation ward.

The Operations Committee met on May 20<sup>th</sup> and Mr. Flagler commented on the meeting notes that were included with the agenda. The next meeting is scheduled for July 15<sup>th</sup>.

Mr. Zerrilla commented on the fiscal and administrative operations and indicated that the year-end report is preliminary since there could be some further adjustments and accruals. With regard to revenues, the receipt of funds from rabies and vaccination fees along with some other miscellaneous fees left a year-end balance of \$22,000 over budget. With regard to expenses, there were savings in some areas, but with the encumbrance in June, the final total was \$23,000 under budget. Ms. Zerrilla provided the Committee with a summary of the expenses by category and made comments. Capital Outlay, the one category that was over budget, was due to the expenses that were incurred with the separation from the SPCA. In summary, Mr. Zerrilla commented that excluding the use of reserve funds of \$60,000 and comparing revenues and expenditures to date, there is a net use of the reserve funds of \$14,198.23 rather than \$60,000.00.

Mr. O'Donnell commented that Ms. Green had toured the facility and they have asked Roanoke County's facilities manager to take a look at the facility and begin to work on a five-year capital plan. They will present his findings back to the Committee.

Mr. O'Donnell made a motion to accept the financial report; the motion was seconded by Ms. Guzi and carried by a voice vote, all members present voting in favor.

The next item on the agenda related to unfinished business. Mr. Flagler gave an update with regard to the separation of the security systems in the facility separation. While the SPCA side was without the system, the Police Department watched the shelter and has submitted an invoice for this cost. They are waiting for the brick masons to come and build the actual walls which will complete the project.

Under new business, Mr. Flagler commented that the agenda packet contained a revised volunteer manual. The main revision related to the grievance process with other sections being changed to reflect any updates. Mr. O'Donnell made a motion to approve the new volunteer manual; the motion was seconded by Ms. Guzi. Mr. Lawrence asked if the volunteers had been given the opportunity to review the manual and provide any input. Mr. Flagler said that he would be glad to let the volunteers review it. Mr. Morrill commented that in order not to delay the implementation of the new manual. He recommended approving it with the understanding that if any feedback from the volunteers needed to be brought back to the Committee it could be done at a future meeting. The motion was then carried by a voice vote, all members present voting in favor.

The next item related to the meeting schedule. Ms. Trent commented that Roanoke City Council has rescheduled their October meeting due to the annual VML Conference. Therefore, the City Council Conference Room would not be available for the October 8<sup>th</sup> RCACP meeting. It was agreed that they would still meet on October 8<sup>th</sup>, but the location would be in the EOC Room in the City Municipal Building. The new meeting schedule will now be every quarter.

The next item was the veterinarian services contract. Mr. Flagler commented that they had been notified by their contract veterinarian that she desired to end her contract with RCACP due to the travel distance to provide the service. They had put out an RFP for these services and hope they will be able to obtain similar services from another veterinarian. If not, they may have to attempt to hire a part-time veterinarian to be on staff. He would like to get the approval of the Executive Committee to take whatever action is necessary in this regard. The RFP closed on Sunday, but they have not received any information from the County Purchasing Department with regard to any bids being received or not. Mr. Morrill recommended that this be delegated to the Financial and Operations Committee and the Committee gave their consensus.

With regard to the foster program update, Mr. Flagler commented that "Snow", one of the longest residents of the pound is in a foster home. The foster parent was present at the meeting and they are hoping within the next couple of days to begin processing an application for adoption. A lot of the volunteers who are doing fostering are posting photographs of the animals on the Facebook site which is helping to let people know how they are reacting to being with families.

Under public comments:

Becky Andrews of Fincastle and Director of Smiles Forever Animal Rescue asked about the new questionnaire that was approved at the last meeting that must be completed by the Rescue organization as well as anyone fostering an animal. She wanted to know why this is not being required of all Rescues. Mr. Flagler responded that this is based on requirements by the State Code. In order for the RCACP to work with an organization that organization must submit their statistics to the State Department of Agriculture, must be a non-profit organization and incorporated. If an organization has completed the questionnaire and provides information on where a particular animal is going, it is not necessary for the foster person to complete that questionnaire. They are seeing an increase in the number of people that are being coached into taking animals beyond their ability to take care of them. It is their desire and obligation to the community to make sure that they are doing their due diligence and that they do not inadvertently get attributed to an organization that is later found guilty of hoarding.

Mr. Flagler next commented that once an organization meets the State requirements, they are approved by the RCACP to pull. If it is a foster-based organization, there is one additional questionnaire that is required to be completed that asked what is the capacity of the organization, what happens in the event the animal is returned and where would it go. If there are Rescue organizations that they failed to have complete the second questionnaire, the RCACP was negligent.

Bonny Lee of Roanoke commented on the statistics of human fatalities attributed to dog attacks and then read a statement by Corey Nelson, the Assistant Prosecutor for the City of Denver with regard to pit bulls. Ms. Lee then gave handouts to the Committee members, which are attached.

Cassandra Knipp of Roanoke commented that she is a volunteer at the RCACP facility. She recently completed a certification on dog emotion cognition which specifically looked at aggression especially on pit bulls and breeds that have been deemed aggressive. It found that while a lot of children are being bit, it is not exactly the breed that needs to be focused on, but the circumstances. It is an education issue, not a breed ban issue.

With no further business to come before the meeting, Mr. Lawrence made a motion to adjourn the meeting, which was seconded. Meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Barry W. Thompson  
Recording Secretary