

**Animal Shelter Advisory Board Minutes January 9, 2013**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**CITY OF BEDFORD       §**

The Animal Shelter Advisory Board of the City of Bedford, Texas, met in regular session at 4:30 p.m. in the Training Room of the Bedford Police Department, 2121 L. Don Dodson Drive, on the 9th day of January, 2013, with the following members present:

Les Hawkins	Deputy Police Chief
Mark Bellinghausen	Animal Control Supervisor
Dr. Rebecca Epps	Board Members
Dawn Orr	
Karen Killian	
Sandy Osburn	
Connie Ziegler-Stout	

Constituting a quorum. Also present:

Sherri Olsen	Staff Liaison
Ken Horn	Animal Control Officer II
Tracy Robertson	Animal Control Officer
Barbara Richardson	

(The following items were considered in accordance with the official agenda posted on the 4th day of January, 2013.)

CALL TO ORDER

Animal Control Supervisor Mark Bellinghausen called the meeting to order at 4:32 p.m.

ROLL CALL

INTRODUCTION OF BOARD

Mr. Bellinghausen introduced each member of the Board.

APPROVAL OF MINUTES

1. Consider approval of the Animal Shelter Advisory Board Minutes: December 14, 2012, special meeting.

- Board Member Dr. Rebecca Epps made the motion to approve the minutes of the December 14, 2012, board meeting.

Board Member Dawn Orr seconded the motion.

The minutes were unanimously approved. No opposition was recorded.

## OLD BUSINESS

### 2. Discussion regarding the status of the Animal Control Ordinance revisions:

- Deputy Police Chief Les Hawkins stated the Animal Ordinance revisions were approved at the January 8, 2013, City Council meeting. One of the main changes to the Ordinance is the requirement for animals to be spayed or neutered and receive a rabies vaccination at the time of adoption. Shelter staff have been working with VCA Advanced Animal Care regarding low cost spay/neuter and rabies vaccination rates. Adoption fees will have to be raised however, they will be comparable with surrounding cities.

### 3. Discussion on how the Board will function:

- Deputy Chief Hawkins outlined that historically the Animal Control Supervisor and Deputy Chief have been responsible for leading Board meetings, putting together the agenda and securing either Administration or Animal Control staff to take the minutes. Deputy Chief Hawkins stated due to the increased number of Board Members the Board will need to function and operate like the other Boards in the City. City Ordinance requires the election of a Chairman and Vice-Chairman. The election of a Secretary is not mandated by the Ordinance but would be very helpful if someone would like to volunteer or if the Board wanted to elect someone for the position. Shelter staff would still be responsible for setting the agenda based on criteria recommended by the Board and providing a meeting place. Board Members can contact Mr. Bellinghausen or Deputy Chief Hawkins to add items to the agenda.

Council Member Sherri Olsen advised Council Members will be visiting the different Boards and Commissions throughout the City and will probably attend one of the next two Animal Shelter Advisory Board meetings. Council Member Olsen stated the Ordinance requires the Board to meet six times a year; however, with Pet Fairs and other functions the Board has the freedom to request additional meetings. Council Member Olsen reminded Board Members that the Animal Shelter Advisory Board is State mandated and Members have a responsibility to make sure all rules and regulations are followed.

### 4. Discussion regarding Animal Shelter Foster Program:

- Deputy Chief Hawkins stated the Animal Foster packet that includes the application has been approved by the City Attorney. The Foster program is already in place and this will increase efficiency in running the program. Anyone wanting to foster an animal will complete the application and receive a packet. Staff will also provide the packet to existing fosters and have them complete the application.

## NEW BUSINESS

### 5. Discussion and possible action on election of Officers:

- Deputy Chief Hawkins stated the election of a Chairman and Vice-Chairman can be accomplished by volunteering for the position, nominations, or secret ballot. Deputy Chief Hawkins asked if Board Members wanted to proceed with the election of Officers or table it until the next meeting.

Board Member Dr. Epps volunteered to fill the Chairman position and Board Member Dawn Orr volunteered to fill the Vice-Chairman position.

Board Member Karen Killian made a motion to nominate Board Member Dr. Epps for the position of Chairman and Board Member Dawn Orr for Vice-Chairman.

Board Member Sandy Osburn seconded the motion.

Motion was unanimously approved. No opposition recorded.

6. Discussion on Public Release of Shelter Information:

- Board Member Connie Ziegler-Stout advised that there are some citizens in the City that would like to see the Shelter statistics posted on the Team Bedford Facebook page. Board Member Ziegler-Stout stated that the use of code words on the Facebook page such as Code Red or Urgent for dogs and cats that are about to be put down is a good way to alert the public and rescue groups to step up and pull animals.

Deputy Chief Hawkins advised that the Department and the City does not typically release statistical information unless there is an official request.

Mr. Bellinghausen advised that a statistics report for the Shelter is generated monthly and can be obtained through an Open Records request.

Deputy Chief Hawkins advised that the main concern with arbitrarily releasing numbers is that it does not give a clear picture. Someone looking at random numbers may not take into account all factors related to a particular statistic.

7. Discussion on Comparison of 2011 and 2012 Shelter Statistics:

- Mr. Bellinghausen distributed the 2010, 2011 and 2012 yearly Statistical Reports for review. Deputy Chief Hawkins stated that euthanasia rates were down by almost 50% this past year. Animal Control Officer II, Ken Horn added that adoptions and transfer rates were up significantly over the past year.

Deputy Chief Hawkins stated that during the next year the Department will be looking into a different software management system for the Shelter. The current system is 18 years old and needs to be replaced.

8. Discussion on Follow up of Adopted Animals Spay or Neuter:

- Mr. Bellinghausen stated with the current voucher system once an adopter was informed of the cost of spay/neuter procedure, they would not have the procedure completed. The new Ordinance requires spay/neuter and rabies vaccination prior to the release of an animal. The only exception to this mandate would be if an adopter desired to use their own veterinarian. In those instances, the adopter would be required to pay a deposit fee, which would be refunded once the procedure is completed.

Deputy Chief Hawkins stated these new procedures should take care of 90 to 95 percent of follow up issues.

Deputy Chief Hawkins stated the new procedures will be implemented prior to the change of adoption fees. The Shelter will continue to charge current adoption fees until a new fee schedule is finalized. The new fee schedule will probably take one to two months before it is finalized. The new adoption fees will range \$80.00 to \$100.00.

Board Member Dr. Epps stated that all dogs over 6 months of age and cats over 6 weeks of age have heartworm and leukemia testing completed prior to the release of the animal. The health card for the testing shall be included in paperwork sent to VCA Advanced

Animal Care. The cost of the testing could be considered and included when setting the new adoption fees.

#### ADJOURNMENT

- Board Member Orr motioned to adjourn the meeting and Board Member Dr. Epps seconded the motion. There was no opposition and the meeting was adjourned at 5:46 p.m.