

Animal Shelter Advisory Board Minutes May 1, 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 1st day of May, 2013, with the following members present:

Les Hawkins	Deputy Police Chief (Staff Liaison)
Mark Bellinghausen	Animal Control Supervisor
Dr. Rebecca Purchase	Chairman
Dawn Orr	Vice-Chairman
Karen Killian	Board Members
Sandy Osburn	
Connie Ziegler-Stout	

Constituting a quorum. Also present:

Sherri Olsen	Council Liaison
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(The following items were considered in accordance with the official agenda posted on the 26th day of April, 2013.)

CALL TO ORDER

Vice-Chairman Dawn Orr called the meeting to order at 4:34 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Consider approval of the Animal Shelter Advisory Board Minutes:
March 6, 2013, Regular Meeting

- Council Liaison Sherri Olsen proposed one amendment to the March 6, 2013, minutes. Recommended amendment included the correction of Sherri Olsen's title from Staff Liaison to Council Liaison.

Vice-Chairman Orr made the motion to approve the minutes of the March 6, 2013 board meeting as amended.

Board Member Sandy Osburn seconded the motion.

The minutes were approved as amended. No opposition was recorded.

OLD BUSINESS

2. Discussion regarding the Animal Shelter Volunteer Program:

- Deputy Police Chief Les Hawkins distributed pages from the Volunteer Handbook that contained corrections or additions as suggested by Chairman Dr. Becky Purchase and the new Volunteer Coordinator. Deputy Chief Hawkins explained the revised sections included the addition of criteria for dispensing medication and Level II volunteers working offsite adoption events. Additionally, a couple areas of conflicting information were revised or deleted.

Vice-Chairman Orr asked if a program for behavioral training was going to be put in place for the Volunteer Coordinator and new volunteers.

Deputy Chief Hawkins advised that once the volunteer manual is completed and the Volunteer Coordinator has time to finish organizing volunteer files so a core group of volunteers can be recognized, then meetings can be set up to establish guidelines and roll out the program. Depending on the time it takes for the behavioral training, it might be scheduled after orientation meetings; or, as discussed in a previous Board Meeting, behavioral training videos could be loaned to volunteers to watch on their own time.

Chairman Dr. Purchase joined the meeting at 4:43 p.m. Vice-Chairman Orr turned the meeting over to Chairman Dr. Purchase.

Deputy Chief Hawkins explained that Level II and Level III volunteers will now have background checks and drugs screens completed. Current volunteers will be grandfathered and will only be required to complete drug screens per City policy.

Chairman Dr. Purchase suggested an addition to the Dispensing of Medication Procedures section of the Volunteer Manual. She proposed implementing a cage card log in addition to the manual log for documenting medications dispensed in order to help reduce the possibility of an animal being over medicated or miss receiving their medication.

Board Members were in agreement to move forward with the Volunteer Manual with the additions and changes presented by Deputy Chief Hawkins and the addition of a cage card log for medication documentation as suggested by Chairman Dr. Purchase.

3. Discussion on 2013 Shelter Statistics with New Form:

- The February and March monthly statistic reports for years 2012 and 2013 were distributed to Board Members for review.

Deputy Chief Hawkins stated the form was redesigned to track and break down the categories as requested by the City Manager's office and also for in-house records. The monthly statistics are provided to the City Council.

Council Member Connie Ziegler-Stout asked if the Shelter would be able to contact more rescue groups to help lower the numbers.

Deputy Chief Hawkins explained that the Shelter has a long list of rescue groups to work with. Once the Shelter has volunteers on a schedule to come in one or two days a week, the volunteers could be utilized to assist staff in contacting rescue groups to see if they can accept some of the animals.

NEW BUSINESS

4. Announcement of the Volunteer Coordinator:

- Animal Control Supervisor Mark Bellinghausen announced that Marsha Rice has been selected as the new Volunteer Coordinator. Mr. Bellinghausen added that once the volunteer program is in place new programs, training, and ideas will set the ground work to greatly improve the Shelter's numbers and reduce the workload for staff.

5. Pet Fair Update:

- Mr. Bellinghausen reported that the Pet Fair resulted in twelve adoptions from the Shelter, two adoptions from a rescue group, nine transfers to rescue groups, \$870.00 in revenue, \$758.05 in donations, and twenty-six vendors in attendance. Mr. Bellinghausen added that Carter Blood Care may not be returning due to lack of donations.

Deputy Chief Hawkins advised that the Pet Fair had to be set up in a different configuration this year due to the number of vendors in attendance; more than any previous Pet Fair. Further, Deputy Chief Hawkins informed the Board that the City's Fire Codes have recently changed, which will result in a need for a change in the configuration of the vendor tents for future Pet Fairs in order to comply with the requirements and regulations of the International Fire Code.

6. Confirm Dates of July 3, 2013, September 4, 2013, and November 6, 2013 for next Regular Meetings with start time of 4:30 p.m.:

- The Board approved the next Regular Meeting date of the Animal Shelter Advisory Board for July 3, 2013, at 4:00 p.m. The September and November dates were tabled to discuss at the next meeting.

ADJOURNMENT

- Chairman Dr. Purchase motioned to adjourn the meeting and Vice-Chairman Orr seconded the motion. There was no opposition and the meeting was adjourned at 5:37 p.m.