



ANIMAL CONTROL SHELTER ADVISORY BOARD

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE INGHAM COUNTY ANIMAL CONTROL SHELTER ADVISORY BOARD WILL MEET ON MONDAY, JULY 25, 2016 AT 6:30 PM IN CONFERENCE ROOM C OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of Minutes
Additions to the Agenda
Limited Public Comment

1. Director's report

Announcements
Public Comment
Adjournment

**IF YOU WILL NOT BE AT THE MEETING, PLEASE CONTACT THE
BOARD OF COMMISSIONERS' OFFICE AT (517) 676-7200**

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THE INGHAM COUNTY ANIMAL CONTROL SHELTER ADVISORY BOARD WILL MEET ON
MONDAY, MAY 23, 2016 AT 6:30 PM IN CONFERENCE ROOM C OF THE HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Draft Minutes

Members present: Tom Hess, Katlyn Turner, Diane Galbraith, Roxann Wilkinson, Director John Dinon,
Commissioner Kara Hope, and Commissioner Todd Tennis

Also present: Sue Steinke (Okemos)

Call to Order

Vice Chair Tom Hess called the meeting to order at 6:32 p.m. in Conference Room C of the Human Services Building, 5303 South Cedar Street, Lansing.

Katlyn T- Acting secretary for the meeting.

Approval of Minutes

Moved by T. Hess, supported by D. Galbraith, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

Sue Steinke (Okemos):

- 1) Questions on current policy on after hours foster pet emergencies
 - a. After hours contact for foster pet care is responsibility of a FOP shelter employee, with instructions to contact shelter directors or vet)
 - b. Director supplied SOP
- 2) Spoke of the benefits of having trustees at the shelter, and would like to see their shelter work options reinstated
- 3) Questioning the financial differentiation between animal shelter fund vs animal care fund
- 4) Concerns about Asilomer guidelines and wants an appraisal on how they are applied through the length of an animals stay at the shelter (specifically starting out as adoptable, and when they are deemed un-rehabitable due to length of stay)

1. Election of officers-

Chair- Tom Hess

Vice Chair- Katlyn Turner

Secretary- Roxann Wilkinson

All appointments passed unanimously

2 Temperament testing update-

Formal report provided after evaluation from Katlin Thomas

- a. Has a different definition of the Asilomer guidelines than is currently used by the shelter
- b. Current recommendation is to have it be a 2 person joint decision to adopt or euthanize a pet with a temp test score in the grey area (by directors, vet, and/or lead animal tech)
- c. New temp test scoring sheet is in the process of being implemented
- d. Very information heavy day, still working on addressing all of the details and information provided
- e. Question from K. Turner- In regard to S. Steinke comments previously, is there a proposed re-testing timeline for animals that have extended stays at the shelter? Director said he will be considering that while working on the SOPs

3. Standard Operating Procedures-

- a. Taking a while to be approved. New layer of approval is needed, after the staff review, now the controller also needs to review the SOP, and then the union will look at it.
- b. About 25% done with SOP writing
- c. Data entry SOPs taking the longest. K. Turner advised of preliminary data entry guides previously created that may provide a short cut.

4. Animal Control Millage-

- a. Currently being promoted for August 2nd primary vote.
- b. Request for a millage vote was put together with short notice, still working out exactly how the funds would be allocated.
- c. Wants to add staff as part of the millage. Got the greenlight from law and courts, but finance had some restrictions. End result was for 2.4 mil for 6 years, 7 mill to the shelter, the rest to cover additional staffing. 2 part time employees moved to full time, and 3 more office positions, 1 more kennel position.
- d. Also wants to extend open hours at the shelter to include 6 days a week
- e. Shelter location still TBD

5. Creation of two lead worker positions-

Lead ACO- Jodi LeBombard

Lead Animal Care- Sami Beckley

6. Change to on call program-

Animal care staff and Animal Control officers have on call responsibilities

7. MDARD Inspection-

Surprise inspection 4/20/16, inspection passed

8. April statistics-

Numbers provided from Director, highlight is the large number of incoming transfers, primarily from Detroit Animal Care and Control

9. Animal Control Fees-

- a. Wants to have comprehensive study of fees before creation of 2018 budget (2017 already completed), especially evaluating boarding fees that seem high, and other no longer applicable charges (like after hours pickup fees etc)
 - i. Director request suggestions for fees, what seems fair and comparable
- b. K. Turner suggestion for budget- to have licensing ACO have credit card swiper on their smart phone to facilitate on the road license purchases.

c. D. Galbraith requests a total revenue tally, especially licenses and redemptions.

10. Director's report-

Highlights-

- a. NLVP having remarkably high turnouts
- b. Large number of shelter pulls
- c. Bissel free adoption days are very successful
- d. D. Galbraith- Concerns about low promotion on the Woofers Walk
 - i. Flyers were sent out, along with radio adds

Announcements-

None

Additional Public Comment-

Sue Steinke- Questions about documentation of Dead on arrival animal counts being kept separate from animals that died in care. Confirmed from Director and K. Turner that those have independent disposition codes and are tracked separately.

Adjournment at 7:47 PM

Ingham County Animal Control Advisory Board
Director's report
July 25, 2016

Adopt-a-Fest, one of our largest annual adoption events, was held on June 3-4 at Potter Park. 31 cats and 33 dogs were adopted during the two day event. The June Neighborhood Licensing Program (NLP)/low cost vaccine clinic was held in conjunction with Adopt-a-Fest, 118 animals were vaccinated at the event. 94 animals were vaccinated at the NLP held at the Community Outreach Center on July 1.

ICAC received two grants from the ASPCA since our last meeting. The ASPCA BeeBee Appel Travel Scholarship will fund travel expenses for ICAC veterinarian, Dr. Karen Worthington, to attend the ASPCA Cornell Maddie's Shelter Medicine Conference at Cornell University (Ithaca, NY), July 29-31, 2016. The ASPCA Adoption Ambassador Program grant will enhance our foster program by helping recruit fosters, providing them with needed supplies, and training them to find homes and complete the adoption process for their foster animals.

ICAC is now doing a Pet of the Week adoption promotion on WLMI radio, Thursday mornings at ~8:05. This is in addition to our Monday featured cat and Thursday featured dog on WLNS television.

At ICAC's request, the County Board of Commissioners amended the Ingham County Animal Control Ordinance by deleting the provision requiring Animal Control Officers to be deputized as peace or police officers. The amendment does not change ICAC's legal mandate or authority, but clears up a legal ambiguity.

Following a high number of stray and owner surrendered dogs entering the ICAC shelter in early July, the department reduced dog adoption fees first by 50% then by 75% to encourage adoptions and relieve shelter crowding. Local media provided great exposure of the situation which resulted in a 36 dogs being adopted July 5 - 13, effectively reducing the shelter dog population to a more manageable level.

ICAC partnered with the Greater Lansing YMCA to provide an animal themed day camp to area youth. The camp was attended by 13 local teens who spent time at the shelter and learned about animal care and animal careers.

The Ingham County Animal Shelter Fund will be running the beer tent at the Ingham County Fair, August 1-6, 2016. Proceeds from beer sales will be split between ICAF and the Fair Board.

ICAC's live releases (adoptions plus returns to owners plus transfers) totaled 883 for the first six months of 2016 for a live release rate of 79.7%. No animals have been euthanized for space in 2016.

REMINDER – The Ingham County Animal Control millage will be on the August 2 ballot. If the millage passes, it will fund construction of a new shelter and provide additional operating funds which will increase the animal care and customer service staff, improving care and service and allowing us to add Sunday hours to our current Tuesday – Saturday schedule.