



## ***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, MAY 23, 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. Election of officers
2. Temperament testing update
3. Standard Operating Procedures
4. Animal Control Millage
5. Creation of two lead worker positions
6. Change to on call program
7. MDARD inspection
8. April statistics
9. Animal Control Fees
10. 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**

# INGHAM COUNTY ANIMAL CONTROL SHELTER ADVISORY BOARD

January 25<sup>th</sup>, 2016

## Draft Minutes

Members present: Dr. Maria Iliopoulou, Tom Hess, Katlyn Turner, Diane Galbraith, Director John Dinon, Commissioner Kara Hope, Commissioner Todd Tennis (Commissioners arrived at 6:48)

Also present: Karen Richardson (Lansing), Rebecca Hall (Lansing), Barb Hulliber (ELPD), Commissioner Carol Koenig, Commissioner Teri Banas, others

## **Call to Order**

Vice Chair Tom Hess called the meeting to order at 6:33 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 K. Turner, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

## **Additions to the Agenda**

None.

## **Limited Public Comment**

None.

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### 1. Election of Officers/ Status of Filling Advisory Board Vacancies

Election of new officers and filling vacancies discussed. Election has been postponed until vacancies are filled. Final composition of members is in the process of being discussed and approved.

### 2. Directors Report including 4<sup>th</sup> quarter numbers

a. Director Dinon presented his report, including final statistic of no animals being euthanized due to space.

b. There is an upcoming meeting with local shelters and rescues, further networking time to collaborate with other organizations

c. Dr. Maria I- Included suggestion of implementing a different behavior testing model. Director Dinon is process of looking for behavior testing training. Former model that ASPCA (Safer Testing) has discontinued certification process. In the meantime, the current modified safer test will still be used.

d. Low current census, will be reaching out to other local rescues to fill vacancies for adoption events.

### 3. NACO Report and Discussion

Director Dinon gave his priority list on what is being addressed

a. Creating official policies and standard operating procedures (Euthanasia policy discussed, see notes below)

b. Delegating management into a flat management system

c. IT- making sure the shelter soft wear is used to its fullest potential. New “air cards” were discussed for the officers on-road Toughbook’s to increase workability and soft wear connection in the field.

d. More staff, and new facility. Current discussion of a new jail may include plans for a replacement shelter, currently under review with the county.

4. General review of the Euthanasia Policy Draft
  - a. Specify animals as “owned by shelter” –Tom T.
  - b. Label the type of training/certification that guides the temperament testing –Kate T
    - i. Director Dinon intends on that being in the SOP
  - c. Too much “grey area” in the wording, specifically the word “impractical” – Tom T
    - i. Director Dinon voiced concerns on making promises the shelter can’t keep by narrowing the language too much. Commissioner \_\_\_\_ suggested using the Board of Commissioners as a final voice to take responsibility in extenuating circumstances.
  - d. Narrow down the public animal health concern language, possibly include the reference of it being terminal illness – Dr Maria I, Kate T.
5. Discussion on after hours drop off and collaboration with local law enforcement (public discussion included from ELPD officer Barb H.)
  - a. Per Director Dinon, still working on reaching out to local law enforcement for afterhours animal storage at their facilities
  - b. Maintenance is currently brainstorm options for setting up a heated drop off, current options not fiscally optional.
  - c. Possible help from sheriff’s office for afterhours drop off for the public. May be able to have Sheriff’s office staff escort public to the drop off area.
6. Streamlining of Lost & Found animals process
  - a. Major cross sections where animals were found now posted on website
  - b. Additional social media sites are being created to assist returning animals to their owners. “Peannie Weenie” specifically mentioned, Barb H (ELPD) as an administrator for it. Public comments include hope that the multiple social media sites will be able to collaborate in the future.
  - c. Request made to include an afterhours phone message on shelter line to give callers instructions on how to proceed looking for a lost pet.
7. MDARD Hold Times
  - a. MDARD’s listing of hold times has been reviewed, and is considered non-enforceable unless the animal is being sold for research, which is not current shelter practice  
. The next form of regulation is through State property law, which is a 6 month holding period (unreasonable for animal holding). However, Ingham County Ordinance supersedes that and the 4 day (w/o proof of ownership/7 day (with proof of ownership) ruling still applies.
    - b. “Days” has been defined as week days the shelter is open (Tues-Fri)

### **Announcements**

Director Dinon announced upcoming adoption event scheduled for the shelter on Jan 30<sup>th</sup> at LaFontaine Ford.

### **Public Comment**

Rebecca H and Karen R-

- a. Concerns were brought up about how large seizure cases are handled and how animals can be relocated instead of all going to the shelter.
  - i. Per Director Dinon, it depends on if the animals have been signed over to the shelter by the owner, and if not, what a judge orders
- b. Request to have TNR/TSR information available at mobile adoptions.

Adjourned at 8:05 p.m.

# INGHAM COUNTY ANIMAL CONTROL SHELTER ADVISORY BOARD

March 28th, 2016

Draft Minutes

Members present: Tom Hess, Katlyn Turner, Director John Dinon, Roxanne Wilkinson

Members Absent: Commissioner Kara Hope, Commissioner Todd Tennis, Diane Galbraith, Dr. Maria Iliopoulou,

Also Present: Sue Steinke

**\*\*Non Quorum Meeting due to low attendance\*\***

## **Call to Order**

Vice Chair Tom Hess called the meeting to order at 6:31p.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 R Wilkinson, to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY.

## **Additions to the Agenda**

None.

## **Limited Public Comment**

None.

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1. Election of Officers/ Status of Filling Advisory Board Vacancies-
    - A- Election suspended until fully attended meeting.
  2. Progress Update on NACA Report-

Current Status: 2/3rds done, 1/6 unable to be implemented, 1/6 in progress

    - A- Re-Organization Plans- want to create 2 lead positions (Lead ACO and Animal Care) but that has to be approved by Law and Courts.
      - i- Want to move the 2 part time positions to full time. Financial incentive is to increase employee retention vs spending funds on training new employees frequently.
    - B- Bi-weekly staff meetings continue, Job descriptions completed
    - C- SOP's still in progress, setting in house deadlines. Approximately 30 in revision/review process. 10 currently being reviewed by staff, 6 in review by the controller, once those are reviewed the next step is review by the union.
    - D- Soft wear is being updated, process delayed due to recently turnover in IT, and they have a new director.
    - E- Fundraising ongoing for new shelter building. Having strategic planning meetings, current prediction is to build with the jail complex.
  3. Weather-proofing After Hours Drop Off Location-
    - A- Structure is changing to have a full roof, heated dog house. Now that weather is becoming more mild in the spring, movable supplies will be going in to storage
    - B- Sheriffs office will escort after hours drop off from the public if an officer available.
    - C- Staffing limitations prevent having a 24hr ACO, or Sunday staffing for animal intake from the public

- D- Director Dinon went to local law enforcement meeting, offered to assist local precincts in helping hold animals on site.
- 4. Temperament Assessment Evaluation-
  - A- Director Dinon has an appointment with Caitlin Thomas (by recommendation of Dr. Maria I) on 4/26/16 to do an in-shelter evaluation of current testing and training of staff.
- 5. Directors Report (Including Jan and Feb stats)-
  - A- Good live release rate, influenced by a lot of shelter to shelter transfers
  - B- Driving records for people driving county vehicles being checked through HR. Waiver must be signed by volunteers to transport county property, including animals (including foster pets).
  - C- Installing new ID Tag engraver
  - D- Free Adoption Days being sponsored by Bissel
  - E- At county fair (Aug 1-6), the Beer tent is splitting the proceeds with the shelter.
  - F- Did not receive any MDARD grants.

**Public Comment**

None

**Meeting Adjourned at 7:18PM**