



**Kalamazoo County Animal Services & Enforcement
Advisory Board Meeting Minutes
Kalamazoo County Animal Services & Enforcement Conference Room
Tuesday, February 26th, 2019 at 7:00 pm**

ITEM 1 – Call to Order

Meeting was called to order by Chair at 7:07 pm.

ITEM 2 – Roll Call

Members:

Present – Sue Brodasky (Chair), Danielle Gray (Vice Chair), Commissioner Roger Tuinier, Aaron Winters, Robert Cinabro, Samantha Cree
Late Arrival: Dr. Turnera Croom (7:08 pm)

Absent – Katie Timber

KCASE Staff: Steve Lawrence, Jennifer McGinnis

County Staff: Dave Rachowicz (Parks), Lisa Henthorn (Admin.)

ITEM 3 – Approval of Minutes

Motion made by S. Cree to approve minutes from meeting on October 9th, 2018; seconded by A. Winters. Motion carried; all ayes.

ITEM 4 – Citizen's Time

N/A. No citizens present.

ITEM 5 – Commissioner's Time

Commissioner Tuinier is thrilled to see the progress of the new building. He feels that it would be positive to get up in front of the County board more frequently.

ITEM 6 – For Consideration:

A. Chair's Report – S. Brodasky

Chair appreciates everyone's willingness to adjust their schedules to accommodate today's meeting.

B. Director's Report – S. Lawrence

S. Lawrence directed the board's attention to the most recent stats (Appendix A) and provided a brief explanation. He's pleased that each year the numbers decline, even by marginal amounts. There was a brief discussion/update on online licensing.

C. Animal Services Shelter Project Update

1. Construction Update – D. Rachowicz

D. Rachowicz handed out the Two Week Look Ahead Schedule (Appendix B) and provided a brief rundown of the contractor's progress. Photos of the building were projected at the front of the room. At this point in time, the project is about 2 ½ weeks behind schedule. The future of the project

will greatly depend on the moisture content of the concrete; the flooring can only be installed when the concrete is completely dry. The glass entryway will be one of the last elements to be completed.

As construction continues, there are 'many eyes on the project' as the internal team meets with the contractor every week. The budget has not been a concern; the build is well under projection. It's anticipated that the advisory board will do a walk-through of the space at the next meeting date in April.

2. Operational Needs – S. Lawrence

S. Lawrence passed out a handout containing the issues identified at the stakeholder input workshop (Appendix C). As the new animal shelter is currently under construction, a discussion ensued about the second most important issue – 'expand hours of shelter'.

At this time, the addition of Saturday hours is being explored. The board was encouraged to share their thoughts on proposed hours of operation. As directed by the Chair, each board member weighed in on the issue. While some board members felt that a full day on Saturday would be ideal, others preferred the hours of 10am – 3pm. R. Cinabro felt that the shelter shouldn't 'try too much too soon' and warned against renegeing on any future hour changes. The idea of a soft opening and a grand opening was discussed. S. Brodasky felt that the grand opening would be an appropriate time to launch any new services.

ITEM 7 – Other

At D. Gray's request, A. Winters gave an update on the KHS shelter project.

ITEM 8 – Adjournment

Meeting was adjourned by Chair at 8:25 pm.

APPENDIX A – "Animal Services & Enforcement Shelter Statistics, 6-Feb-19" Handout

APPENDIX B – "Two Week Look Ahead Schedule" Handout (2 pages)

APPENDIX C – "Stakeholder Input Workshop" Handout

Minutes submitted by Kalamazoo County Animal Services & Enforcement Senior Administrative Assistant, Jennifer McGinnis



ANIMAL SERVICES AND ENFORCEMENT SHELTER STATISTICS

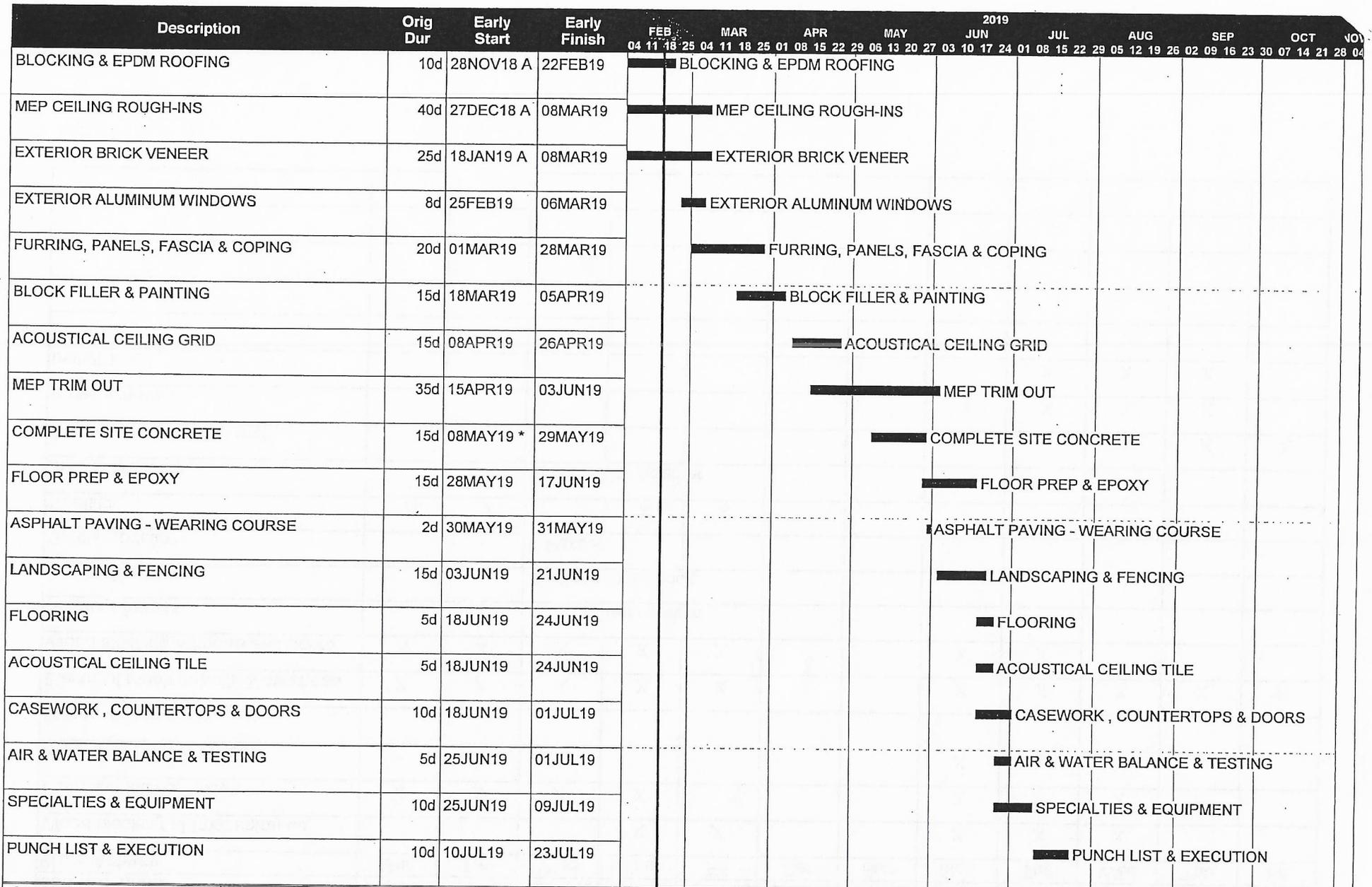
MONTH:
6-Feb-19

	2018			%	2019			%
DOGS								
ADOPTED			31	32%			25	40%
REDEEMED			37	38%			22	35%
TRANSFERRED			18	19%			6	10%
EUTHANIZED	11 0 0		11	11%	10 0 0		10	16%
TOTALS			97				63	
CATS								
ADOPTED			11	14%			13	19%
REDEEMED			3	4%			6	9%
TRANSFERRED			45	57%			34	49%
EUTHANIZED	16 4 0		20	25%	16 1 0		17	24%
TOTALS			79				70	
OTHER								
ADOPTED			0	0%			8	100%
REDEEMED			1	33%			0	0%
TRANSFERRED			2	67%			0	0%
EUTHANIZED	0 0 0		0	0%	0 0 0		0	0%
TOTALS			3				8	
TOTAL STRAYS			179				141	
% SAVED			83%				81%	
% Adoptable Saved			98%				99%	

UNADOPTABLE

TREATABLE

ADOPTABLE



Start date	23JUL18
Finish date	23JUL19
Data date	18FEB19
Run date	21FEB19
Page number	1A
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**CORNERSTONE CONSTRUCTION MANAGEMENT
KALAMAZOO COUNTY ANIMAL SHELTER**

-  Early bar
-  Progress bar
-  Critical bar
-  Summary bar
-  Start milestone point
-  Finish milestone point



Stakeholder Input Workshop

Issues Identified

Ranked in Order of Importance

- 1. Need a new animal shelter.*
- 2. Expand hours of shelter to include Saturdays, lunch, evenings.*
- 3. Provide veterinarian on staff or onsite vet services for animal health, spay & neutering.*
- 4. Improve Education/Image/Outreach.*
- 5. Increase Partnerships – includes volunteers, local non-profits, and businesses/corporations.*