



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Kalamazoo County Animal Services & Enforcement Advisory Board Meeting Minutes Kalamazoo County Expo Center, Room C Tuesday, August 27th, 2019 at 7:00 pm

### ITEM 1 – Call to Order

Meeting was called to order by Chair at 7:02 pm.

### ITEM 2 – Roll Call

#### Members:

Present – Sue Brodasky (Chair), Danielle Gray (Vice Chair), Aaron Winters, Samantha Cree, Katie Timber, Robert Cinabro, Dr. Turnera Croom DVM, Kelly Doyle

Late Arrival: Commissioner Roger Tuinier (7:07 pm)

Absent – Commissioner Tracy Hall (alt.)

#### KCASE Staff:

Steve Lawrence, Jennifer McGinnis

#### County Staff:

Dave Rachowicz (Parks), Lisa Henthorn (Admin.)

#### Other:

Bethany Hintze (WMU), Tarvarious Haywood (WWMT)

### ITEM 3 – Approval of Minutes

Motion made by S. Cree to approve minutes from meeting on July 9<sup>th</sup>, 2019; seconded by D. Gray. Motion carried; all ayes.

### ITEM 4 – Citizen's Time

No comments.

### ITEM 5 – Commissioner's Time

Commissioner Tuinier commended everyone's effort and time on the new shelter project. He appreciates that we 'did our homework' by visiting other shelters and is excited for the opening.

### ITEM 6 – For Consideration:

#### A. Chair's Report – S. Brodasky

Chair welcomed new board member, Kelly Doyle. K. Doyle, and other board members in attendance, made introductions.

#### B. Director's Report – S. Lawrence

S. Lawrence directed the board's attention to the most recent stats (Appendix A). The shelter has been full and, as an unfortunate result, euthanasia numbers have increased. K. Doyle inquired about the increased intakes, but S. Lawrence is unable to pinpoint an exact cause.

#### C. Animal Services Shelter Project Update – D. Rachowicz & S. Lawrence

##### 1. Construction Update

D. Rachowicz advised that Ron Hicks, the construction project manager, passed away about a week and a half ago. While a loss for the project, a new project manager is already on board and getting up to speed.

Construction is estimated to wrap up within the next 2-3 weeks. Contractors are expected to return in full force once school begins and will start tying up loose ends, including ductwork in the mechanical area and air balancing. The air conditioning is on, flooring is nearly complete and countertops are being installed. The County will receive keys to the building within the next couple of days. A tentative schedule will be sent to board members via email within the next week.

D. Rachowicz invited board members on an optional walk-through of the new building following the official meeting. Questions will be answered during the tour

## **2. Operational Update – New Positions, Budget & Fees**

At the last BOC meeting, County Commissioners approved a new fee structure, an increase in Animal Services' yearly operating expenses, as well as 2 brand new positions – a Shelter Operations Coordinator and an extra kennel technician. Current staff members were given the opportunity to apply for the new positions and the Shelter Operations Coordinator position has been filled by long-time kennel lead, Jodie McNally. Jodie Grimes, a current kennel technician, has applied for the kennel lead position. Interviews for the two open kennel technician positions will take place within the next couple of weeks. At D. Gray's suggestion, J. McNally will be invited to the next advisory board meeting.

S. Lawrence is excited that the increased operating budget will allow for increased medical care, such as a flea topical, deworming medication and pre-adoptive spay/neuter. K. Timber expressed concern over the shelter's current medical situation, drawing attention to several animals that were recently taken in by the SPCA, and offered support. T. Croom also offered to help. R. Cinabro sees the value of agencies working together and wishes to come back to the issue. K. Doyle is also concerned with the animals' well-being and wants to see a short-term solution. S. Lawrence is confident that most of the current issues stem from the state of the current shelter, but reassured the board that the main priority of the newly-created Shelter Operations Coordinator position is care of the animals.

As a result of the discussion, the advisory board's function was called into question. At the next meeting, L. Henthorn was asked to provide specifics. She plans on consulting with Corporate Counsel and/or inviting an agent to the next meeting.

## **3. Trust Fund Donation**

Recently, Animal Services was named as recipient of a trust fund donation; its acceptance will be decided by the Board of Commissioners at the September 17<sup>th</sup> meeting.

MOTION: S. Cree made a motion to approve recommendation to the County Board to accept the gift of \$200,000 from the Freeda O. Smith Trust to be used by Animal Services & Enforcement to enhance the priorities outlined in the 2017 Shelter Project Report; K. Doyle seconded. Discussion ensued; board members discussed ways to honor donation. Motion carried; all ayes.

Additional fundraising ideas, such as purchasing bricks and/or tiles, were explored.

#### **4. Ribbon Cutting & Open House**

Brainstorming session was led by S. Lawrence in regards to the ribbon cutting, move, soft opening and grand opening of the new shelter. Ribbon cutting will be coordinated by County Administration and will primarily be for County Commissioners and Elected Officials, although advisory board members will be invited. S. Lawrence wanted to obtain the board's recommendation for the best day of the week/time to conduct the public open house. After some discussion by S. Brodasky and S. Cree, it was decided that Sunday afternoon between 2-5 pm would be preferred.

At this time, there are no specific dates for any events. A firmer schedule will be emailed by S. Lawrence, once available.

#### **ITEM 7 – Other**

L. Henthorn wanted to share three things: 1) the Kalamazoo County Animal Services Advisory Board was recognized by County Administrator, Tracy Moored, during the August 7<sup>th</sup> Committee of the Whole meeting, 2) Citizen's Time must be replaced by the title "Public Comment Time" for all future agendas due to a recently approved change in bylaws, and 3) a video of the State of the County address is soon to be released on the County website that has a good portion dedicated to the new shelter project.

#### **ITEM 8 – Adjournment**

Meeting was adjourned by Chair at 8:17 pm.

**APPENDIX A** – "Animal Services & Enforcement Shelter Statistics, 9-Aug-19" Handout

**APPENDIX B** – Proposed Motion Handout – Freeda O. Smith Trust Gift

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



## ANIMAL SERVICES AND ENFORCEMENT SHELTER STATISTICS

MONTH:  
9-Aug-19

	2018			%	2019			%
<b>DOGS</b>								
ADOPTED			173	29%			210	37%
REDEEMED			282	47%			241	42%
TRANSFERRED			84	14%			41	7%
EUTHANIZED	60            1            0		61	10%	67            2            12		81	14%
<b>TOTALS</b>			<b>600</b>				<b>573</b>	
<b>CATS</b>								
ADOPTED			122	24%			121	21%
REDEEMED			33	6%			24	4%
TRANSFERRED			236	46%			204	35%
EUTHANIZED	106            15            5		126	24%	129            45            36		235	40%
<b>TOTALS</b>			<b>517</b>				<b>584</b>	
<b>OTHER</b>								
ADOPTED			16	67%			19	86%
REDEEMED			2	8%			1	5%
TRANSFERRED			5	21%			0	0%
EUTHANIZED	1            0            0		1	4%	2            0            0		2	9%
<b>TOTALS</b>			<b>24</b>				<b>22</b>	
<b>TOTAL STRAYS</b>			<b>1141</b>				<b>1179</b>	
<b>% SAVED</b>			<b>84%</b>				<b>73%</b>	
<b>% Adoptable Saved</b>			<b>98%</b>				<b>92%</b>	

UNADOPTABLE

TREATABLE

ADOPTABLE

**Animal Services and Enforcement Advisor Board: August 27, 2019**

**SUBJECT: Freeda O. Smith Trust Gift**

**SPECIFIC ACTION REQUESTED:**

Motion to recommend to the Board of Commissioners that Kalamazoo County accepts the gift of \$200,000 from the Freeda O. Smith Trust to be used by Animal Services & Enforcement to enhance the priorities outlined in the June 2017, Kalamazoo County Animal Services and Enforcement Shelter Project Report.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The Freeda O. Smith Trust Fund has made a generous gift of \$200,000 for the Kalamazoo County Animal Services and Enforcement Department. This funding will be used to enhance the new animal shelter and the services that are provided. The projects will be based on the goals and priorities outlined in the shelter project report.