



Kalamazoo County Animal Services & Enforcement Advisory Board Meeting Minutes Kalamazoo County Expo Center, Room C Tuesday, September 10th, 2019 at 7:00 pm

ITEM 1 – Call to Order

Meeting was called to order by Chair at 7:05 pm.

ITEM 2 – Roll Call

Members:

Present – Commissioner Roger Tuinier, Sue Brodasky (Chair), Danielle Gray (Vice Chair), Samantha Cree, Katie Timber, Kelly Doyle
Late Arrival: Aaron Winters (7:06 pm)
Absent – Commissioner Tracy Hall (alt.), Dr. Turnera Croom DVM, Robert Cinabro
KCASE Staff: Steve Lawrence, Jennifer McGinnis, Jodie McNally
County Staff: Dave Rachowicz (Parks), Lisa Henthorn (Admin.), Elizabeth White

ITEM 3 – Approval of Minutes

Motion made by S. Cree to approve minutes from meeting on August 27th, 2019; seconded by A. Winters. Motion carried; all ayes.

ITEM 4 – Public Comment Time

Jodie McNally, the new Shelter Operations Coordinator, provided an introduction to the board.

ITEM 5 – Commissioner's Time

Commissioner Tuinier is anxious for the open house; he thinks that we'll have a good turnout.

ITEM 6 – For Consideration:

A. Corporate Counsel Bylaw Review – E. White

E. White provided an introduction to the board and passed out three handouts – Resolution to Create KCAC Advisory Board (Appendix A), KCASE Advisory Board Bylaws (Appendix B) and the KCASE Mission Statement (Appendix C). As stated in the resolution and mirrored in the bylaws, the board's function is advisory only. The board may only speak as one voice as determined by majority and may only vote if quorum is established. The board is required, at a minimum, to hold one annual meeting and must follow the Open Meetings Act. As outlined under the 'Rules of General Conduct and Procedure' section of the bylaws, board members are ineligible to bid on any County contracts and must treat one another with respect.

E. White read the department's mission statement and expressed surprise at the large enforcement component. She suggested that the mission statement be used as a guideline to maintain purpose during future meetings. Chair requested that the mission statement be added to all future agendas.

Updating the bylaws to reflect the new shelter address, as well as the change from 'citizen' to 'public' was discussed. The change will need to occur through a motion of the members and will ultimately be approved by the County Board of Commissioners.

B. Chair's Report – S. Brodasky

Board thanked E. White for attending the meeting; her time and effort are appreciated.

C. Director's Report – S. Lawrence

S. Lawrence passed out recent shelter stats (Appendix D). Overall, intake numbers remain less than last year, however, cat numbers have increased. Interviews have been conducted for the two open kennel positions and two candidates have been identified as potential hires. Offer letters are anticipated to be sent out once the required background checks are complete.

K. Doyle requested follow-up from last meeting's discussion. Chair advised that the matter is being handled privately and there will be no report. K. Doyle wants to be on record that she 'is hearing a different story from last meeting'. E. White joined the discussion and shared that some boards have an Approval of Agenda line item at the beginning of the agenda. New items can be added to the agenda with a majority vote. Chair requested that an Approval of Agenda line item be added to future agendas.

D. Construction Update – D. Rachowicz

D. Rachowicz shared that the project is in 'punch list mode'; the flooring is complete and counters are being installed. Boilers are being activated on Thursday. Since the project is still waiting for a few key items to be delivered, there is no completion date at this time. Following completion, the shelter requires several inspections prior to opening.

ITEM 7 – Other

None.

ITEM 8 – Adjournment

Meeting was adjourned by Chair at 7:44 pm.

APPENDIX A – "Resolution to Create Kalamazoo County Animal Control Advisory Board"

APPENDIX B – "Kalamazoo County Animal Services and Enforcement Advisory Board Bylaws"

APPENDIX C – Mission Statement

APPENDIX D – "Animal Services & Enforcement Shelter Statistics, 9-Sep-19" Handout

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



orig.

D.

**RESOLUTION
TO CREATE KALAMAZOO COUNTY
ANIMAL CONTROL ADVISORY BOARD**

WHEREAS, the County of Kalamazoo, through its Animal Control Department, has provided an animal control operation and shelter for many years; and

WHEREAS, the Kalamazoo County Board of Commissioners has determined that it is appropriate to create an animal control advisory board consisting of citizens from this community to provide advice on animal control issues to the Animal Control Department and Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby create the Kalamazoo County Animal Control Advisory Board (the "Board") with the following composition and functions:

1. Board Membership:

The Board shall consist of seven (7) members who shall be appointed or removed by the Chairperson of the County Board, with confirmation of such appointment or removal by a majority of the County Board. The Board shall be comprised of the following seven (7) members each of whom shall reside or conduct business within Kalamazoo County:

- A. A veterinarian (preferably with shelter experience)
- B. A member of a recognized Animal Welfare group in Kalamazoo County
- C. A representative of the Kalamazoo County Animal Welfare Advisory Board
- D. A representative of a police agency
- E. A representative of the Kalamazoo County Humane Society
- F. A Kalamazoo County Commissioner
- G. A general citizen (who does not have any of the above interests)

2. Term of Members:

The term of office of a Board member shall be three (3) years commencing January 1 of the year of appointment, except that of the members first appointed, three (3) shall be appointed for a term of three (3) years; two (2) shall be appointed for a term of two (2) years; and two (2) shall be appointed for a term of one (1) year. Each term shall expire at noon on January 1 and

each member shall hold office thereafter until his/her successor is appointed.

3. Vacancies in Office:

When a vacancy occurs on the Board either by death, resignation or removal, the vacancy shall be filled by the County Board for the unexpired term in the same manner as the original appointment.

4. Purpose:

The control of animals in Kalamazoo County continues to be a serious problem. The solution to the plight of the problem is not the sole responsibility of county government but the responsibility of all units of government and citizens within the Kalamazoo County community. Therefore, the Kalamazoo County Board of Commissioners has authorized the creation of the Kalamazoo County Animal Control Advisory Board to provide advice on the issue directly to the County Board.

5. Duties and Responsibilities:

The Board shall be advisory only and shall have the following duties and responsibilities:

- A. Work through the Animal Control Department and, consistent with Federal and state laws, rules, and guidelines, advise the County Board of Commissioners on issues relating to animal control.
- B. Assist the County in educating the broader community regarding the causes and possible alternatives for managing this issue.
- C. Advocate at the local, state and Federal levels for resources to assist in dealing with animal control issues.
- D. Serve as an advisory panel regarding the management of the County's Animal Control operation and facility.
- E. Provide an annual report to the County Board outlining the activities and accomplishments of the Board.

6. Neglect of Duties:

If any Board member has missed fifty percent (50%) of the regularly scheduled Board meetings in one calendar year, the Board Chairperson shall notify the County Board in writing of this fact.

**KALAMAZOO COUNTY
ANIMAL SERVICES AND ENFORCEMENT ADVISORY BOARD
BYLAWS**

**ARTICLE I
NAME**

The name of this body is the Kalamazoo County Animal Services and Enforcement Advisory Board.

**ARTICLE II
AUTHORITY**

The Kalamazoo County Animal Services and Enforcement Department was established by the Board of Commissioners and operates pursuant to the rules promulgated under P.A. 287 of 1969, as amended. In addition to P.A. 287 of 1969, the Department is also responsible for enforcement of the Kalamazoo County Animal Control Ordinance and its provisions. The Department is managed by a Director, which reports to the Deputy County Administrator.

While the Animal Services and Enforcement Advisory Board functions under no specific statutory authority, it is created under the discretion of the Board of Commissioners for specific and limited purposes.

**ARTICLE III
Powers and Duties; Annual Report**

1. Work with the Animal Services and Enforcement Department and, consistent with Federal and State laws, rules and guidelines, advise the County Board of Commissioners on issues relating to Animal Services and Enforcement.
2. Advocate at the local, state and federal levels for resources to assist in addressing Animal Services and Enforcement issues.
3. Serve as an advisory panel on the management of the County's Animal Services and Enforcement operation and facility.
4. Provide an annual report to the County Board of Commissioners outlining the activities and accomplishments of the Board.

**ARTICLE IV
BOARD ORGANIZATION**

Section 1. Board Membership: The Animal Services and Enforcement Advisory Board (Board) shall be under the general control of the Board of Commissioners of Kalamazoo County and shall consist of nine (9) members, with confirmation of such appointment or removal by a majority of the Board of Commissioners. The membership shall consist of the

- C. He/she shall serve as an ex-officio member of all committees and sub-committees of the Board.
- D. He/she shall be the ceremonial representative of the Board and shall perform such other duties as specified by law, the Kalamazoo County Board of Commissioners, or by custom.

Section 2. Vice Chairperson: The Vice Chairperson shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time be assigned.

Section 3. Secretary: The Secretary shall be the Secretary of the Board and shall perform such duties as may from time to time be assigned.

Section 4. Clerical Support: Clerical support for the Board will be provided by the Animal Services and Enforcement Department. The clerical staff shall have the following duties:

- A. Record all proceedings of the Board.
- B. Make regular entries of all resolutions and decisions upon all questions.
- C. Record the vote of each member on any questions submitted to the Board, if requested by any member present.
- D. Prepare copies of the minutes of the proceedings of the Board for distribution to the members of the Board pursuant to Article VI, Section 6.
- E. Perform such other and further duties as the Board may require.

ARTICLE VI **MEETINGS**

Section 1. Regular Meetings: Except as otherwise required by law, or provided by the Board, regular meetings of the Board shall be as follows.

- A. The Board shall meet annually on the second Tuesday of February. Additional meetings of the Board may be convened by the Chairperson, as requested by any member of the Board, County Commission, and/or agency employee.
- B. All regular meetings of the Board shall be held at the Animal Services and Enforcement Department, 2500 Lake Street, unless the Board shall otherwise specify.
- C. All meetings of the Board shall be held in accessible public facilities and shall be conducted according to the Open Meetings Act.
- D. Unless a motion of adjournment shall otherwise direct, any regular meeting of the Board may be reconvened by the Board Chairperson by serving on the other members a written notice of the time and purpose of any such reconvened meeting; provided,

Section 8. Open Meetings Act and Freedom of Information Act: The Board is a public body and as such shall be governed by the Michigan Open Meetings Act (Act 267 of the Public Acts of 1976, as amended) and the Michigan Freedom of Information Act (Act 442 of the Public Acts of 1976, as amended).

Section 9. Rules of Order: Robert's Rules of Order, newly revised, shall govern the Board and its committees in all of the deliberations except as modified by these bylaws. The Rules of Order of business may be suspended at any meeting by a two-thirds' (2/3) vote of those present.

ARTICLE VII **COMMITTEES**

Section 1. Committees: The Board shall establish a committee structure by which to accomplish its tasks. The Board, from time to time, may establish special committees as necessary. Committee membership may include non-members of the Board.

Section 2. Appointment of Committees: The Chairperson of the Board shall have the power to appoint to such committees such members as shall be required thereon.

Section 3. Criteria: Committee members shall be selected on the basis of their qualifications in the subject matter to be considered by the Committee and shall, as nearly as possible, be representative of the people of the County.

ARTICLE VIII **RULES OF GENERAL CONDUCT AND PROCEDURE**

Section 1. General Conduct: A member shall not use profane, intemperate or discourteous language or conduct.

Section 2. Conflict of Interest:

- A. No member shall be a party, directly or indirectly, to any contract between himself/herself and the County except as provided in Subsection C below (MCLA 15.322).
- B. No member shall directly or indirectly solicit any contract between the County and (1) himself/herself; (2) any firm (meaning a co-partnership or other unincorporated association) of which he/she is a partner, member, or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent of the total outstanding stock of any class where such stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 where such stock is listed on a stock exchange, or of which he/she is a director, officer, or employee; or (4) any trust of which he/she is a beneficiary or trustee; nor shall he/she take any part in the negotiations for such a contract or in the re-negotiation thereof, amendment thereto, or approval thereof; nor shall he/she represent either

The mission of Kalamazoo County Animal Services and Enforcement is to enhance the quality of life for the residents of Kalamazoo County by providing humane animal services, public education of animal ownership responsibilities, and enforcement of state and local animal laws.



ANIMAL SERVICES AND ENFORCEMENT SHELTER STATISTICS

MONTH:
9-Sep-19

			2018	%		2019	%
DOGS							
ADOPTED			203	29%		239	37%
REDEEMED			332	47%		269	42%
TRANSFERRED			85	12%		41	6%
EUTHANIZED	70 2 7		79	11%	82 2 12	96	15%
TOTALS			699			645	
CATS							
ADOPTED			148	22%		143	21%
REDEEMED			40	6%		26	4%
TRANSFERRED			275	41%		240	35%
EUTHANIZED	174 26 12		212	31%	187 60 38	285	41%
TOTALS			675			694	
OTHER							
ADOPTED			22	73%		25	86%
REDEEMED			2	7%		1	3%
TRANSFERRED			5	17%		0	0%
EUTHANIZED	1 0 0		1	3%	3 0 0	3	10%
TOTALS			30			29	
TOTAL STRAYS			1404			1368	
% SAVED			79%			72%	
% Adoptable Saved			97%			92%	

UNADOPTABLE

TREATABLE

ADOPTABLE