

Animal Shelter Board Minutes- February 2, 2022

Present: Bobby Little, Warren Auxier, Ray Denning, Hannah Fagen, Joy Barron, Kathy Scroggins, and Lindsay Stultz, Animal Shelter Director and Valerie Harness, Animal Shelter Assistant Director.

Call to order: Ray Denning Called the meeting to order at 5:30 p.m.

Approval of Minutes: Approval of minutes was tabled.

New Business:

Animal Shelter Assistant Manager Update: Lindsay Stultz reported that there are currently 25 cats and 28 dogs (includes the mom and pups) at the shelter. There are 15 dogs in house, 4 in foster care.

Lindsay reported that Carrol County has been doing 4-5 spay/neuter appointments every Thursday and Madison Animal Clinic has been doing as many as needed every Thursday. Waltz Animal Clinic has also been assisting caring for any sick/injured animals and Pet Doc took in the parvo cases, one out of three parvo pups survived.

Lindsay reported the animal shelter is opening the doors to the public on the 15th of this month. This date was pushed back from February 1 because of parvo cased. Hours will be as follows; Tuesday and Thursday noon to 5 and Saturday noon to 4.

Lindsay reported separate donation funds have been created. She shared the Betty White Challenge brought in \$4511.66.

Lindsay reported the outside is being cleaned and is almost finished. What's left is putting a roof over some and insulated one for animal control.

Lindsay reported the shelter is partnering with the Girl Scout and PetSense on March 1 for an adoption event. She also reported the low-cost spay and neuter clinic will be coming to Madison on March 6 which is a partnership with Pet Friendly Service of Indiana. It is \$90 for house and pet felines and feral cats are \$40. This is a no contact, cash only clinic and people will be provided with vaccine options while there.

Lindsay shared she does have a plan in place for bad weather. She will be purchasing a generator and will be staying near by with staff that lives close. Ray Denning asked about security camera and Lindsay reported there has not been an update.

Warren Auxier shared that he believes it would be helpful for the board if Lindsay shares a monthly breakdown of animals coming in and out of the shelter. He stated to break

down the animals inside at the beginning of the month, the list of those coming in and where they came from, a list of those leaving and how they left, followed by then end of the month numbers. He stated he can share old examples with Lindsay or help her create a spreadsheet. Lindsay stated she can run these reports from the beginning of the year on using Petpoint. Warren also stated he'd like to see dollars in and dollars out. Ray stated seeing this is helpful for budgeting process.

Old Business:

Work session: Hannah Fagen brought up past discussion of holding a work session to discuss shelter policy and procedures in order to make recommendations to the County Commissioners. She stated this can be a sub-committee or full board work session. Lindsay agreed having a work session would help her with policy development.

The board discussed whether this work session should be open for public discussion or if the board should review the policies as a board. Warren Auxier state he understands the need to make it a work session and limit the public comment as such but think there should some public comment. Warren stated, it is much easier to, if there is something that stands out to the public, to hear it at the time you are putting the policy together than to go through and have your policy complete and you're presenting it for approval and then you find out that there's concern. Hannah Fagen stated that typically work sessions are no public input, it's the board working together to form those policies. Warren sated he's been to work sessions where they purposely bring in a great deal of the public. Warren stated, the planning commission for example, we actually hold public hearings that are part of bringing people in to have their participation when we are doing comp plan. Hannah suggested the board vote on how the work session is held. Bobby Little suggested, the board hold a couple meetings and get substantial policies, and then say okay we are comfortable with this, and then have just a public meeting and let them tell us we hate this we like this, and we would not be engraved in stone with anything. Joy Barron stated she believes that would be the best thing to do, have a couple work sessions first.

Bobby Little made a motion to hold a couple work session on rewriting and developing the polices with the full board and to then present these policies during a public meeting for public input. The first meeting will be held February 16, 2022. Joy Barron made a second. Bobby Little, Ray Denning, Hannah Fagen, Joy Barron, and Kathy Scroggins voted in favor of the motion. Warren Auxier voted against the motion.

Warren asked if we want to lay out policies we want to discuss or work through everything. Joy stated she foresees the board doing a full overview of all policies in the first meeting then deciding what we need to focus on. Ray and Warren stated we need review state and federal code to ensure we are in compliance with these codes.

Funding/New Building: Hannah asked about the new building and the possibility of forming a smaller committee to look into this. Ray stated would like to focus on the policies first. Hannah asked what money is in the building fund. Lindsay reported there is currently \$122,275 in the building fund. Warren stated that the county ordinance that established this fund is much broader.

Other Discussion: Warren stated that he has been researching ordinances on how and when animal control is supposed to be called out. He stated he's also researched standard that the Health Department has in regard to dog bites and rabies. He stated that he has not seen any approved policies that haven't been brought before the board in the past and was unable to find minutes.

Hannah asked about publishing the board agendas and minutes in the future. Hannah was informed to email Sarah Morgan.

Lindsay shared that she met with dispatch and that they had questions about emergencies and what is okay to say no to. Lindsay shared an emergency is a hurt or sick animal, a stray causing harm/is threatening, or endangered of getting hit. She shared that they asked for a kennel on the outside of the building for after hour drop off in the case that an animal needs to be dropped before an animal shelter staff member can meet them. Lindsay shared this would be an insulated kennel.

Warren asked about the partnership or contract with local vets to care for sick and injured animals after hours and expressed concerns that an animal would be left in the outdoor kennel that needs vet care. Lindsay shared she has not been able to work on this yet. Lindsay confirmed that injured animals will not be put in the outdoor kennel to be left over night. Warren suggestion to just have shelter personnel meet animal control/police rather than leaving the animal outdoors so the animal can be evaluated.

Spay & Neuter Clinic: Lindsay shared that 45 cats are registered so far and that they can do 140 appointments. However, if we cannot fill these appointments, we can merge the clinic with the Switzerland County clinic.

Volunteers: Lindsay stated she is looking for volunteers and has set up a link on Facebook to sign up to volunteer. Valerie Harness is going to manage the volunteer program. Bobby asked if there will be training for the volunteers. Lindsay shared she would like to work on this, and Valerie shared that she does train volunteers before they are on the floor. Valerie asked Warren if the Humane Society can share their previous volunteer program training documents to be used. Joy shared that the ASPCA Pro website has information on volunteer training.

Outdoor Play Area: Lindsay asked about the possibility of building an outdoor dog play area. She stated the dogs do not have an area where they can socialize or burn energy and they need to make friendships with other dogs so they can be ready to go into

homes. She stated burning energy makes the dogs more adoptable. Joy Barron suggested using the money from the Betty White Challenge to build this area. Ray and Bobby stated that the money that is not designated can be used for this. Ray stated we will need to get a quote.

Donations: Warren emphasized again that we do not need to be relying on donations for the operational expenses of the shelter. He stated we need to have a budget we can count on. Ray asked Hannah about the city's payment. Hannah informed him she would check with Mindy and follow up.

Shelter Needs: Lindsay stated the shelter needs and exam table. Joy agreed that these is needed. It is very difficult and dangerous to exam an animal on the floor. Lindsay also stated that we need to find vet care, so Joy does not have to do it all. She asked what sort of proposal or contract she should draft. Warren stated she needs to ask the vets for a "bid". She needs to state what she needs and ask for a quote. Warren asked if a vet tech can assist. Joy informed him that vet techs cannot diagnose, but they can follow a treatment plan and give vaccinations. Joy stated that we do need to focus on staff policy because they have gotten away with too much.

Valerie stated that shelter staff needs to be able to get in and out of the shelter and asked that the street crew please ensure the shelter driveway is clear. She also gave Joy Barron a shout out for all her help.

Public Comment: None.

Adjournment: Hannah Fagen made a motion to adjourn, and Bobby Little made a second. The motion was passed with unanimous board approval, and the meeting was adjourned.