

**MINUTES OF THE MEETING OF COLLIER COUNTY  
DOMESTIC ANIMAL SERVICES ADVISORY COMMITTEE**

Naples, Florida, March 15, 2011

LET IT BE REMEMBERED, that the Collier County Domestic Animal Services Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 6:30 PM in REGULAR SESSION at Domestic Animal Services Training Room, Davis Blvd., East Naples, Florida, with the following members present:

CHAIRMAN: Michele Antonia (excused)  
VICE CHAIRMAN: Marcia Breithaupt  
Sergeant David Estes  
Dr. Ruth Eisele  
Tom Kepp, Jr.  
Dan Martin  
Jim Rich (excused)

ALSO PRESENT: Amanda Townsend, Director, DAS  
Nan Gerhardt, Shelter Operations Mgr.  
Kathlene Drew, Volunteer Coordinator, DAS  
Ekna Guevara, Administrative Assistant, DAS

**I. Call to Order**

**Vice Chairman Marcia Breithaupt** called the meeting to order at 6:33 PM.

**II. Attendance- Establish a Quorum**

Attendance was taken and a quorum established.

**III. Approval of Agenda**

*Dr. Ruth Eisele moved to approve the agenda. Second by Dan Martin. Carried unanimously, 5-0.*

**IV. Approval of Minutes of February 15, 2011**

Correction on Page 2, V. Old Business – Nan Gerhardt, 1<sup>st</sup> bulleted item- Change - adoption clinic to...vaccination clinic ...

*Dan Martin moved to approve the minutes of February 15, 2011, as amended. Second by Dr. Ruth Eisele. Carried unanimously, 5-0.*

**V. Old Business**

**A. Directors Report**

**Amanda Townsend** reported:

- DAS hosted Animal Cruelty Investigation School Level 1 Training
- The two new Animal Control Officers went through the training.
- Levels I, II and III (120 hours) required to be a Certified Animal Cruelty Investigative Officer. Training valuable when cases come to court. (2 or 3 a year) Most are hindered by lack of evidence - no confessions or witnesses. Aspects of the training were explained.
- The SART conference the end of February attended by Amanda and Nan
- The Vaccination Clinic on 3/12/11 - (76 vaccinations and several microchips)
- Naples Dog Park now open
- Many outreach events occurred (Botanical Park, Mercado and more)
- An incidence of State resources available in medical emergencies to transport and care for animals, shared with the Board.

**Kathy Drew** told about *Pet School 101* event on April 9, 11am to 3pm, at the Golden Gate Community Center; - a workshop for rescue-minded citizens and regular pet owners. In-depth information from local experts will be available as well as a Vendor Expo.

**Nan Gerhardt** announced the March 26<sup>th</sup> auction of 1 goat and 1 peacock.

**B. Department Trust Funds Priorities (handouts)**

**Amanda Townsend** provided the list of the 16 priorities, determined at

the last meeting, of where to spend Donation Trust Fund resources. Comments and discussion of several of the items followed.

1. HSUS Spay/Neuter Campaign

An on-screen presentation of the Humane Society of the United States marketing outreach campaign of focus group results. Shown were sample brochures pamphlets, billboard, etc. of ads promoting adoption and citing euthanasia statistics due to pet overpopulation. More information will be available on HSUS web-site.

Amanda will bring to the next meeting, budgetary figures on the DTF in order to send out the questionnaire to the donors.

**VI. New Business**

**A. New Member Selection**

- Amanda Townsend reported the BCC had approved Jim Rich's change from the *At Large* position to the *Animal Advocate* position.
- proxy voting was not permitted.
- Three candidates had applied for the at large position on the Board. All three spoke about their interest and qualifications to serve on the DASAB.
- Voting was conducted by Paper Ballots.
- Sergeant David Estes was the only candidate who applied for the Law Enforcement position. He was unanimously recommended.
- The candidate recommended by the DASAB was Marjorie Bloom. Both names will be submitted to the BCC for approval.

All candidates were thanked for their interest and encouraged to attend future meetings of DASAB.

**B. Placing a hold on animals w/an adoption pending**

**Gisela Rowley** spoke about the letter she sent to the DASAB and DAS recommending a change in policy to put a hold on an animal when a potential adoptive party comes in after hours, or on a Saturday, and does not have complete required documentation proof with them. To avoid their upset and disappointment in losing the pet and with DAS policy, her proposal was to require a non-refundable adoption fee on deposit for 48 hours to hold the pet.

*Amanda explained some pros and cons of the proposal:*

- *Suggested a pre- approved application as one option*
- *Change 48 hours to the end of next business day*
- *Concerned about an angrier customer if they lose their deposit*
- *Concerned adoptable dogs in the stray holding won't get moved up*

Discussion followed at which time a trial period was proposed.

*Tom Kepp moved to recommend a modification of the fee policy to allow for a 90-day trial period of placing a hold of 48 hours/ next business day on the chosen pet of a potential adoptee with a non-refundable adoption fee; with an added clause that a refund will be given if the pet is ill or dies in the interim. Second by Dr. Ruth Eisele. Carried unanimously, 5-0.*

**C. Focus Group Participants information (handouts)**

**Amanda Townsend** explained the County Manager’s office was revising the overall strategic plan, with an aim to integrate parallel activities in work plans, evaluation processes, performance measures, etc. They will be reaching out to the community to help inform and reshape activities throughout the County through focus groups interested in participating. Voices for DAS were encouraged to participate and speak out in DAS’ behalf.

Information and forms for registering to participate were distributed.

**VII. Public Comment**

**A. Topic TBA (open discussion) -NONE**

**B. Individual Comments - NONE**

**VIII. Advisory Board Member Comments**

**Tom Kepp, Jr.** thanked everyone who applied to serve on the DASAB and encouraged public participation in the focus groups on DAS’ benefit.

**Dan Martin** stated he was behind the ACO training. He re-capped the processes discussed regarding the Donation Trust Fund and requested a time frame for sending the survey to the donors. He also thanked all prospective board members for coming in to speak.

*Amanda responded a new attorney may be assigned to DAS, determining how soon consultation on the Donation Trust Fund could be held. She asked for a suggested turn-around time for donor response. One to two weeks was agreed upon.*

**Dr. Ruth Eisele** agreed ACO training was money well spent, stating there can never be too much education.

*The BCC approval of the Board recommendations may not happen before the next DASAB meeting. Amanda will try to push this forward so the complete Board will be seated by the April meeting.*

**Next Advisory Board Meeting is scheduled for April 19, 2011 at the Domestic Animal Training Room, Davis Blvd., Naples, Florida**

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 7:50 PM.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

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**Vice Chairman, Marcia Breithaupt**

These minutes approved by Board/Committee on \_\_\_\_\_ as presented \_\_\_\_\_ or as amended \_\_\_\_\_.