

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

Naples, Florida, September 17, 2013

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: Marcia Breithaupt  
Marjorie Bloom  
Sergeant David Estes  
Cindy Harrold  
Dan Martin (excused)  
Michael Simonik

ALSO PRESENT: Amanda Townsend, Director. DAS  
Dr. Melissa Shyan-Norwalt, Operations Manager  
Kathlene Drew, Volunteer Coordinator  
Dan Christenbury, Public Relations Coordinator  
Kelly Carroll, Administrative Assistant

**I. Call to Order**

**Chairman Marcia Breithaupt** called the meeting to order at 6:30 PM.

**II. Attendance**

Attendance was taken and a quorum established.

**III. Approval of Agenda**

*Sergeant David Estes moved to approve the agenda. Second by Cindy Harrold. Carried unanimously, 5-0.*

**IV. Approval of Minutes of June 18, 2013 (no meeting held in July and August)**

*Marjorie Bloom moved to approve the minutes of June 18, 2013, as presented. Second by Marcia Breithaupt. Carried unanimously 5-0.*

**V. Old Business**

**A. Directors Report**

**Amanda Townsend** Amanda provided an update on DAS activity over the summer:

- Finalization of the Ordinance wording. The Standards of Care first reading was on this month's Agenda and will be on the September 24<sup>th</sup> Agenda. Adoption will be October 1st, with full implementation on November 1, 2013.
- Re-doing forms, training staff and Animal Control Officers and preparing for the implementation of the Ordinance changes
- Continuing with the space allocation project, providing more room in the cat adoption room and more storage room
- Completely re-vamping the phone system to direct calls more efficiently.

**Melissa Shyan-Norwalt** reported on:

- The completion of two new escape-proof play-yards for the dogs kept in the isolation kennel; providing more play time and more fresh air time.
- The implementation of a health management policy of 1 dog--1 leash to improve and cut down on health concerns. Each dog will have its own labeled leash while housed at the shelter.
- Set up of the third cat adoption room

**Daniel Christenbury:**

- Displayed a large placard that will hang in the entry to the adoption kennel titled: "*Things to Know to Adopt*". There will be one for cats and one for dogs with supplemental information for the public on adoption procedures.
- Announced the initiation of monthly Public Service Messages. Last month it was on micro-chipping and offered a discount rate. This resulted in the sale of 30 microchips being sold to the public. September 25<sup>th</sup> Amanda Townsend will be giving a lecture on Rabies Awareness/Rabies Virus. Media stories in the past few months featured Darcy Andrade on the subject of Dangerous Dogs and another on Dumping dogs (abandonment)
- Hurricane Awareness function at Home Depot

**Kathlene Drew** reported on:

- A number of events conducted for off-site adoptions over the summer.
- Disaster Mitigation events at Home Depot and at various Community groups
- Volunteerism was increasing and much appreciated.
- Gearing up for the upcoming season
- October and half of November were booked up for special events; now looking into December and January.
- DAS tries to participate in as many outreach events as possible.

**Amanda Townsend** speaking for Darcy Andrade, told about partnering with Collier County Spay and Neuter Clinic and the Humane Society on a hoarding case encompassing 24 dogs that Darcy was involved with. Darcy convinced the owner to willingly comply with having the dogs sterilized. DAS and the Humane Society took a few that were in poor condition to nurse back to health.

**Melissa Shyan-Norwalt** found a good contact with someone from the National A.S.P.C.A. that has a rehabilitation facility in New Jersey that rehabilitates and then adopts out. They agreed to take one of the dogs in poor condition. In the future they're willing to take others in the same situation, if space is available. *Amanda thanked the all the agencies that worked together to handle the case.*

She reported on one other case of neglect; seeking custody through the courts of three horses.

## **VI. New Business**

### **A. Ordinance revision implementation update**

**Amanda Townsend** stated the process was on schedule with the first reading done and expected adoption on September 24; going into effect on October 1. Staff and Officers will be trained and fully operational by November 1<sup>st</sup>.

She had been approached by Animal Welfare groups to provide educational literature on the breeder regulation to pass on to their customers, if they are doing spay and neuter and voucher programs. DAS will work together with anyone interested, to formulate literature that would help foster that aim.

She noted the one remaining item was the Responsible Pet Ownership Course. She spoke about Tallahassee's excellent program, which she has been working on; adjusting it to fit Collier County's local laws. Officers were being trained to teach the classes.

### **B. Enforcement section performance metrics**

**Amanda Townsend** sought input from the DASAB on what they and the public would want to see as a means of measurement of DAS's outcome performance on the enforcement side. She spoke about the statistics reports which portray intakes and outputs; shelter numbers and treatments done and the numbers of calls of various nature handled by Animal Control Officers.

**Michael Simony** commented on the tracking of citations, collections and the number of fines given out and paid as one form of performance measurement.

**Sgt. David Estes** spoke about the difficulty in quantifying by the number of calls because many calls were not violations; thus, no citation given. Calls must be answered, their time and travel involved; but, no measurable results. **Amanda** mentioned she and Darcy were working on standardizing the result codes, activity cards and assuring consistency in reporting. Progress reports will be shared with DASAB.

She also stated the Policy and Procedures Manual information was now incorporated into the Ordinance.

Further discussion and suggestions took place.

### **C. Priority project list update**

It was noted that two years had passed since the Priority Project began. Eight Projects remained and their status follows:

1. Require licensure, vaccination, health certificates, micro-chipping, and spay/neuter prior to adoption for animals produced by breeders.

**All achieved except spay/neuter.**

2. Start a foster care program, including medical foster

**45 total over the year and quietly building**

3. Implement Sunday adoption hours

**Not yet feasible**

4. Convert current courtesy reminder renewal system to 7-day notice to comply

**Revised the postcard with stronger language; but, still just a courtesy.**

**Renewals not put into a follow-up system which would ultimately issue a citation. Working on a system and solutions**

5. Develop and implement a pet retention hotline; include spay/neuter, food and medical assistance for needy families

**Working on the web-site and informational resources (Daniel)**

6. Participate in Maddie's Fund UF Shelter Medicine Shelter Assessment

**Melissa Shyan-Norwalt spoke about the 572 item spreadsheet divided into 12 categories of what the Shelter Veterinarian Organization deems important for shelters to do and maintain in managing shelters and staff. She and Dr. Brown had presented Amanda with a draft for review.**

**Using the spreadsheet, DAS will set their self assessment up against the guidelines set out by the Shelter Organization to match the standards of the highest requirements. Their self assessment will be published within the next few months.**

7. Make capital improvements to the Immokalee shelter

**Schedule an Immokalee Sub-committee meeting with Immokalee Shelter**

8. Improve methods for citation collection, identify and implement consequences for nonpayment

**The Ordinance provisions takes this as far as it can go with court action.**

**D. Pets Trust (Marcia Breithaupt) (handout)**

**Michael Simonik** talked about the Miami-Dade County initiative for a non-binding referendum in which taxpayers agreed to tax themselves (approximately \$20 per year) to provide free or low-cost spay and neuter services, saving thousands of adoptable animals from euthanasia and decreasing shelter costs. The referendum passed, but the Commissioners withdrew their support and did not move forward with the plan. The County had since made plans to build a new larger shelter.

**Marcia Breithaupt** asked if the same initiative could be done in Collier County. Brief discussion ensued with the following comments:

- Non-binding referendums don't work very often in non-election years
- Public interest lacking; costs involved
- Area veterinarians would be against free services by the County
- May be the way to go to get the Immokalee Shelter and multicultural education project done

**E. Fee Policy changes**

**Amanda Townsend** pointed out the new changes and those items changed since the last discussion.

**Fees**

**Page 4** - Commercial and non Commercial Breeder permits at \$500 and \$200 respectively

Responsible Pet Ownership Course at \$40

**Policy changes**

**Page 1**

**Sponsored Fees** - Regarding Donations to Gift certificates for hardship cases

**Amanda Townsend** read this paragraph, explaining the guidelines and procedure. It will formalize the program that is in place and explain the gift certificate system. Monies will be properly accounted for.

**Page 3**

The third item is to read: "Impound fees will be waived for cats and dogs reclaimed ***at first impoundment only*** when the animal has a current County license at the time of impoundment "

*Marjorie Bloom moved to recommend acceptance of the Fee Policy changes as proposed by Staff. Second by Michael Simonik. Carried unanimously, 5-0.*

**VII. Public Comment**

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

**B. Individual Comments**

**Jim Rich** asked the DASAB to consider four topics for future discussion.

**1. Financial support for the Naples Cat Alliance**

Members of the Alliance as well as many other groups pay much of the funds for the services they perform out of their own pocket. They save the County thousands of dollars and do what they do on a shoestring. He asked if any monies were available to help them out; even an allocation for micro-

chipping. Since the Alliance saves the County money and manpower, the County owed some consideration to help those who are helping them.

**2. Adoption Fees**

Regarding adoption fees, he wanted to see DAS conform to other organization's fee schedules. He cited the Seniors for Seniors program as an example of too much to pay for older animals for seniors; making them less adoptable. *Amanda Townsend cited the Families for Felines program was available as well as the Gift Certificate program.*

**3. Issue of dissection of cats in Biology classes**

He cited an incident reported to him of the use of cats for dissection purpose in a high school biology class which disturbed a student whose cat had just died; and, was told the cat came from DAS.

*Amanda responded there were companies that provide animals for that purpose; and, who solicit to animal shelters. DAS does not participate in any such activity.*

**4. Shared "Do not adopt" information**

Jim asked the DASAB to share with the various animal welfare organizations, information on the "Do Not Adopt" list (those people who are not allowed to adopt any animal due to differing circumstances)

*Amanda will investigate further.*

Jim Rich asked DASAB to consider these topics at upcoming meetings.

**Michele Antonia** asked for a clearer definition of commercial and non-commercial breeder and how DAS would police that Ordinance item.

*Amanda read the definition as written in the Revised Ordinance. She stated policing would be handled the same as the rest of the Ordinance, since DAS was a complaint driven organization.*

**Michele** asked if the public would be invited to the Immokalee Shelter meeting. She also asked if the literature on the Breeder Ordinance would be in Spanish and Creole. *Amanda responded in the affirmative on both questions.*

**VIII. Advisory Board Member Comments**

**Michael Simonik** reported on the year-to-date transfers from DAS to the Humane Society: 533 animals consisting of 262 cats, 276 dogs, 3 rabbits and 2 guinea pigs.

**Marjorie Bloom** thanked the volunteers and those who conduct the weekly adoption events at Starbucks.

She asked about the letter for the Donation Trust Fund, stating it needed to be sent out before Thanksgiving.

*Daniel Christenbury will have it ready for distribution shortly.*

**Marcia Breithaupt** asked if an entrance sign could be posted.

*Amanda responded: Not until the construction was completed.*

**Both Marjorie and Marcia supported Jim Rich's proposals.**

**Amanda Townsend** agreed to look into reduced fee promotions consistent with the Ordinance and market fee studies. She suggested organizations send in their fee structures for comparison.

**XI. Adjournment**

*Sergeant David Estes moved to adjourn. Second by Marcia Breithaupt. Carried unanimously, 5-0.*

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 8:00 PM.**

**Next Advisory Board Meeting is scheduled for October 15, 2013 at the Domestic Animal Training Room, Davis Blvd., Naples, Florida.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

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**Chairman Marcia Breithaupt**

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