

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

Naples, Florida, December 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

**VICE CHAIRMAN:** Marjorie Bloom

Sergeant David Estes (excused)

Cindy Harrold

Dan Martin

Michael Simonik

**ALSO PRESENT:** Amanda Townsend, Director- DAS

Dr. Melissa Shyan-Norwalt, Operations Manager

Darcy Andrade, Supervisor, Animal Control Officers

Kathlene Drew, Volunteer Coordinator, DAS

Daniel Christenbury, Public Relations Coordinator, DAS

Kellie Carroll, Administrative Assistant, DAS

**I. Call to Order**

**Chairman Marcia Breithaupt** called the meeting to order at 6:32 PM.

**II. Attendance** A quorum was established.

**III. Approval of Agenda**

**Amanda Townsend** requested adding item A. under New Business: Advisory Board recommendation to the BCC to revise the Fee Policy.

*Marjorie Bloom moved to approve the Agenda, including the additional item A. under New Business. Second by Cindy Harrold.*

*Carried unanimously, 4-0.*

**IV. Approval of Minutes – September 17, 2013**

**Correction: Page 3- Item B under New Business- change spelling to Simonik.**

*Marcia Breithaupt moved to approve the minutes of September 17, 2013, as amended to include the spelling correction. Second by Dan Martin.*

*Carried unanimously, 4-0.*

**Approval of Minutes - November 8, 2013**

*Marjorie Bloom moved to approve the minutes of November 8, 2013, as presented. Second by Marcia Breithaupt. Carried unanimously, 4-0.*

**Approval of Minutes - November 19, 2013**

*Cindy Harrold moved to approve the minutes of November 19, 2013, as presented. Second by Marjorie Bloom. Carried unanimously, 4-0.*

**V. Old Business:**

**A. Director's Report**

**Amanda Townsend** reported on the staffing challenge with two members resigning and two members on medical leave. Two new members were newly hired. Darcy and Melissa had pitched in; and, Kellie and Dan helped with the licensing program. Two ACO's even came in and did desk work. Amanda publicly thanked them all for their willingness to step up where needed.

**Melissa Shyan-Norwalt** reported two scales were ordered and will be placed in the back of the adoption room for weekly weight tracking. One of the rescue dogs was leaving this week on its way to the ASPCA rehabilitation facility in New Jersey.

*Michael Simonik arrived at 6:38pm.*

**Darcy Andrade** reported the dog going to New Jersey was one of those taken from a hoarding situation. She announced the revision in the citations, implemented in August, resulted in the issuance of 753 citations, 108 of which were Notices to Comply. She reported a rate of 77% had complied. The benefits of the new form for Notice to Comply/Citation were explained.

The multi-purpose form will be helpful to the public and to staff.

**Darcy** noted the Breeder Law was now in effect. A workshop was conducted at the shelter; and, one in Immokalee, along with a spay/neuter clinic. Packets were sent out to breeders and will be available to anyone indicating a potential to breed animals, as checked against the licensure. She will also check newspaper ads. She noted all complaints will be investigated.

**Michael Simonik** requested brief verbiage he could use to remind online sellers and buyers about compliance with the Breeder Laws.  
*DAS will send it to him.*

**Daniel Christenbury** reported the DAS website had all the information needed for compliance with the Breeder Law. He reported the sign on the lobby "Wishing Tree" requesting a \$2 donation to the Donation Trust Fund had netted \$150. He also reported on Windstar's annual contributions to their DAS "Giving Tree" was \$225.00 plus lots of food and toys. The Media covered a talk in Immokalee. And, the NBC-2 reporter, who happened to be meeting with Dan on another matter, had an added heart-warming story present itself when a 10 year old girl asked for food and toys for the shelter's Wish List in place of gifts to her on her birthday. The story and pictures are on the web site.

**Kathlene Drew** thanked all the volunteers for the amount of compassion shown to the animals at the shelter. She stated without their dedication DAS could not provide the amount of community outreach that it does.

**Amanda Townsend** spoke about an event on Friday, December 20 at the Government Center Farmers Market. Every dog in the kennel will be shown at the Market for adoption. Thirty volunteers will handle the dogs.

**Amanda** then announced she would be leaving her position as DAS Director as of January 1, 2014. She will be taking a position as Director of Public Service Division - Operations. She stated she was sad to leave; but, was very proud of the accomplishments DAS had made with the assistance of the staff and Advisory Board. She also announced that **Darcy Andrade** will serve as Interim Director. Darcy's 20 years of experience in all areas of animal services will serve DAS well. A national search will be conducted by Public Service Director, Steve Carnell for Darcy's current position, Animal Control Officer Supervisor.

**Dan Martin** then asked to revisit the Minutes of November 19, 2013 for a correction. He noted the percentages were reversed on page 5, Topic C. under V. New Business-- his comment on euthanasia statistics. It should read "*35% for dogs and 66% for cats*".

*Cindy Harrold amended her motion to approve the minutes of November 19, 2013 showing the corrected percentages as 35% for dogs and 66% for cats under Item V. C. pg 5. Marjorie Bloom amended her second Motion carried unanimously, 5-0*

## VI. New Business

**A. Addenda Item A. Recommend to the BCC to revise the Fee Policy**

**Amanda Townsend** distributed copies of the Executive Summary with attached Exhibit A, which proposes a change to the *Fee Policy Article II. Limitations item A. changing No Waiving of Fees to Waiving of Fees;* followed by the conditions under which fees may be waived.

Discussion and comments followed. Amanda explained the need for discretion when an animal is suffering or the public is put at risk as reasons for the change and gave some examples of situations where discretion is necessary.

**Tom Kepp** asked to comment and was recognized by the Chair. He agreed with a waiver of surrender fees; but, only with a check on whether or not the request concerns negligence or a ‘can’t afford the surrender fees’ situation. He stated if they can’t afford fees they should not get more animals, continue to neglect and/or repeat the surrender and waiver of fees.

**Dan Martin** stated discretion should not be used selectively. The rules should be followed as written without discretion.

*Amanda commented surrender fees were a minor income source; licenses were the larger source.*

*Marjorie Bloom moved to approve recommending to the BCC the proposed revision to the Collier County Domestic Animal Service Fee Policy, as shown in Exhibit A. Second by Marcia Breithaupt. Motion carried 4 to 1. Dan Martin opposed.*

**VII. Public Comments**

**Patty Teulet**, speaking on behalf of the volunteers, read a letter from Jeanette and the Pit Bull crew volunteers in praise of Amanda Townsend’s tenure as Director of DAS. Patty detailed many of the ways Amanda had gone above and beyond in working with her, Marjorie and the other volunteers. She congratulated Amanda on her new position and welcomed Darcy Andrade. Both she and Marjorie Bloom appreciated all Amanda did and presented her with a card and roses.

**Michele Antonia** asked about the regulation on indiscriminate breeding by individuals who give animals away.

*Amanda responded there was no provision for regulating what people do in their own home, unless there was abuse or neglect.*

**VIII. Advisory Board Member Comments**

**Michael Simonik** reported the year to date transfers to the Humane Society were 732 consisting of 308 cats, 403 dogs and 5 kittens and 25 various small animals; about the same number as last year.

**Dan Martin** stated Amanda’s tenure had been positive; and, a big improvement in DAS from before. He was looking forward to even more improvement with

Darcy Andrade.

**Marjorie Bloom** wished Amanda well in her new position and commented on her support and encouragement with the volunteers; and, her genuine care and compassion for the animals.

She inquired what the standing was on the Immokalee Shelter.

*Amanda responded she may be better able to advance that item from her new position. She spoke with Skip Camp, Facilities Manager who could help guide that project through the proper channels.*

*Amanda asked to be invited to the Immokalee subcommittee meetings.*

**Cindy Harrold** congratulated Amanda stating she had put DAS on a positive road.

**Amanda Townsend** encouraged the DASAB to look to what society, culture and communities have done with our attitudes and social issues – successes with smoking, obesity and the environment. The same successes could be done in animal services, with knowing more how to affect good change. She urged them to find common ground with animal advocates and focus on what they can accomplish when they put their heads together in a civil manner.

**Marcia Breithaupt** wished Amanda good luck. She agreed with Amanda's comments. She stated Collier County was small enough to be king in animal welfare; they need to be and could be, as they are too far behind other areas.

**Next meeting is scheduled for January 24, 2014 at 6:30 PM.**

**There being no further business for the good of the County, meeting was adjourned, by order of the Chair at 7:22 PM.**

**COLLIER COUNTY DOMESTIC  
ANIMAL SERVICES**

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Chairman Marcia Breithaupt

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

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