

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

Naples, Florida, April 15, 2014

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: (Term Expired)  
VICE CHAIRMAN: Marjorie Bloom  
Sergeant David Estes  
Cindy Harrold (excused)  
Michael Simonik

ALSO PRESENT: Darcy Andrade, Director, DAS  
Melissa Shyan-Norwalt, Operations Manager, DAS  
Kyra Lynch, Interim Officer Supervisor, DAS  
Kathlene Drew, Volunteer Coordinator, DAS  
Kellie Carroll, Administrative Assistant

**I. Call to Order:**

**Vice-Chairman Marjory Bloom** called the meeting to order at 6:33 PM.

**II. Attendance – Establish a Quorum:**

The role was called and there was no quorum. Reports and discussions were reported in the notes of the meeting.

**III. Approval of Agenda:**

Items on the Agenda were taken up for discussion for informational purposes only. No actions were taken. Summary notes on the discussions are noted below.

**IV. Approval of Minutes:**

**A. March 18, 2014 meeting**

No action taken. This item will be addressed at the next DASAB meeting.

**V. Old Business:**

**A. Director's Report**

**Darcy Andrade** summarized the past month's activity at DAS. She reviewed some of the actions taken on several of the priority list items:

- Change of dates for *Town Hall* meetings due to scheduling conflicts.  
**New dates: May 13, 2014.**
- Change of dates for *Rescue Groups* meetings; giving them two meetings.  
**New dates: July 22, 2014 and November 18, 2014.**

*Darcy noted the DASAB would still meet every other month. She also noted the DASAB were encouraged to attend, but not required to attend the Town Hall and Rescue Group meetings; but, were welcome to do so. Meeting notes will be taken at these meetings instead of formal minutes. The notes will be made available to the public.*

*The 6 – 4 – 2 meeting schedule will resume in January, 2015.*

- Sought estimates for removal and relocating of the palm tree blocking the sign. Also, estimates on trimming the tree in the pasture.
- Sent out recruiting letters for a Veterinarian or Vet-Tech. Three replies were received, submitting applications.
- Estimates for directional signage on Santa Barbara, Collier Blvd and Immokalee Road; and, at the Davis Blvd. shelter location.
- Ordinance was checked for Immokalee sub-committee requirements; Advisory Board Members must make up the committee. The meetings will be advertised. The public may attend and give input.
- Adoptions will be held at the Immokalee shelter Tuesday through Saturday from 12:30 to 3:30 pm. The shelter will be open from 10:30 am to 4:00 pm for the public.
- Plea for the adoption of the horses was issued. Interested persons should contact Melissa Shyan-Norwalt.

**Darcy** reported on the completed 2015 Budget, stating there would be no reduction in DAS's budget. A 1% increase on a few items had been requested. *May 29, 2014, the budget will go to the County Manager.*

*June 26 and 27 will be the Budget workshop.  
Sept 4 and 18 will be for Public Hearings.*

She also sought input from the DASAB on what monthly statistics they would like to be provided with. She stated Kyra Lynch would report on Animal Control statistics.

**Michael Simonik** noted there was a new law stating what was required to be reported and asked if that would be sufficient.

*Darcy responded the information is on the website and if the DASAB agreed, she would bring the stats each month. Any questions could be discussed at the meetings.*

**Darcy Andrade** then announced she had been appointed Director for DAS. She thanked Dan Martin for his years of service on the DASAB.

**Melissa Shyan-Norwalt** spoke about the adoptions in Immokalee and the sign on the gate with the hours at the Immokalee Shelter. She reported the order for the cat trees had gone out and they should be in by May. Progress for the cat adoption room renovation was realized with the first permit received. Upgrading the Immokalee Shelter with some new flooring in the office and some paint had begun.

**Kyra Lynch** provided Animal Control Officers citation statistics for January 2014 and current as of April 14, 2014. Citations - 173 citations (28 were formal written warnings of various violations.) Notices to Comply – 120 were issued; 88 of those, or 73%, came into compliance. One Notice of Violation, since complied with; 24 regular citations (4 had paid) and no mandatory appearances.

She then spoke about the Responsible Pet Ownership classes; a four hour, \$40 class that people can elect to take in lieu of paying the citation fee. They are given twice a month on Wednesday nights and Saturday mornings. The election to take the course must be made within 20 days of the issuance of their citation and the course completed within 90 days.

Kyra stated the course is available free to adopters. She briefly described what the course covers. Plans were for future courses to be open to the public, once several initial courses have been completed.

**Kathlene Drew** reported on:

- The replacement plaque in the dog adoption building, stating it will be finished and installed in about a week.
- The Donation Trust Fund for medical fosters. She stated of the 57 animals in the Medical Foster Care Program in 2014, 31 were still in foster care in Lee and Collier Counties, 28 rescued and were 4 were left. The figures were 34% above prior forecasts. Kathy explained what qualifies an animal as a foster candidate.
- The road construction: Once rails are installed volunteers will be able to safely walk dogs up and down Davis Blvd.
- Operation Welcome Home, a new program involving Shelter Pets for Veterans

- The number of hours dogs walked and exercised – 4,900; Hours Fostered- 1,200 by 234 volunteer giving 8,953 hrs. since October 1, 2013. She commented “the volunteers don’t have the time; they make the time”.
- An Opportunity to receive the National Volunteer Award from the President. The award started in 2003 for volunteers meeting certain criteria. She has 12 or more candidates to qualify; some with over 4,000 hours and some with 15 years volunteering. The Top 10 will receive a personal Certificate of Achievement and a letter from the U.S. President. There will be various categories.
- The successful event season. Planning to regroup, recruit and retrain.
- The Hurricane and Disaster preparation training - a day and a half training and FEMA information.

Kathy thanked and praised the DAS volunteers and their dedication.

**Melissa Shyan-Norwalt** commended the behavior and socialization of five DAS dogs which proved itself when she, and other staff tried to get the dogs to bark at Rover Run Doggie Park, in order to measure the sound and assess the noise factor. None would bark in spite of all efforts by staff to encourage them to do so.

**B. Election of Chair, Vice Chair and Secretary- postponed until June 17<sup>th</sup> meeting pending appointment of new Board Members**

**VI. New Business:**

- A. Advisory Board applications for At-Large, Vet/Vet tech and Pet Retail positions**  
**Darcy Andrade** announced of the three applicants for the Veterinarian/ Vet Tech position, one applicant was present to address the DASAB. Two applicants for the At-Large position were present to address the DASAB and one applicant for the Pet Retail position was present to address the DASAB.

**Vice Chairman Marjory Bloom** read the names and application information of those applicants who were not present.

Each of the applicants took the podium and provided background information, experience and why they wanted to serve on the DASAB.

A brief discussion followed.

**Michael Simonik** recommended *Mary Baker* for the Pet Retail position since she was the only one who applied for the position and she made a personal appearance. He also recommended *Aimee Leteux* for the Vet Tech position since she is a Certified Vet Tech and she made a personal appearance.

**Marjory Bloom** recommended *Mary Baker* for the Pet Retail position since she was familiar with her business and knew she would be good for DASAB. She also recommended *Dan Rheaume* for the At-Large position since he was known to her.

**Sgt. David Estes** stated his recommendation would be to send all the applications to the BCC with the recommendation that the applicants who attended and spoke

were all recommended by the DASAB. He also recommended that the final decision for the At-Large position be made by the BCC as both applicants were qualified.

This was agreeable to both Marjory Bloom and Michael Simonik.

**B. Meeting Schedules – Discussed under Old Business, item A.**

**C. Town Hall Meeting – Discussed under Old Business, item A.**

**VII. Public Comments:**

**Jeanette Jolly, Operation Welcome Home Shelter Pets for Vets** provided a pamphlet describing the Mission, Vision and information on this organization. She spoke about the organization which works to pair shelter animals with veterans and returning soldiers for the benefit of both of them; with no cost to the veterans. The public was urged to help by volunteering, donating, sponsoring and/or hosting an event. Contact information was provided as well as the web site. She suggested watching *Walking Point Vietnam Scout Dogs* on U-Tube to see what service dogs do in wartime. She appealed for help and volunteers to approach the various Service Clubs. She has started a Charitable Fund checking account called *Operation Welcome Home* to receive donations.

Everyone present applauded Jeanette Jolly for her dedication and all she has accomplished with this Program.

**VIII. Advisory Board Member Comments:**

**Sgt. Dave Estes** noted his son-in law worked with service dogs in the military and witnessed their value first hand.

**Michael Simonik** reported on the transfers of animals from DAS. He stated there were 865 animals transferred last year; and, 247 to date this year. The breakdown was 125 cats and kittens; 110 dogs; 3 gerbils; 5 rabbits and 4 guinea pigs. Kitten season had arrived and 200 kittens were now in foster care. The Humane Society was always looking for people to be fosters.

He asked the Director to review the required number and categories of the DASAB positions.

*Darcy Andrade responded the DASAB consisted of 7 members and the categories were: Veterinarian/Vet Tech; Pet Related Business (retail, boarding or grooming); Law Enforcement; Humane Society; Animal Rights Group and 2 At-Large.*

**Dan Martin** asked to address the DASAB, as a departing member of the Advisory Board. He stated his tenure was both trying and rewarding and encouraged the public, the DAS and the Advisory Board to continue working to benefit the animals. The Advisory Board and those present applauded Dan's contribution to the DASAB.

**Marjorie Bloom** asked Darcy Andrade to go over the duties and goal of the Domestic Animal Services Advisory Board (DASAB).

*Darcy Andrade read from the Ordinance the powers, terms and duties of the DASAB.*

**Marjorie Bloom** congratulated Darcy on her appointment as Director and for her timely effective solution to the tree issues.

**There being no further discussion, the meeting concluded at 7:35 PM.**

**Next meeting of the DAS Advisory Board will be Tuesday, June 17, 2014 at 6:30 PM.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

---

**Vice Chairman Marjory Bloom**

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