

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

Naples, Florida, March 18, 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: Marcia Breithaupt  
VICE CHAIRMAN: Marjorie Bloom  
Cindy Harrold  
Sergeant David Estes (excused)  
Dan Martin (excused)  
Michael Simonik

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

**I. Call to Order**

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

**II. Attendance**

Attendance was taken and a quorum established.

**Kellie Carroll** presided over the large projector displaying the Agenda packet.

**III. Approval of Agenda**

*Marjorie Bloom moved to approve the Agenda. Second by Michael Simonik. Carried unanimously, 4-0.*

**IV. Approval of Minutes of the February 18, 2014 Workshop Meeting**

*Michael Simonik moved to approve the Minutes of the February 18, 2014 Workshop Meeting, as presented. Second by Marcia Breithaupt. Carried unanimously, 4-0.*

**V. Old Business**

**A. Final workshop project list (handout)**

**Darcy Andrade** provided the Domestic Animal Services Advisory Board (DASAB) with an updated list of the eleven projects/goals listing compiled as a result of the extensive workshop meeting held on February 18, 2014. She noted the aim had been to narrow the list to ten and the board could choose to eliminate one item or keep the eleven as listed.

After a brief discussion, the DASAB chose to keep the list at the eleven items. Each item was reviewed and briefly commented upon as follows:

1. Licenses and rabies vaccinations having the same expiration date and allow for purchase of a 3-year license.

*This item was in the planning stage and will require some budgeting considerations. Since the 2015 budget was already underway, it would be taken up for the 2016 budget year.*

2. Creating a true quarantine area for shelter animals with upper respiratory infections and/or kennel cough

*Darcy noted this item would require capital improvement and will most likely be implemented in stages over a period of years.*

3. Recruit additional Fosters

*Darcy noted it was an ongoing objective; contacting potential new fosters and promoting fostering at DAS events. Kathlene Drew, Volunteer Coordinator, was working on a booklet about fostering pets, which will be finished soon.*

**Michael Simonik** had suggested having a Foster Recruitment Orientation.

4. Implementation of the 6-4-2 annual meeting model (six Advisory Board meetings; four Town Hall meetings, and two Animal welfare meetings)

*This item was taken up under Number VI. New Business Agenda item B.*

5. Explore the feasibility of improving the Immokalee shelter to potentially include expansion and improvements for livestock handling.  
*Michael Simonik commented the goal of DASAB was for a new shelter, not for improvements “to potentially include expansion”.*  
The wording was then changed to:  
  
*“Exploring the feasibility of improving the Immokalee shelter, including expansion; and, improvements for livestock handling”*  
  
Reactivating the Immokalee sub-committee and including members of the public on sub-committees were mentioned.  
*Darcy will look into those possibilities after reviewing the Ordinances involved. She will notify the DASAB with her findings.*  
It was decided to form this committee after the new DASAB members are approved
6. Revise and strengthen our animal cruelty ordinances and give better definition to allow for better enforcement actions/strict penalties  
*Darcy noted this item would require a committee for revising the Ordinance.*
7. Satellite Adoption Location  
*Starting adoption at the Immokalee shelter Tuesdays through Saturdays from 12:30 pm to 3:30 pm. had begun.*
8. Provide better support to adopters of shelter animals by providing health Guarantee within a certain time (7 days) after adoptions  
*Options were being explored at this time.*
9. Provide spay/neuter assistance for public  
*Darcy noted this item would have to be budgeted yearly and a method for giving those funds to the public would need to be determined. This would also require a committee to form a plan to take to the BCC.*
- 10 Enhance/upgrade current website-consider use of Social Media  
*Darcy reported she and Kellie were working on the website, changing the format, enhancing and upgrading to make it more user-friendly.*  
*Darcy encouraged anyone with suggestions on anything for the website related to helping the animals to feel free to offer them to DAS.*
11. Adjust/Add fencing and drain covers to allow volunteers to use the front yards with the dogs/Trim/Remove Ivy and other plants from the front fencing to allow full visibility of the yards by passing traffic (scheduled upkeep/Trim or remove the trees blocking the visibility of the sign/driveway.  
*Suggestions and ideas were briefly discussed; however, Darcy noted nothing could be done until the road construction was completed.*

The DASAB was encouraged that the project list was being addressed so quickly.

## **VI. New Business**

### **A. Appoint Chairman, Vice Chairman and Secretary at April 2014 meeting**

**Darcy Andrade** pointed out the provisions of the Advisory Board's Ordinance state there was to be a Secretary position as well as a Vice Chairman position. She noted two positions would be expiring soon; and, this item was put on the Agenda so the DASAB could be thinking about it for the vote at next month's meeting. She stated her vision for the Secretary's position would be one of reviewing the Minutes and making sure materials pertinent to the meetings were distributed.

Darcy reported Kellie Carroll had drafted a recruitment letter to be sent out to prospective veterinarians to try to fill that position on the DASAB. She reviewed the application process for Advisory Board positions, stating the Advisory Board could make recommendations; but, the BCC made the final approval.

### **B. Scheduling the 6-4-2 meetings**

**Darcy Andrade** introduced one of the Project List items and stated it was up to the Advisory Board how they wanted to implement it. She suggested they retain the April meeting, since Board Member Elections were to be held at that meeting.

A brief discussion followed after which it was decided meetings for the rest of the year would be as follows:

***Advisory Board meeting every other month – June-August-October and December.***

***Town Hall meeting – May – September –November***

***Rescue Group meeting – July***

Meetings for the following year will be set at the end of 2014.

### **C. Two terms will be expiring April 13, 2014. The At- Large position and the Animal Retail/Boarding and Grooming position**

**Darcy Andrade** reminded the DASAB Marcia Breithaupt and Dan Martin's positions would be expiring. The applications deadline was March 14.

**Darcy** then spoke about Marjorie Bloom's suggestion to have a Volunteer serve on the DASAB. She had spoken to the County Attorney regarding any changes that might have to be done to the ordinance. She reported the County Attorney suggested it was more advisable to make an application available to Volunteers, and an opportunity to apply, rather than make it a requirement; in case no volunteer applied.

**Discussion followed at which the majority of the DASAB agreed it was important to have a volunteer on the DASAB; and, the topic could be brought up another time.**

**Melissa Shyan-Norwalt** reported adoptions were going well and the wall posters were helping promote the animals in the back areas. They were still doing the Doggie Advancement Society Obedience Club on Wednesdays, in the yard and sometimes in the kennel. The object of the program was a special training to try to get the dogs to look and show better. Melissa commented inquiries were coming in on the horses and that the sheep were adopted.

**VII. Public Comment**

**Gisela Rowley** asked for an explanation of what happened to the plaque in the adoption kennel stating the tub for bathing the animals was donated by Volunteer Services for Animals. She said the man who donated the tub and the artist who designed the plaque were generous donors. She had been told the plaque broke and was removed. She felt it was disrespectful to the donor.

*Darcy Andrade explained the original artist had been contacted and was in the process of recreating the plaque.*

**Tom Kepp** reemphasized the answer to the overpopulation was spay and neuter.

**VIII. Advisory Board Member Comments**

**Michal Simonik** mentioned the annual sign posted at intake noting the Humane Society was accepting any pregnant, nursing, kittens or cats up to two years old, until their facility is full. He stated getting them on intake, before they get into the kennels, keeps them healthier. The Humane Society plans to do 500 adoptions this season. He answered several questions regarding cat and dog numbers and adoption statistics. He also stated with every adoption they also spay and Neuter every pet in that household.

**Marcia Breithaupt** stated she would like to recommend Michael Simonik for Chairman of the DASAB and Cindy Harrold for Vice Chairman.

*It was noted this was only a recommendation. The vote on offices will take place after the new Advisory Board is appointed.*

**Marjory Bloom** thanked Darcy and Kathlene and several volunteers for their help with the Sunday Neighborhood Dog Show Fundraiser for the Donation Trust Fund. Five dogs were up for adoption. Several events and a silent auction were held and they raised \$8,000. She asked that the money be earmarked for collars leashes and beds. She offered to help anyone in a community that would like to hold a similar event. She also asked if there was ever going to be mandatory spay and neuter in Collier County.

*Darcy Andrade reported Lee County had passed a mandatory spay/neuter law.*

*Darcy Andrade reported Lee County had a different set up than Collier in that they have many programs funded to help the public with pet overpopulation.*

**Marcia Breithaupt** called for a motion to adjourn.

*Cindy Harrold moved to adjourn. Second by Michael Simonik. Carried 4-0.*

**The next regularly scheduled Advisory Board Meeting will be April 15, 2014 at 6:30 in 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 7:27 PM.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

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**Chairman Marcia Breithaupt**

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