

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

Naples, Florida, July 21, 2015

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: Michael Simonik
VICE CHAIRMAN: Vacant
SECRETARY: Aimee Leteux (arrived late)
Marjorie Bloom
James Seabasty
Mary Baker
Cpl. James Spartz
James Rich

ALSO PRESENT: Darcy Andrade, Director, DAS
Kyra Lynch, Animal Control Supervisor
Katie Sibert, Volunteer Coordinator
Kellie Carroll, Administrative Assistant, DAS

I. Call to Order

Chairman Michael Simonik called the meeting to order at 6:32 p.m.

II. Attendance

A quorum was established.

Kellie Carroll presided over the projector displaying the Agenda packet.

III. Approval of Agenda

***James Rich** made a motion to add the Town Hall Meetings as Item H on the agenda. There was a second and the motion carried unanimously, 6-0*

***James Seabasty** made a motion to approve the agenda as amended. There was a second and the motion carried unanimously, 6-0.*

IV. Approval of Minutes of the May 19, 2015 Meeting

***Mary Baker** made a motion to approve the minutes of the May 19, 2015 minutes. There was a second and the motion carried unanimously, 6-0.*

V. Old Business

VI. New Business

A. Director's Report

Darcy Andrade welcomed the new Advisory Board members. **Ms. Andrade** discussed the June 17, 2015 Town Hall Meeting on disaster planning for pets. She advised that there was a very low turn-out for the meeting, but reminded everyone that the Pet Friendly Shelter registration process for 2015 is open and will remain open until an actual event.

The budget workshop process was discussed and the Board was advised that the Vet Tech position has been approved. DAS is currently reaching out to local veterinarians ask if they are interested in offering a free pet exam to new adopters. This would be in addition to the 30 days of free pet insurance that is offered at the time of adoption. **Ms. Andrade** also stated that DAS is reviewing the license renewal postcards and is reviewing an option to send out reminder letters 45 days prior to the expiration of the license and following up with the Notice to Comply postcards if the license is not renewed on time.

For the benefit of the new Board members, **Ms. Andrade** reviewed Ordinance 2004-06, which established the Animal Services Advisory Board, Section Six (6), that outlines the Functions, Powers and Duties for the Board.

B. Policy Clarification on No-Kill for Space

Jim Rich requested clarification on DAS' No-Kill for Space policy. **Darcy Andrade** stated that healthy, adoptable animals are not euthanized for space. She advised that no guarantees could be made to owners that surrender animals to DAS because if the animal proves to be aggressive or becomes ill, euthanasia is a possibility and she referenced the Asilomar Accords that outlines the acceptable reasons for euthanasia.

Michael Simonik says that the message given to owners that want to surrender animals is good and that the public is using the words, DAS "can't guarantee" that the animal will be held.

C. Intake Dialog to Owner Surrenders

Ms. Andrade stated that the staff is trained in what to say to owners that want to surrender animals to DAS. **Michael Simonik** stated that the dialog is consistent and the public is repeating it at Humane Society Naples.

D. Phone Response Time (with no message)

Jim Rich stated that he has called DAS and the phone is picked up, but nothing happens; there is no message or hold music. He also said that there are times when people call and the phones rings without answer. **Darcy Andrade and Kyra Lynch** both advised **Mr. Rich** that there must be an IT or system issue with the telephone system and that they would contact Collier County's IT Department to determine the nature of the problem.

E. Immokalee Drop Box Removal

Mr. Rich inquired if animals have been left because people no longer have access to the drop box in Immokalee. **Kyra Lynch** explained the drop box removal and stated that the public has access 24/7 through the Sheriff's Office non-emergency line. She stated that there are signs on the gate at the Immokalee shelter in three different languages that instruct people to call the Sheriff's Office.

F. Memorial Garden Bricks

Marjorie Bloom stated that two bricks for the Memorial Garden have been purchased by the DAS volunteers. An image of the bricks was shown and **Ms. Bloom** thanked **Midori**, one of the volunteers for designing the bricks.

G. Shelter Assessment

Darcy Andrade provided a history on the decision to have the shelter assessment completed. There are seven (7) categories and **Ms. Andrade** then went point by point through the items that were identified as "Immediate Recommendations" by

the Maddie's Medicine Program Assessment team and she provided the current status of these items.

Katie Sibert was identified by the team as a possible Population Manager until/if DAS can create a position to fulfill this role. There was a discussion about moving the gate to provide access to Building Four (4). **Ms. Andrade** advised that this requires budgeting and planning, since our Trustee labor team cleans this building. **Marjorie Bloom** asked if volunteers could do a fund raiser to pay for the gate being moved, and was advised that they could.

Michael Simonik advised that any new signage should remain simple, as people don't always notice signs. On the subject of removing barriers to prompt transfer of animals to rescue groups, **Mr. Simonik** thanked **Ms. Andrade** for already working on this item and advised that 643 animals have been transferred to Humane Society Naples this year.

Ms. Andrade discussed improving the quality of intake photographs and advised the Board that the Intake Coordinator position that she requested in FY16 was not approved. **Marjorie Bloom** stated that she appreciates that the volunteers are able to request changes to animal I.D.s when the incorrect breed is listed for an animal. **Ms. Andrade** mentioned that there are plans to add more options to the breed listings in Chameleon.

Jim Rich asked what software system HSN uses and was advised that they use Pet Point, but it was explained that the Animal Control function isn't liked by most agencies. **Kyra Lynch** explained that DAS can't use two systems and Pet Point is not efficient for field operations.

Darcy Andrade advised the Board that DAS began giving oral Bordetella vaccines in May, 2015. **Mr. Simonik** thanked her and advised that kennel cough in animals transferred to HSN is now at zero.

Kellie Carroll advised that budget items are still pending final approval by the BCC at the Public Hearings in September.

Ms. Andrade provided an update on the challenges with the drain cover project, which makes it difficult to provide enrichment (toys) to all dogs.

Michael Simonik requested that **Ms. Andrade** provide the Board with an update on the status of the shelter assessment items at the November meeting.

H. Town Hall Meetings

Jim Rich inquired on how Town Hall meeting topics are chosen and who attends the meetings. Darcy Andrade stated that the topics are determined by what is happening in the community and mentioned the previous four meeting topics: Lost and Missing Pets in Collier County, Q & A with DAS Staff, Free Roaming Cats and TNR, and Disaster Preparation. She advised the Board that their input on future topics is welcomed.

VII. Public Comment

Ernie Bordon discussed a recent incident he had with DAS. His dog got loose and was hit by a car. The dog was picked up by two Animal Control Officers and taken to the Emergency Pet Hospital. The dog's license had fallen off his collar. **Mr. Bordon** and his family tried to contact DAS, but the phone rang without answer for about 15-20 minutes. He had to call several times before getting an answer and was finally told that a Corgi mix was at the shelter. When he came to the shelter, he was assisted by **Geri Lynn Waterbury** and he stated that she was horrible. First, he was told that his dog was unhurt. He then requested to see his dog and he was taken to the freezer and shown his dog, who was deceased. He stated that a trainee, **Jo Munger**, was very compassionate, but **Ms. Waterbury** was horrible. He stated that communication from the front desk was not working and he is very upset by the way he was treated.

Darcy Andrade expressed sorrow on the loss of his pet. She advised the Board that she has spoken with **Mr. Bordon** and the situation is being addressed. **Mr. Simonik** apologized and thanked **Mr. Bordon** for bringing this matter to the Board's attention.

Michele Antonia discussed the drop box in Immokalee. She stated that she had animals to drop off and she contacted the Sheriff's Department, but the officer did not know what she was talking about, but they would find out and call her back. She tried contacting DAS, from 5:39-5:54, but did not receive an answer. A deputy finally arrived, but did not have the combination to the lock box and did not assist her in putting the dogs into the box. She would like the drop boxes to be placed outside the locked gate in Immokalee.

Kyra Lynch explained that the Sheriff's Office can get an officer out to the shelter 24/7 and she will contact the Sheriff's Office to discuss the issue. Ms. Antonia asked if animals are being left outside the gate. **Ms. Lynch** and **Ms. Andrade** advised that they were unaware of any incidents, but that there have been incidents at the Naples Shelter.

Brad Estes stated that he attended the Budget Workshop to request that the Intake Coordinator position and the ventilation project at DAS be added back into the budget for DAS in 2016. He requested that the Board get involved in the budget hearings; that the budget isn't finalized until September. He stated that when pet-related businesses are permitted, air exchange is required. He stated that these items should be funded and requested that the Board make a motion to draft a letter to the Board of County Commissioners.

Michael Simonik stated that one of the HSN facilities has the same buildings as DAS and that air conditioning was installed for \$17,000.00.

Jim Rich made a motion that the Chairman draft a letter to the Board of County Commissioners that recommends that for the health of the animals, the ventilation project be

funded in 2016. There was a second and the motion carried 6-0 (**Mr. Seabasty** was out of the room).

Jim Rich also made a motion that the Chairman draft a letter requesting that the Animal Care Specialist-Intake Coordinator position be funded in 2016. There was a second and the motion carried 6-0 (**Mr. Seabasty** was out of the room).

Kellie Carroll stated that she would send an email to all Board members with the dates of the Public Budget Hearings, scheduled in September.

VIII. Advisory Board Member Comments

Mary Baker stated that her experience at the front desk at DAS was bad. She said that the staff was cold and she needed to ask for **Darcy** several times.

Marjorie Bloom stated that the phones need to be checked. She agrees that the front desk staff needs to be better.

Jim Rich stated that he is happy to be back on the Board and thanked the public for attending the meeting.

Aimee Leteux stated that she has brought in literally truckloads of donations and the front desk staff is slow to assist and staff has never thanked her for the donations. **Kyra Lynch** stated that in the future, **Aimee** can call ahead and an Animal Control Officer will come and pick up the donations. **Ms. Leteux** also stated that the 2015 pet license tags are better than previous years because of the addition of the barcode on the outside of the package. She stated that a three year license may not be great because it is challenging to educate customers of the necessity of even a one year license tag. **Ms. Lynch** advised that DAS has an Animal Control Officer – Permitting and Licensing who will eventually be contacting all pet owners that fail to license their pets.

Mary Baker moved to adjourn. Motion received a second and was carried 7-0.

The next regularly scheduled Advisory Board Meeting will be September 15th 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 8:52 PM.

COLLIER COUNTY DOMESTIC ANIMAL SERVICES

Chairman Michael Simonik

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