

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

Naples, Florida, November 17, 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 (late)  
Mary Baker  
Marjorie Bloom  
James Seabasty  
James Rich  
Cpl. James Spartz

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

**I. Call to Order**

**Chairman Michael Simonik** called the meeting to order at 6:30 p.m.

**II. Attendance**

A quorum was established.

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

**III. Approval of Agenda**

**Michael Simonik** discussed the Board's mission and agenda items that are not part of the DASAB mission (operational items). Item VI.G., Litter Scoops, was removed from the agenda.

**Jim Rich** made a motion to approve the agenda with the above change. There was a second and the motion carried unanimously, 6-0

**IV. Approval of Minutes of the September 15, 2015 Meeting**

***Marjorie Bloom** made a motion to approve the minutes of the September 15, 2015 minutes. There was a second and the motion carried unanimously, 6-0.*

**V. Old Business**

**Darcy Andrade** mentioned that the Shelter Assessment went before the BCC on October 13, 2015.

**VI. New Business**

A. Director's Report

**Darcy Andrade** discussed the ventilation project and the budget amendment for \$110,000 that was passed to complete the work. The estimated completion date for the project is late February, early March 2016.

**Ms. Andrade** also discussed a low cost spay/neuter program and advised the Board that DAS would be going to the BCC to seek approval for a low cost spay/neuter voucher program in January. She explained that the Spay/Neuter Fund is used to pay for spay/neuter surgeries that are sent out when the Shelter Veterinarian is on leave.

**Darcy** also reported that the February Town Hall meeting will be for groups that provide low cost services to the public and that two meetings will be held, one on February 17, 2016 in Naples and another in Immokalee, most likely at the county park located there.

**Ms. Andrade** provided an update on the Building 5 improvements that were recommended as part of the shelter assessment and discussed drain covers in concrete yards. She also advised the Board that the use of the DAS surgery suite for outside organizations is probably not possible due to the need for background checks, liability insurance and premise permits that would be required.

Customer satisfaction surveys have been mailed out to 240 people; **Ms. Andrade** advised that she would provide feedback to the Board after February. She also mentioned two upcoming events, Paws in the Park, scheduled for December 5, 2015 and Adoptathon, scheduled for December 12<sup>th</sup> and 13<sup>th</sup>.

**Kyra Lynch, Shelter Operations Manager** briefly discussed the shelter assessment.

**Dan Grossi, Animal Control Supervisor**, presented the Board with a brief introduction and description of his background.

**Katie Sibert, Volunteer Coordinator**, provided an update on playgroups at DAS.

**Kellie Carroll, Administrative Assistant**, mentioned that Paws in the Park also includes a Silent Auction.

B. FY15 Statistical Review

**Darcy Andrade** presented the FY15 Statistical Review.

C. MOU CCCC

**Ms. Andrade** advised the Board that the Memorandum of Understanding with the Collier Community Cat Coalition expires in January 2016 and provided a short explanation of what the CCCC does and described the meetings that were held with the stakeholders. She then presented the current version of a revised MOU. After a discussion, it was determined that the word ‘written’ be struck through in section III.2.e.

**Jim Rich** made a motion to accept the changes to the MOU, there was a second and the motion passed 6-0.

D. Spay/Neuter Program was discussed during the Director’s Report.

E. Meeting Dates for 2016

**Marjorie Bloom** made a motion to approve the meeting schedule for 2016 and there was a second. A discussion followed. **Brad Estes** was given permission by the Chairman to address the Board on this topic. **Mr. Estes** recommended that the schedule be set to include a budget discussion. It was recommended that budget planning occur in May and that a budget update be provided in July. **Marjorie Bloom** inquired about the new Immokalee shelter and was advised by

**Ms. Andrade** that it was not funded in FY16. **Kellie Carroll** advised the Board that it was on the AUIR report for 2017 and **Ms. Andrade** advised that the county was seeking a suitable property. **Ms. Bloom** also asked about the Immokalee volunteers.

**Katie Sibert** explained that the volunteer program in Immokalee is low to non-existent.

The Board voted to approve the 2016 meeting schedule 6-0.

F. Part time Shelter Vet

**Jim Rich** stated that he visited the shelter and spoke with volunteers and staff. He showed the type of litter scoops that are used at his facility. **Darcy Andrade** advised that litter scoops are addressed in the shelter assessment. **Mr. Rich** told the Board that he was advised by **Dr. Brown**, the Shelter Veterinarian, that she is taxed and would like a part time veterinarian on staff.

G. DAS Yard Conditions

**Marjorie Bloom** stated that yards have improved and **Ms. Andrade** stated that it is still in progress. **Katie Sibert** explained to the Board that there is a local Eagle Scout candidate that has taken on restoration of the first play yard as his scout project. **Michael Simonik** requested that operational items go to **Darcy** before they are placed on the Board's agenda.

H. Sunshine Law

**Ms. Andrade** reminded the Board members on the Sunshine Law and provided information that she obtained from the County Attorney's Office.

I. Top Ten Workshop

**Michael Simonik** stated that he would like to add a set goal of 80% on DAS live release rates, with the exception of court ordered euthanasia.

**Mary Baker** made a motion to approve the Top Ten list with the addition of the live release goal, there was a second and the motion passed 7-0.

## VII. Public Comment

**Brad Estes** discussed the AUIR Report that lists the future Immokalee shelter at 6,500 sq.ft. but provides no other detail. He stated that other projects include more details. **Darcy Andrade** stated that she would request that **Amanda Townsend** come to a future meeting to provide an update on the status of the project. **Michael Simonik** advised that it might be a good idea to form an Immokalee subcommittee.

**VIII. Advisory Board Member Comments**

**Mary Baker** stated that she really likes all of the information about asking volunteers to assist with projects.

**Marjorie Bloom** asked about the status of the Donation Trust Fund Holiday letter and was advised that it should be ready on Friday. She also remarked on how many positive changes have occurred over the years. She inquired if DAS could work on a calendar year for promotions. **Katie Sibert** advised that it is a work in progress. **Ms. Bloom** also asked if the fosters at Humane Society Naples are always busy and was told by **Mr. Simonik** that they are. **Ms. Bloom** was advised that fosters have to apply to be a volunteer at DAS and meet with **Katie Sibert** before they can foster.

**James Seabasty** inquired if there would be adoptable dogs at Paws in the Park and was advised that adoptable animals would not be brought to the event.

*James Seabasty moved to adjourn. Motion received a second and was carried 7-0.*

**The next regularly scheduled Advisory Board Meeting will be January 19<sup>th</sup> 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 8:22 PM.**

**COLLIER COUNTY DOMESTIC ANIMAL SERVICES**

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**Chairman Michael Simonik**

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