

**Broward County Animal Care Advisory Committee
DRAFT Minutes of April 12, 2019 Meeting**

A meeting of the Animal Care Advisory Committee was held on Friday, April 12, 2019, at the Broward County Animal Care shelter, 2400 SW 42nd Street, Fort Lauderdale, FL 33312. Grace Johns, Chair, called the meeting to order at 11:20 a.m.

1. Roll Call

- a. Present: Debra Parsons-Drake, Grace Johns (Chair), Danny Finkelstein (Vice Chair), Wendy Schugar-Martin, Joanne Oyen, Dr. David Eich. Six members were present, comprising a quorum.
- b. Absent: Michael Vadnal
- c. Broward County Animal Care and Adoption Division (County): Lauralei Combs, Director; Alessandra Medri, Assistant Director; Philip Goen, Field Supervisor; Lisette Murado, Committee Coordinator; Wade Sparkman, Animal Care Business Manager; and Lisa Mendheim, Project Coordinator.
- d. Broward County Government: Martin Cassini, Intergovernmental Affairs, Maite Azcoitia, Broward County Attorney; and Damaris Henlon, Broward County Attorney.

2. Public Input

- a. Monique Skovron spoke regarding her experience fostering a dog from the shelter that had significant medical conditions. She read a prepared statement regarding the events that had occurred. She has spent over \$10,000 caring for "Seven" and has raised about \$6,000 through an online fundraiser. The shelter provided some medications but was unable to provide the full care for the dog. She has been asking for financial assistance and to go before the sub-committee since November 2018. Was a volunteer, donated leashes, collars and brought her company to volunteer as well. Seven is still monitored by the outside veterinarians and is still not spayed.
- b. Rita Green requested follow up on the issues that were raised at the February 8 meeting. Chair Johns indicated that updates would be forthcoming during the regular meeting.
- c. Katie O'Reilly spoke as a representative of the community and as a rescuer. Provided a message to the employees paid by taxpayer money that the community is afraid to send their animals to the shelter. Community funded a no-kill facility and want to know what is happening to achieve that goal. Interested in helping educate the community; recognize owner problems but also problems in the facility.
- d. Mayda Genser spoke as a member of the board of Citizens for Pets in Condos and for adoption event at the War memorial on April 28, 10-5 p.m. Animal Adoption Fair visit www.AnimalAdoptionFair.com. Hosted by Brookhaven Animal Sanctuary.
- e. Lisa Calandro spoke about concerns that so many people in community want to help but there are no processes and things are getting turned down or volunteers get the rung-around. Wanted to volunteer free time since

January but has gotten passed off or dropped. The shelter lost 4 months of volunteer time because proposals were not acknowledged and/or dismissed. Communication from the shelter is terrible. Volunteers feel frustrated and will walk away. Who would not want to take free help?

Debra Parsons-Drake asked if she was offering to implement new programs or existing programs. Ms. Calandro indicated both situations. She indicated that lunch buddies program required completion of a class, but that class was not held on weekends. Small adjustments are necessary to improve some programs. Weekend phone calls, ready but not ready.

Dan Finkelstein wanted to propose a resolution, but Chair Johns requested we wait to have discussion during the meeting when the agenda item. Discussion ensued regarding whether the committee should ask questions. Chair Johns wanted to wait for agenda items. Committee instead gave Ms. Skovron an additional minute to complete her statement regarding her experience and is looking forward to sharing her information with the trust fund sub-committee.

- f. Karen Sands wanted to make a comment about miscommunication between 2 dogs and a rescue. Adopter didn't show but wasn't offered for several days to the rescue that had put a hold. When the shelter finally contacted the rescue and they pulled, at least one of the dogs didn't make it. Then there was additional confusion regarding two dogs that were mistakenly given to Animal Aid instead of the rescue that had placed a hold.

3. Approval of minutes from February 8 meeting (Attachment 1 and 2)

Chair Johns asked for discussion on the minutes. Ms. Schugar-Martin requested clarification on the term "absent" versus "excused" – terms should be Absent or Present only. Chair Johns had issues with the minutes, missing amendment of Aug meeting, discussion of public input was terse and meaningless, there were missing items and descriptions. Chair Johns presented new minutes for the Feb. 8 meeting and asked to replace Mike Vadnal meeting minutes. Ms. Schugar-Martin made a motion to table approval of the Feb meeting minutes, seconded by Ms. Parsons-Drake. The motion passed unanimously to wait to approve the meeting minutes for the next meeting to give the committee an opportunity to review the minutes presented by the Chair.

Dr. Eich asked if it was possible to have staff write the minutes of the meeting. Chair Johns indicated that we as a committee need to keep our own minutes. Ms. Finkelstein agreed. Ms. Schugar-Martin commented that she felt the staff had many more important things to deal with than the minutes and offered to help Mr. Vadnal with the minutes.

4. Excused absences from committee meetings (Attachment 3)

Chair Johns provided the general policies for absences. Removal based on attendance. Members who miss 2 consecutive meetings when meetings are quarterly will be removed. Members who miss 3 consecutive meetings when meetings are more frequent than quarterly will be removed. Mr. Finkelstein asked for clarification. Since our committee is now meeting more frequently, you cannot miss 3 meetings in a row. Ms. Schugar-Martin mentioned that in some of her discussions with commissioners, there was a desire for the animal advisory board to meet more frequently and they may propose a change to have the

committee meet monthly or more than 4 times per year. Changing to monthly meetings will be discussed at the next meeting.

5. **Staff: Programs addressing kitten season (Attachment 4)**

Ms. Lisa Mendheim (shelter staff) provided a detailed marketing plan for educating and recruiting the public; foster programs. Shelter will provide tools so that kitten finders can keep kittens at home. Using several platforms. Have reached out to make groups aware of kitten season, including public information officers, schools, other county agencies, BCVMA newsletter. Sent to social organizations as well. Sent letters to previous foster parents asking to foster again and be aware of kitten season. Updated website to include educational materials. Have fliers to hand out to individuals that bring kittens into shelter. Sharing on Facebook 3 pages. Foster parents are meeting at shelter to talk about the program and into kitten season, April 21, 2019. Asking for help from veterinarians in the TNR and SNIP programs to help with kitten season and holding kittens. Had a kitten shower to kick off the new program and collected donations for the kittens. Also worked with human resources for the county to encourage people to get health credits for fostering from the shelter. Mr. Finkelstein suggested the county contact the Jewish Federation for support for kitten season. Elderly and veterans' services working to help spread word on fostering kittens. Ongoing relationship with students to get community service hours. Contract with Beacon TV to provide ads before the bell in the schools. Print advertisement in sun-sentinel, ads ran from Feb. 3 to April 28; Sunday newspaper. Running movie theater advertisements at Oakwood. Next wave is 2- 30 seconds ads to run on TV. Issuing a press release.

Committee discussion: Ms. Parsons-Drake asked about the metrics. Ms. Mendheim said she would need to discuss it with Amanda and Lauralei. Do not have it yet. Ms. Schugar-Martin asked about how they are collecting metrics and how much money they have spent. Money has been spent for movie theaters and the sun-sentinel only. Need to add lines to program documents to collect information on how people heard about it. Ms. Oyen was concerned the shelter was relying on the newspaper to collect metrics. Going out to schools for "Career Days" to discuss fostering as well. Ms. Schugar-Martin wanted to get more information about the actual kitten foster program. Ms. Combs said there was a foster program and SOP. Ms. Schugar-Martin requested copies of the program/SOP be sent to the committee. Shelter will try to reach out to vet offices to help keep the kittens out of the shelter. Dr. Eich to get in touch with vet offices through monthly meeting.

Ms. Schugar-Martin asked about the attempts to get a hold of cat moms and being more proactive to avoid kitten season. Ms. Combs referred to the "Get Tipped Program" restarting in May but Ms. Schugar-Martin wanted to specifically discuss being proactive about the moms and there was no response from the shelter staff. Chair Johns suggested they update materials to include way the foster arrived at the shelter so they can track the information. Mr. Finkelstein wanted them to include dogs on the materials. Chair Johns also suggested they reach out to Broward college which may be able to help.

Committee Discussion Items Chair Johns explained that this section is a way for the committee to “grow ideas” and have discussion on ways to benefit the shelter, the community and the animal population. These items will eventually be motions to pass resolutions to effect assistance and change.

6. Policy regarding expectations of and financial support for foster parents

How do we help and support our foster parents. More to the discussion that Ms. Skovron discussed during public comments. We need to know how much to help our foster parents. Ms. Parsons-Drake mentioned and asked for the SOP from Ms. Combs and suggested that we needed to review the policy before we can make recommendations. It was suggested we table this discussion. Ms. Schugar-Martin made a motion to table, seconded by Mr. Finkelstein, and unanimously passed to table until the May meeting. Ms. Combs said she would email the SOP to the committee.

A brief discussion ensued about setting the next trust fund sub-committee to specifically hear Ms. Skovron’s case. Ms. Azcoitia mentioned we should still look to revise the rules for reimbursement under the trust fund and changes to Chapter 4. We will add the changes to the trust fund and/or Chapter 4. Ms. Schugar-Martin reminded the committee that she had prepared a document as a starting point for revisions and asked to have it redistributed to the committee. Add to next agenda amend Chapter 4 with regard to trust fund subcommittee.

Ms. Schugar-Martin tried to set a new trust fund sub-committee meeting. Ms. Murado explained there are 2 cases to be heard. She will send a survey of dates to set the next meeting. Mr. Finkelstein cannot attend a meeting on the same date as our next full committee meeting due to work obligations so we will choose another date. It was suggested to do it before June 1. Chair Johns suggested we try doing it at a library to meet earlier.

7. Ideas to increase adoptions and rescues

Chair Johns started a conversation about increasing adoptions and rescues. More marketing through kennel cards and websites. Our site does not currently provide enough information for the animals we have available for adoption. Pets’ Broward has offered to help with the process of updating the kennel cards and websites. Ms. Schugar-Martin mentioned that the county may want to transition to petfinder or adoptapet as they provide the nice pictures, the comments, etc. Change the interface from chameleon. Ms. Parsons-Drake is concerned that there is not enough manpower to upload the information. Ms. Schugar-Martin mentioned we should find resources to help upload better photos not just dump it on the shelter staff to manage. The interfaces already exist and just need to send data.

Ms. Schugar-Martin mentioned we need to bring the rescue community back into the shelter. Ms. Parsons-Drake and Ms. Schugar-Martin discussed previously setting up meetings. Inviting all rescues to be partners, for example, when Best Friends come in, it’s important to bring as many partners to the table. A lot of partnerships can be created if the shelter would act as a hub. Event canceled last March 2018, should be reset. Mr. Finkelstein reinforced the message that the shelter needs more communication. Ms. Parsons-Drake believes relationships are built one-on-one. Ms. Schugar-Martin disagreed that the shelter needs many partners who can work together/collaborate to rescue certain animals. The rescue numbers are down over the past year which shows that the way the new

director is managing rescues is not beneficial to the animals so we need to make changes to the approach. Need to build relationships to help build more relationships. Need to meet with rescues like was done with fosters. Need to have discussions with the rescues to understand how to work together. Ms. Combs discussed how Best Friends provided recommendations and Dr. Eich suggested we take their suggestions and follow their recommendations. Ms. Schugar-Martin asked for meeting agendas and minutes of the meeting. Ask for recommendations from Best Friends and look for rescue SOPs from Best Friends.

The remainder of the agenda items were tabled until the May 10, 2019, meeting as the 2-hour time limit was reached.

Ms. Parsons-Drake mentioned that VCA was telling people that purchasing rabies tags was optional and not required. We need to get some information to ensure that partners are selling tags and not telling families it is optional.

The following items will be the first 3 agenda items for May 10, 2019:

- Letter to BOCC regarding use of money held in Animal Care General Trust Fund
- Partnerships (Danny Finkelstein lead for 10 minutes)
- Ways to increase rabies registration license sales (Wendy Schugar-Martin to lead for 15 minutes)

8. Non-agenda Items

Chair Johns requested information on TNR and RTF and to get the SOPs from the Director. Some discussion ensued about the way animals are RTF and TNR. Ms. Medri referred to community cat program. Trapped animals are put back the next day regardless of whether it may be a stray. Ms. Medri stated that TNR cats do not come to shelter. Chair Johns asked that the staff provide a presentation on the programs to the animal advisory board in June.

9. Good and Welfare

Update on staffing. Looking for Kennel SOP from shelter director. Ms. Oyen requested clarification on whether these were the first new hires since the issuance of the Best Friends report. Ms. Combs confirmed these were. Ms. Oyen requested Ms. Combs identify when she saw the staff problem who responded about 6 months into her new tenure. Ms. Schugar-Martin suggested that the shelter seek help from animal advisory to help move certain items forward that are being delayed by the county. Ms. Oyen mentioned that she thought that the shelter should have realized long before Best Friends came that there was a staffing problem at the shelter.

- PT Vet April 23
- 9 PT kennel members April 28
- 5 FT kennel members onboarding – start date unknown

There are vacancies on the board. Chair Johns wants to know what we can do to help fill out the board. Mr. Cassini suggested he would get the committee a list of open board spots and we should solicit resumes and submit them. The information for the Board will be updated on the websites. Next sunset review is starting this summer.

10. Adjournment

Ms. Schugar-Martin made a motion to adjourn which was seconded by Ms. Oyen. The motion passed unanimously. The time was 1:24 p.m. The next meeting of the full committee will be May 10, 2019.