

Attachment No. 1

Broward County Animal Care Advisory Committee Minutes of February 8, 2019 meeting.

A meeting of the Animal Care Advisory Committee was held on Friday, Feb. 8, 2019, at the Broward County Animal Care shelter, 2400 SW 42nd Street, Fort Lauderdale, FL. Grace Johns, Chair, called the meeting to order at 11:17 am.

1. Roll Call

Present: Grace Johns, Wendy Schugar-Martin, Debra Parsons-Drake, Joanne Oyen, Dan Finkelstein, Michael Vadnal (There was a quorum.)

Excused: Dr. David Eich

Broward County Animal Care and Adoption Division (County): Lisette Murado, Board Secretary; Damaris Henlon, County Attorney, Maite Azcoitia, County Attorney, Wade Sparkman, Broward County Animal Care and Adoption, Business Manager and HR Officer.

2. Introductions

Grace Johns welcomed all present and introduced herself as the new Chair.

- 3. Public Input** – Rita Green - Discussed an issue with a rescued dog (pure bred) which was surrendered to Broward County Animal Care and Adoption. She (Green) is trying to establish relationships with rescue groups (refer to audio file for total content). Maida Genser – Discussed a problem her cat had with Broward County Animal Care and Adoption which was picked up and returned to her (refer to audio file for total content). Jackie Sorrentino – Discussed dogs being labeled as behavioral problems at Broward County Animal Care and Adoption (refer to audio file for total content). Karen Sands – Discussed a dog, Bella, which was, as she referred to, “killed” (the dog was euthanized) at Broward County Animal Care and Adoption (refer to audio file for total content).

4. Approval of minutes from November 9, 2018 meeting (Attachment 1) NOTE: This approval was made after the discussion regarding the finances of the Animal Care Trust Fund.

Wendy Schugar-Martin made a motion to approve the minutes of the November 9, 2018, Animal Care Advisory Committee meeting as written which was seconded by Joanne Oyen. The motion was carried unanimously.

5. Item for Discussion (done prior to approval of minutes) – Finances of Animal Care Trust Fund

Wade Sparkman spoke regarding finances of Animal Care Trust Fund (Item #10). There is a budget/trust fund. There are two (2) trust funds. Funds were appropriated in mid-April. He provided printouts regarding the trust funds (refer to audio file for total content).

Attachment No. 1

6. Item on Agenda for Next Meeting

Per the Chair, tag sales and license tags will be discussed at the next meeting.

7. Motion to Accept Future Meeting Dates

Danny Finkelstein made a motion to approve the future meeting dates which was seconded by Wendy Schugar-Martin. The motion was carried unanimously.

8. Item for Discussion/Motion for Adding Two Additional Meeting Dates

Discussion was had regarding adding two additional meeting dates, March 22, 2019 and June 14, 2019. Wendy Schugar-Martin made a motion to approve the two additional meeting dates which was seconded by Joanne Oyen. The motion was carried unanimously.

9. Motion to Extend Meetings to Two and a Half Hours

There was a motion made to extend meeting to two and a half hours which was withdrawn by the Chair.

10. Staff Presentation Regarding Kittens Moved to Next Meeting.

11. Discussion to Clarify Monies Regarding Animal Care Trust Fund Figure of \$22,781.84

12. Discussion Regarding Best Friends Assessment

Wendy Schugar-Martin spoke regarding the Best Friends Assessment (sanitation procedure, enrichment, staffing, volunteers, population management, skillset deficit and supervisors).

13. Non-Agenda Items

Discussion regarding telephone calls made to Broward County Animal Care and Adoption.

14. Adjournment

Wendy Schugar-Martin made a motion to adjourn the meeting which was seconded by Debra Parsons-Drake. The motion carried unanimously. The meeting was adjourned at approximately 1:25 P.M. The next meeting will be held March 22, 2019.

Please note that the next 11 pages relate to item 5 on the February 8, 2019 Minutes

Fund	Fund Code Description	Dept	Department Description	Account	Account Description	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Percent Available
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	510520	Frn-Retirement Contributions	2019	0	-13.23	0	13.23	0
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	510550	Frn-Basic Life Insurance	2019	0	-0.11	0	0.11	0
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	519010	Tvl-Airfare	2019	3,000.00	544.2	362.8	2,093.00	69.77
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	519030	Tvl-Hotels	2019	0	854	2,508.80	-3,362.80	0
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	519040	Tvl-Mileage	2019	2,000.00	0	737.17	1,262.83	63.14
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	519050	Tvl-Meals	2019	0	682	1,152.00	-1,834.00	0
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	519080	Tvl-Educational Course Fee	2019	20,000.00	1,574.98	1,069.37	17,355.65	86.78
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	546030	Prmtl Act-Promotnl Activities	2019	248,000.00	64,816.65	26,275.00	156,908.35	63.27
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	547160	Chrg-Miscellaneous Expense	2019	25,000.00	0	0	25,000.00	100
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	555510	Medical and Surgical Suppl	2019	65,000.00	0	0	65,000.00	100
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	555540	Food and Dietary	2019	30,000.00	6,988.41	0	23,011.59	76.71
							393,000.00	75,446.90	32105.14	285,447.96	50.87909091
10605	Animal Care Trust	55151060	EP-Animal Care Adoption	597430	Reserve-Revenue Stabilization	2019	29,250.00	0	0	29,250.00	100

Fund	Fund Code Description	Dept	Department Description	Account	Account Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
10010	General Fund	55151020	EP-Animal Care-Main Facility	510030	Sal-Regular Salary and Wages	2019	3,349,120.00	1,064,213.05	0	0	2,284,906.95	68.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	510050	Sal-Other Salaries and Wages	2019	22,860.00	0	0	0	22,860.00	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	510060	Sal-wo Health Benefits	2019	22,370.00	22,603.57	0	0	-233.57	-1.04
10010	General Fund	55151020	EP-Animal Care-Main Facility	510100	Sal-Overtime- Straight Time	2019	9,120.00	33,756.51	0	0	-24,636.51	-270
10010	General Fund	55151020	EP-Animal Care-Main Facility	510110	Sal-Overtime- Premium Dist	2019	54,020.00	32,682.60	0	0	21,337.40	39.5
10010	General Fund	55151020	EP-Animal Care-Main Facility	510130	Disaster-DURING-Regular	2019	0	0	0	0	0	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	510510	Frn-Medicare	2019	266,410.00	86,746.47	0	0	179,663.53	67.4
10010	General Fund	55151020	EP-Animal Care-Main Facility	510520	Frn-Retirement Contributions	2019	288,430.00	96,904.06	0	0	191,525.94	66.4
10010	General Fund	55151020	EP-Animal Care-Main Facility	510540	Frn-Group Insurance	2019	752,630.00	85,561.10	0	0	667,068.90	88.6
10010	General Fund	55151020	EP-Animal Care-Main Facility	510550	Frn-Basic Life Insurance	2019	5,400.00	1,628.83	0	0	3,771.17	69.8
10010	General Fund	55151020	EP-Animal Care-Main Facility	510570	Frn-Workers Compensation	2019	260,940.00	65,235.00	0	0	195,705.00	75
10010	General Fund	55151020	EP-Animal Care-Main Facility	510610	Frn-Uniform Allowance	2019	12,440.00	842.01	0	0	11,597.99	93.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	511010	Fleet Svcs-Motor Pool Chrgbk	2019	155,000.00	33,835.36	0	0	121,164.64	78.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	511040	Cty Svcs-Print Shop	2019	21,480.00	10,792.00	0	0	10,688.00	49.8

10010	General Fund	55151020	EP-Animal Care-Main Facility	512130	Prof Svcs-Legal	2019	2,600.00	2,700.00	0	0	-100	-3.85
10010	General Fund	55151020	EP-Animal Care-Main Facility	512150	Prof Svcs-Medical	2019	50,895.00	16,687.50	32,756.25	0	1,451.25	2.85
10010	General Fund	55151020	EP-Animal Care-Main Facility	512710	Prof Svcs-Security	2019	40,900.00	5,013.87	36,132.89	0	-246.76	-0.6
10010	General Fund	55151020	EP-Animal Care-Main Facility	512730	Prof Svcs-Software Supp-Maint	2019	28,500.00	658	0	27,840.00	2	0.01
10010	General Fund	55151020	EP-Animal Care-Main Facility	512770	Prof Svcs-Temp Personnel	2019	151,605.00	33,350.81	118,254.07	0	0.12	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	512910	Prof Svcs-Invstgtv-bckgrnd chk	2019	429	0	428.2	0	0.8	0.19
10010	General Fund	55151020	EP-Animal Care-Main Facility	519030	Tvl-Hotels	2019	1,331.00	721	610	0	0	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	519050	Tvl-Meals	2019	288	0	288	0	0	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	519080	Tvl-Educational Course Fee	2019	1,204.39	719.39	485	0	0	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	519TRV	Travel	2019	666.61	0	0	0	666.61	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	520010	Comm Svcs-Landline Svcs	2019	5,730.00	2,058.83	91	0	3,580.17	62.5
10010	General Fund	55151020	EP-Animal Care-Main Facility	520030	Comm Svcs-Wireless Other	2019	324	315.46	108	0	-99.46	-30.7
10010	General Fund	55151020	EP-Animal Care-Main Facility	520040	Comm Svcs-E911 Dispatch	2019	2,520.00	14.99	0	0	2,505.01	99.4
10010	General Fund	55151020	EP-Animal Care-Main Facility	520050	Comm Svcs-Data circuit charges	2019	600	0	0	0	600	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	520080	Comm Svcs-Wireless-Cellular	2019	21,676.00	7,306.21	0	0	14,369.79	66.3
10010	General Fund	55151020	EP-Animal Care-Main Facility	522010	Frt-Postage Cost	2019	54,480.00	15,352.68	0	0	39,127.32	71.8

10010	General Fund	55151020	EP-Animal Care-Main Facility	524020	Util Svcs-Gas-Propane	2019	36,000.00	3,542.86	0	0	32,457.14	90.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	524050	Util Svcs-Water-Sewer Charges	2019	1,420.00	0	0	0	1,420.00	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	526010	Rntl-Lsg- Rental Office-Bldgs	2019	0	222.6	0	0	-222.6	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	526020	Rntl-Lsg- Other Equipment	2019	5,000.00	3,241.68	1,944.00	0	-185.68	-3.71
10010	General Fund	55151020	EP-Animal Care-Main Facility	526030	Rntl-Lsg- Copiers	2019	700	231.86	0	0	468.14	66.9
10010	General Fund	55151020	EP-Animal Care-Main Facility	530701	Oth Ins-Self Insurance	2019	6,990.00	1,747.50	0	0	5,242.50	75
10010	General Fund	55151020	EP-Animal Care-Main Facility	540030	RM-Building Maint	2019	9,000.00	4,248.00	2,860.00	0	1,892.00	21
10010	General Fund	55151020	EP-Animal Care-Main Facility	540050	RM-Equipment Maint	2019	26,000.00	0	1,000.00	0	25,000.00	96.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	545010	Printing Services	2019	3,301.00	0	0	0	3,301.00	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	546010	Prmtl Act-Advertising	2019	500	0	0	0	500	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	546030	Prmtl Act-Promotnl Activities	2019	2,000.00	4,250.00	0	0	-2,250.00	-113
10010	General Fund	55151020	EP-Animal Care-Main Facility	547030	Chrg-Credit Card fees	2019	12,500.00	6,435.63	0	0	6,064.37	48.5
10010	General Fund	55151020	EP-Animal Care-Main Facility	547160	Chrg-Miscellaneous Expense	2019	4,860.00	1,470.32	0	0	3,389.68	69.8
10010	General Fund	55151020	EP-Animal Care-Main Facility	547280	Chrg-License Fees	2019	150	155	0	0	-5	-3.33
10010	General Fund	55151020	EP-Animal Care-Main Facility	552310	Office Supplies	2019	25,520.00	2,240.64	0	0	23,279.36	91.2
10010	General Fund	55151020	EP-Animal Care-Main Facility	555110	MS-Maint and Janitorial Sup	2019	83,600.00	28,318.37	13,982.54	0	41,299.09	49.4

10010	General Fund	55151020	EP-Animal Care-Main Facility	555410	Cloth-Unif-Other Apparel	2019	2,620.00	2,717.37	444.97	0	-542.34	-20.7
10010	General Fund	55151020	EP-Animal Care-Main Facility	555510	Medical and Surgical Suppl	2019	110,600.00	30,971.13	0	0	79,628.87	72
10010	General Fund	55151020	EP-Animal Care-Main Facility	555530	Supplies-Medicine and Drugs	2019	173,850.00	62,721.59	0	0	111,128.41	63.9
10010	General Fund	55151020	EP-Animal Care-Main Facility	555540	Food and Dietary	2019	50,000.00	23,093.22	0	0	26,906.78	53.8
10010	General Fund	55151020	EP-Animal Care-Main Facility	556110	Professional Dues-Memberships	2019	1,180.00	1,274.00	0	0	-94	-7.97
10010	General Fund	55151020	EP-Animal Care-Main Facility	556120	Subscriptions	2019	500	0	0	0	500	100
10010	General Fund	55151020	EP-Animal Care-Main Facility	560310	Machinery-Equip GT \$1,000	2019	0	0	0	0	0	0
10010	General Fund	55151020	EP-Animal Care-Main Facility	560320	Replacement Equipment	2019	7,000.00	0	0	0	7,000.00	100

Fund	Fund Code Description	Dept	Department Description	Account	Account Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encu	Available Budget*	Percent Available
10605	Animal Care Trust	55151050	EP-Animal Care Gen Trust Fund	512150	Prof Svcs-Medical	2018	100,000.00	22,781.84	0	0	77,218.16	77.22
10605	Animal Care Trust	55151050	EP-Animal Care Gen Trust Fund	597430	Reserve-Revenue Stabilization	2018	389,533.00	0	0	0	389,533.00	100

Show Budget Details	Show Budget Transaction Types	Ledger Group	Fund	Fund Code Description	Program
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
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Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	
Show Budget Details	Show Budget Transaction Types	FY_TRK2	10605	Animal Care Trust	

Program Code Description	Dept	Department Description	Account
	55151040	EP-Animal Care Sterilization	510030
	55151040	EP-Animal Care Sterilization	510060
	55151040	EP-Animal Care Sterilization	510070
	55151040	EP-Animal Care Sterilization	510100
	55151040	EP-Animal Care Sterilization	510110
	55151040	EP-Animal Care Sterilization	510510
	55151040	EP-Animal Care Sterilization	510520
	55151040	EP-Animal Care Sterilization	510540
	55151040	EP-Animal Care Sterilization	510550
	55151040	EP-Animal Care Sterilization	510580
	55151040	EP-Animal Care Sterilization	512751
	55151040	EP-Animal Care Sterilization	512752
	55151040	EP-Animal Care Sterilization	512753
	55151040	EP-Animal Care Sterilization	519080
	55151040	EP-Animal Care Sterilization	522010
	55151040	EP-Animal Care Sterilization	546040
	55151040	EP-Animal Care Sterilization	547160
	55151040	EP-Animal Care Sterilization	555510
	55151040	EP-Animal Care Sterilization	597480

Account Description	PC Bus Unit	PC Business Unit Description	Project	Project Description
Sal-Regular Salary and Wages				
Sal-wo Health Benefits				
Sal-Adjustment				
Sal-Overtime- Straight Time				
Sal-Overtime- Premium Dist				
Frn-Medicare				
Frn-Retirement Contributions				
Frn-Group Insurance				
Frn-Basic Life Insurance				
Frn-Unemployment Compensation				
Spay/Neuter Charges - SNIP				
Spay/Neuter Charges - TNR				
Spay/Neuter Charges - RTF				
Tvl-Educational Course Fee				
Frt-Postage Cost				
Prmtl Act-Publicity				
Chrg-Miscellaneous Expense				
Medical and Surgical Suppl				
Reserve-Sterilization				

Activity	Activity Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
		2019	33,430.00	6,278.58	0	0
		2019	19,000.00	0	0	0
		2019	1,520.00	0	0	0
		2019	0	488.68	0	0
		2019	0	200.27	0	0
		2019	4,010.00	523.3	0	0
		2019	4,330.00	575.51	0	0
		2019	10,310.00	0	0	0
		2019	70	13.36	0	0
		2019	330	0	0	0
		2019	460,000.00	182,130.00	0	0
		2019	200,000.00	72,450.00	0	0
		2019	100,000.00	24,900.00	0	0
		2019	8,000.00	0	0	0
		2019	500	0	0	0
		2019	5,000.00	0	0	0
		2019	4,150.00	0	7,218.10	0
			850,650.00		7,218.10	
		2019	0	0	0	0
		2019	462,850.00	0	0	0

Available Budget*	Percent Available
27,151.42	81.22
19,000.00	100
1,520.00	100
-488.68	0
-200.27	0
3,486.70	86.95
3,754.49	86.71
10,310.00	100
56.64	80.91
330	100
277,870.00	60.41
127,550.00	63.78
75,100.00	75.1
8,000.00	100
500	100
5,000.00	100
-3,068.10	-73.93
555,872.20	68.30294118
0	0
462,850.00	100

Attachment No. 1

FINAL

Broward County Animal Care Advisory Committee Minutes of August 17, 2018 meeting

A meeting of the Animal Care Advisory Committee was held on Friday, August 17, 2018 at the Broward County Animal Care shelter, 2400 SW 42nd Street, Fort Lauderdale, FL. Dr. David Eich, Chair, called the meeting to order at 11:27 am.

1. Roll Call

Present: Dr. David Eich, Wendy Schugar-Martin, Debra Parsons-Drake, Joanne Oyen, Danny Finkelstein (There was a quorum.)

Absent: Grace Johns had an excused absence.

Broward County Animal Care and Adoption Division (County): Lauralei Combs, Director; Stefanie Chicko, Assistant Director; Lisette Murado, Board Secretary.

Danny Finkelstein was assigned the position of temporary committee secretary, and the task of preparing this meeting's minutes.

2. Public Input – There were no comments from the public.

3. Approval of minutes from April 13, 2018, meeting (Attachment 1)

Ms. Schugar-Martin made a motion to approve the minutes of the April 13, 2018 Animal Care Advisory Committee meeting as written, which was seconded by Ms. Parsons-Drake. The motion carried unanimously.

4. Update on Question from Grace Johns about New Draw for Committee Members – Dr. Eich

Dr. Eich discussed committee member categories. He referred to a handout titled: boards and committee members, Animal Care advisory committee. Ms. Schugar-Martin expressed the importance of a review of proper titles for committee members. For resolution, Dr. Eich clarified committee member category draws.

5. Paw Enforcement: New Relationship Building with Local Law Enforcement and ACAD – Lauralei Combs

Director of the Animal Care and Adoption Division, Lauralei Combs, discussed “Paw Enforcement”, which is new relationship-building with local law enforcement and ACAD. She shared her experience in Texas with police and prisoners. Director Combs started a pilot program in the city of Pembroke Pines plus other cities including Cooper City, using microchips. Additional ideas were discussed. Ms. Parsons-Drake stated that tracked pets are saved with cooperation. Mr. Finkelstein asked if chips are universal. It was said that there is a unified website used by Animal Care, police, and nonprofits. Ms. Parsons-Drake suggested doing a PSA for the website. Discussion ensued.

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6. Audit Discussion – Wendy Schugar-Martin

Ms. Schugar-Martin asked Ms. Chico a question regarding a phone call that Ms. Chico and Tom Adair, the previous Animal Care director, made to Ms. Schugar-Martin about one year ago. The topic of the phone call was Mr. Adair's response to public accusations that Mr. Adair changed County records regarding the intake and disposition of shelter animals. Some committee members expressed concern to Ms. Schugar-Martin that questioning the Assistant Director about this issue during the meeting was inappropriate. Dr. Eich moved on to the next agenda item.

7. Non-Agenda Items

Director Lauralei Combs proposed creation of an ad-hoc subcommittee, to meet for 1 hour on the 2nd Friday of each month, except in months when the full advisory committee meets, with voluntary attendance. It will be called the "Director's Resource Subcommittee", for the purpose of an exchange of information and discussion of topics. Ms. Parsons-Drake made a motion to accept the proposal, seconded by Ms. Schugar-Martin. A vote was taken, and it passed unanimously.

A handout titled "Animal Care Advisory Committee Bylaws" was reviewed. Ms. Parsons-Drake made a motion to accept the by-laws, seconded by Ms. Schugar-Martin. A vote was taken, and the motion passed unanimously.

8. Good and Welfare

Director Combs and Ms. Schugar-Martin discussed Animal Care and Adoption's "Clear the Shelter" Event. It was said that all are invited to the event tomorrow!

Dr. Eich stated that the Animal Care and Adoption's "Cats Spay Day" was a success, and that 83 pets were spayed that day!

9. Adjournment

Ms. Schugar-Martin moved to adjourn, seconded by Mr. Finkelstein. A vote was taken, and the motion passed unanimously. The time was 1:16 pm.

A reminder was given that the next Advisory Committee meeting will be on Friday 11-9-2018, at 11:15am.

DF/lrm