

Approval of the meeting minutes from January 12, 2017

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION HELD AT 11:00 A.M. ON THURSDAY, JANUARY 12, 2017, IN THE COUNCIL CONFERENCE ROOM LOCATED AT THE NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, ROANOKE, VIRGINIA

MEMBERS PRESENT: Dan O'Donnell
Christopher Morrill
Barry W. Thompson
Lieutenant Daniel Hartman-Roanoke City

OTHERS PRESENT: David Flagler
Andrea Trent
Tony Zerrilla
Lisa O'Neil

Mr. Morrill called the meeting to order at 11:02 a.m.

Mr. O'Donnell made a motion to approve the minutes of the October 13, 2016 meeting; the motion was seconded by Mr. Thompson and carried by a voice vote, all members present voting in favor.

The next item on the agenda was the operations update. Mr. Flagler reviewed the statistics for the second quarter. Due to the Feline Pan leukopenia at the Shelter, the November live release rate dropped significantly. There were three episodes 2016 and another one again recently. If it remains in the community, it could impact the feral cat population, but they will have to watch and see if the intakes decline in the spring. Mr. Morrill asked for an explanation of the disease. Mr. Flagler responded that it is very similar in nature to canine parvo and is a strand that is transmitted through direct contacts. They tested all of the animals in the facility and the results all came back negative. The problem with the test is that the animals do not test positive until they are actually showing symptoms. Once they are showing symptoms, they usually die within hours and there is not enough time to minister any treatment. They are now requesting that individuals who desire to surrender cats that they make sure they are currently vaccinated because of the risk of the disease coming into the Shelter. This is an annual vaccination that dogs and cats get along with the one to four year rabies vaccination. Mr. Morrill asked Lisa O'Neil with Angels of Assisi if they had problems with Pan Leukopenia. She responded that they did over the summer and suggested community vaccination clinics.

With regard to general operations, Mr. Flagler commented that Roanoke County's internal auditor assisted the Shelter with cash handling processes.

The volunteer program had over 200 hours in October, 136 in November and 315 in December. A new Volunteer Coordinator has been hired who will be overseeing the restart of the volunteer program as well as the offsite adoption events.

With regard to Marketing, there was a "Fall Free Fur All" event the day before Thanksgiving with 12 adoptions. During December, the adoptions peaked because an individual sponsored the adoption fees. Mr. Flagler also gave statistics on the Shelter's Facebook page and commented that the Volunteer Coordinator will be updating all of the volunteer-related activities and the newly-hired Adoption Coordinator will be updating the website.

With regard to grants, PetSmart Charities gave the Shelter \$40,000 to be used toward the purchase of an Emergency Generator. The first bid received for the installation was \$40,000. Bids have not gone out for the generator, but Mr. Flagler commented that the generator and the transfer equipment would probably equal that same amount. Mr. Morrill asked if the grant funds for the generator could be redirected for another use. Mr. Flagler responded that he has contacted PetSmart Charities to see if those funds could be used to purchase an adoption trailer at a cost of approximately \$30,000, but he has received no response back. The grant funds could also be used for a pet retention program.

Mr. Thompson asked if Mr. Flagler had checked on the full cost of the generator plus the installation. Mr. Flagler responded that he had priced the generator that was needed along with the transfer switch at approximately \$30,000 and estimated that \$10,000 would be sufficient to cover the cost of installation. However, that is not the case. Further discussion was had regarding the generator, the possibility of getting grant funds from other sources and uses for the current grant funds if they can be redirected for other uses.

Mr. Flagler next commented that he met with the Operations Committee in October, which report was included with the agenda package. The Committee discussed the following issues:

- aggressive dogs that are brought into Shelter not being released back to the public;
- the scanning of microchips being a time factor for the officers due to their call volume and not being able to stand by while the chip is being researched; and
- individuals demanding to get their animals out of the Shelter on Sundays and holidays.

Ms. Trent commented that the Fiscal and Administrative Operations Committee continues to meet on a monthly basis to assist Mr. Flagler with any outstanding issues. She next commented that at the October 13th Executive Committee meeting, Denise Hays with the SPCA requested that the sign at the intersection of 13th Street and Orange Avenue be updated. Ms. Hays indicated that an advertising company had offered to create a new sign with their logo. Ms. Trent contacted the City's traffic division and was told that a directional sign cannot have an advertising logo. She conveyed this information to Ms. Hays and communicated the City's sign department has offered to assist in making the sign more visible. Ms. Hays was going to discuss the matter with the SPCA staff.

The next item on the agenda was the financial review. Mr. Zerrilla referred to the report included with the agenda and commented that through the first six months, revenues are at about 50% of their projection including contributions by the localities. With respect to expenditures, the overtime is running high, which is probably related to vacancies and turnover. Also, the veterinarian services are running high and are at 65% of the annual budget (excluding encumbrances).

On page two of the report, with regards to the expenditures, the medical supplies are at 77% of budget, which relates to the Pan leukopenia situation and keeping the animals healthy. The building improvements and additions line item relates to the roof and skylights. If this amount is pulled out, we are at 48% of projected expenditures for six months instead of the 57% that is showing. Mr. Zerrilla next commented that included in the six-month financials is \$188,000 including the encumbrance, which he is presuming is all for the roof, which will be pulled from the \$529,000 reserve.

Mr. Flagler gave an update on the roof replacement. In preparing the roof, it was discovered during a rain event that the drains were not properly secured when the building was originally built which caused rain to come into the building in isolated areas. Also, the architect failed to write in three skylights in the bid, which has added an additional cost to the bid for the purchase of the skylights. A walk-through is scheduled for today with the roofer and the two items left to be done are for the plumber to secure the remainder of the drains and the roofer to install the three skylights.

With regard to the play area, Mr. Flagler commented that he did not take into account the State requirements. Since the play area is considered a secondary enclosure, it has to be subject to disinfectant and grass cannot be disinfected. The best surface is a concrete slab. If the Committee approves, the plan is to put in a concrete slab with AstroTurf on top to create a soft surface. Both the concrete and AstroTurf can be disinfected and cleaned. The estimate for the concrete slab is between \$8-9,000 and the cost for the fence is \$2,000. Mr. Flagler next commented that if there are not funds available, with the Committee's permission, he will go out and seek donations. Mr. Morrill asked about using grant funds and Mr. Flagler responded that he could ask PetSmart Charities if they would be willing to allocate \$10,000 for the play yard.

Ms. O'Neil commented that the Animal Farm Foundation should be considered and if it is submitted as an enrichment grant, she felt that they would approve it. A couple of bids would have to be submitted. Angels of Assisi received \$10,000 for a play yard. Ms. O'Neil also commented that they should think about putting drains in if it will be closed off. Mr. Morrill suggested that Mr. Flagler check with this Foundation. If that is not successful, he suggested that it be assigned to the Operations Committee.

Mr. Flagler next commented that with regard to the walking trail, the Boy Scout wanting to do an Eagle project at the Shelter has received Council approval for the project and he is now engaged in a fundraising project to raise the funds to start creating the path. Mr. Flagler is going to let him work with the volunteers as well as the Animal Control Officers who have been interested in a project. Mr. Morrill commented that a grand opening/ribbon cutting needs to be held once it is completed.

Ms. Trent next commented that there are some minor amendments to be made to the Agreement. They have been reviewed by the attorneys and it will be on the April 13th agenda for review.

The last item under "Unfinished Business" was a reminder that the next project that will require reserve funding is HVAC. Mr. Flagler commented that the next step would be to get the estimates through an RFP.

Under new business, Mr. Flagler commented that they currently have a contract with Dr. Rogers, a Veterinarian who has a mobile service, which has proven to be of great service to the Shelter. Dr. Rogers has advised he will no longer offer this service and has offered to sell his mobile clinic for \$100,000. He would remain as an emergency veterinarian. With regard to the mobile unit, there is no available space in the Shelter for spay/neuter surgeries, but he is not sure it would justify spending \$100,000 to provide that space. They have been attempting to fill the position of a part-time Veterinarian through advertisements and RFPs. Today they are amending the contract to provide four to eight hours of service to try and get two or three individual contracts to fulfill the current need at the Shelter. They are concerned that unless they have a full-time position with benefits they will not be able to meet the requirements at the Shelter nor at the State level. If he is not successful between now and July, he will be requesting funding for a full-time veterinarian. Further discussion was had regarding the problems the Animal Control Officers have had with getting veterinarian assistance when needed and Mr. Flagler commented that a full-time veterinarian could also provide these emergency services. Ms. Trent commented that the City and County Purchasing departments are looking to issue an RFP to seeking veterinarians in the Roanoke Valley receptive to entering into a contract for emergency services, should they be needed outside of the services of a full-time veterinarian at the Shelter.

Ms. Trent further commented that the budget would be presented at the April meeting and she would hope that the matter of the veterinarian would be worked out prior to that meeting. A question was asked if there had been any discussion with the veterinarian school about this need. Mr. Flagler responded that a veterinarian tech school would probably be more helpful to the Shelter, but it has not been interested in working with them. He has not approached Virginia Tech, which is quite a distance for them to come, but he will contact them to see if they can work out an

arrangement. Ms. O'Neil commented that they usually have two students at any given time at the Angels of Assisi, but they have to work under a veterinarian.

Ms. Trent next commented that at the end of the calendar year is when they do a reset with regards to utilization. The Town and the City had no change in utilization with a slight change between the Counties from last year.

There were no public comments.

With no further business to come before the meeting, the meeting was adjourned at 12:04 p.m.

Respectfully submitted,

Barry W. Thompson
Recording Secretary