

**RCACP
Advisory Board Meeting Minutes
September 19, 2012**

Members Present:

Brent Robertson, Chairman, Roanoke County
Trisha Deaton, Director of Shelter Operations
Mark Lovern, City of Roanoke
Andrea Trent, City of Roanoke
Tony Zerrilla, Botetourt County
Barry Thompson, Town of Vinton
Daphne Turner
Barbara Dalhouse
Kandy Elliott

Recording Clerk: Cindy Ayers

The Regional Center for Animal Control & Protection Advisory Board met this day at the Noel C. Taylor Municipal Building, in the City of Roanoke, this being their regularly scheduled meeting.

Call to order:

Chairman Brent Robertson called the meeting to order at 2:30 PM. The roll call was taken with 100% local representation.

Mr. Robertson recognized citizens present and invited those who wished to address the Board to place their name on the sign-up sheet and they would be heard at the end of the meeting.

Approval of Minutes:

The minutes of the last two meetings, July 25, 2012 and August 22, 2012, were presented for approval. Both sets of minutes were approved. It was noted that the minutes from the October 2011 have been misplaced due to staff turnover. Andrea Trent has volunteered to create a set of minutes from her personal notes from that meeting and will bring them forward for approval at the next scheduled meeting.

Center Operations:

Ms. Deaton reported that the temporary doorbell installation has been completed, and the installation of the security camera to capture license plates in the parking lot has not been completed. A grounds maintenance contract has been secured and a new kennel supervisor has been hired, Paula Anselmo. It was reported that of the \$12,000 set aside for medical care for the animals, \$4,300 has already been used in the first two months of the fiscal year. Ms. Elliot reported that in addition to the services of Dr. Noftsinger, additional medical support for the animals was being provided by area vets at the expense of the respective locality.

Statistics for July and August 2012 are now available on the RCACP website. Ms. Elliot commented that she has researched proper staffing levels in municipalities and will be making a recommendation in the near future based on her findings. It was noted that staffing today is far below the national standards.

Ms. Elliot reported, in response to the carryover item related to disposition records, that she has reviewed the records for a better understanding of what may have been done. She found that no documents were destroyed and no changes were made to the disposition of the animals. A column was simply added to note the disposition.

Unfinished Business:

Financial: Discussion was held regarding the allocation of shared expenses.

Website: The website now has Advisory Board member information and statistics on it. The items still to be added to the website are the current budget, the minutes from the board meetings, and any audits performed.

Volunteer Program Update: Mr. Lovern stated that the Procedures Handbook has been reviewed and the ACO Board needs to discuss some items before it is finalized. Discussion was held on how volunteers will be identified by the ACOs and whether there is a need for a Volunteer Coordinator on the Pound side.

Fundraising – Registration: Mr. Zerrilla inquired and Ms. Dalhouse stated that the 501-(c)(3) application has been filed. Donations can still be made online.

New Business:

No new business initiated.

Public Comment:

Citizens inquired about various topics which included veterinary care, compliance of records, protocol for picking up cats, volunteer opportunities, allocation of time of Executive Director between the RCACP and SPCA, job postings, completion of internal investigation, protocol for placing animals on Pet Finder.com, donations versus fundraising, the website, and care of sick or injured animals.

Next Meeting:

The next monthly meeting scheduled is Wednesday, October 24, 2012, at 2:30 PM, at the RCACP facility.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Cindy Ayers, City of Roanoke, Recording Clerk