

**The Regional Center for Animal Control & Protection  
Advisory Board  
Roanoke County Administration Center  
5204 Bernard Drive  
Roanoke, Virginia 24018  
Minutes  
Wednesday, August 22, 2012, 2:30 P.M.**

**Members Present**

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

Recording Clerk, Glenna Ratcliffe

**The Regional Center for Animal Control & Protection Advisory Board met this day at Roanoke County Administration Center, this being their regularly scheduled meeting.**

**Call to order**

Brent Robertson, Chairman, called the meeting to order at 2:35 P.M. The roll call was taken with 100 percent 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 meeting, July 25, 2012, were not complete; therefore, approval was deferred until the September meeting.

Mr. Robertson welcomed everyone. He stated the meetings would now be held at different localities (Roanoke County, Roanoke City, Botetourt County or the Town of Vinton) each month instead of the at facility as in the past.

**Center Operations**

Ms. Deaton, Director of Shelter Operations, stated she had nothing to discuss regarding the center operations.

**UNFINISHED BUSINESS**

**Financial** Discussion was held regarding the procedure for transfers and cost allocation for shared expenses.

Ms. Elliott presented Mr. Robertson with two documents that listed cost allocation percentages between the SPCA and ACS, Inc. for specific vendors of the two facilities and the monthly billing break-down by municipality for debt, service, operating, and administrative fees.

**Volunteer Program Update** Ms. Dalhouse stated they are in the process of putting together a Procedures Handbook to aid the volunteer program. She stated it is anticipated to be completed by the end of September, 2012.

**Fundraising – Registration** Tony Zerrilla asked for clarification on the 501-(c)(3) status.

Ms. Dalhouse stated they are a 501-(c)(3) organization and can handle donations with proper licensing – a form 102 must be filed with the Department of Agriculture. The procedures must be clarified and have staff in place to handle the donations.

**Business Planning** Mr. Robertson, Chairman, stated the localities have not provided formal objectives/expectations; however, are currently in the process of developing (in draft form) guidelines for each manager of localities to share.

In response to a query by Mr. Zerrilla, Ms. Deaton stated the facility was fully staffed as of this day, August 22, 2012.

**NEW BUSINESS:**

**Animal Control Officers Update** Mr. Robertson, Chairman, gave an update of the meeting with the animal control officers of each locality at which time discussion was held regarding areas of improvement of operations.

**Website** At this time, discussion ensued regarding the content of the RCACP website. Mr. Robertson stated the RCACP audit should be on the website as well as the budget. All the Board members should be listed on the site. Staff currently provides quarterly operating statistics which are posted on the website.

Ms. Dalhouse stated they are attempting to address questions they receive daily, information about a particular day. .

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**RCACP Minutes**

As there was no further new business, Mr. Robertson, Chair, moved to hear comments from the public.

One citizen signed up to speak and was recognized by the Chair at this time.

Items of concern were website content, animal neglect and lack of medical care, training of new staff, clarification of 501-C3 status and clarification of the SPCA Board – who does what on each Board and for which locality, access to meeting minutes, financial audit and volunteer meetings. Also, requested a response from a previous FOIA request.

Mr. Robertson, Chair, and other Board Members responded

Investigation: The investigation regarding one of the dogs at the pound is ongoing. Any mention of neglect should be **alleged** neglect.

Financial The City Auditor's office is currently conducting an audit at the SPCA. The report will not be complete until the end of September and will be available after completion.

Animal Care The RCACP is the pound and is run by ACS, a subsidiary of the Roanoke Valley SPCA. The Board clarified the functions of the SPCA and RCACP.

Website As discussed earlier, the Board Members, minutes and meeting dates will be posted on the website.

501-C3 Clarification The facility has a 501-C3 status but must obtain a proper licensing form for the Department of Agriculture.

FOIA Request In response to a FOIA request. Mr. Robertson, Chair, assured the citizen that this requested would be researched.

Volunteer Meeting In response to a query regarding the volunteer meeting, Ms. Turner stated she had encountered scheduling difficulties and had not met with the volunteers.

Brent Robertson moved to go into Closed Session at 3:20 p.m

**Next Meeting**

The next meeting will be held at Roanoke City, September 19, 2012 at 2:30 p.m (location at the City TBD)

Respectfully submitted,

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