

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE REGIONAL CENTER FOR ANIMAL CARE AND PROTECTION HELD AT 11:00 A.M. ON THURSDAY, JULY 13 2017, IN THE ROANOKE CITY COUNCIL CONFERENCE ROOM LOCATED AT THE NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, ROANOKE, VIRGINIA

MEMBERS PRESENT: Barry Thompson
Gary Larrowe
Dan O'Donnell
Brian Townsend
Lt. Jennings Tardy

MEMBERS ABSENT: Tim Jones

OTHERS PRESENT: Mike Warner
Melinda Rector
Anne Marie Green
Andrea Trent
Tony Zerrilla

Mr. Thompson, Chairman, called the meeting to order at 11:00 a.m. and called the roll.

Mr. Thompson called for a motion approving the minutes of the April 13, 2017 meeting. Mr. O'Donnell made a motion to approve the minutes; the motion was seconded by Mr. Larrowe and carried by a voice vote, all members present voting in favor.

Ms. Green introduced RCACP interim Executive Director Mike Warner to the Committee, and Ms. Melinda Rector, a Roanoke County employee who is providing RCACP interim support. Mr. Thompson welcomed Mr. Warner and Ms. Rector and expressed the Executive Committee's appreciation for their efforts.

The next item on the agenda was the operations update. Mr. Warner apprised the Committee of the recent adoption events. The weekend of June 23rd saw 13 animals being adopted in the form of an emergency adoption event at PetCo and RCACP sites. This rendered a total of 27 animal adopted going back to June 20th, when the press releases were distributed. Then, during the weekend of July 8th, a three day adoption event culminated in 29 animals finding homes. Both events included media coverage. Mr. Warner recognized staff, volunteers, and adoption partners for the results of these successful community events. In prior months, 29 animals were adopted in April, and 49 animals were adopted in May. Total adoptions information and other statistics for June were not available at this time, but it was a very good adoptions month. Mr. Warner mentioned that there were 239 animals in the building this morning.

With respect to general operations, Mr. Warner worked with Mr. David Flagler during the transition period. Mr. Warner wants to strengthen policies and procedures, and is planning to perform a re-start / reset with the staff on July 26th, when the RCACP would open to the public late (2:00) that day, and that social media would be advised as well. Mr. Warner stated that Dr. Parker, the RCACP veterinarian has been able to be available a little more than previous. The feline Panleukopenia disease outbreak will reflect negative results for live release statistics in June, but

cats will come off of hold next week. The environment will be properly scrubbed, and protocols will be in place to assist in minimizing future outbreaks.

Regarding the volunteer update, volunteers worked 319, 257, and 348 hours for the respective months of April, May, and June. Mr. Warner noted that the volunteers were doing a great job, as evidenced by a few nightly transports of animals for adoption to Fairfax and Franklin counties. For the marketing update, Mr. Warner noted that with regards to a marketing update, there was excellent media coverage of recent adoption events at Petco and RCACP, along with social media postings on the Vinton website. Mr. Warner looks forward to future partnering opportunities to increase adoptions.

As for grant updates, Mr. Warner mentioned two grants that were in the works: One from Petsmart for emergency medical fees, a short training program for persons adopting animals, and funding to cover vaccinations for animals. The other grant was from PetCo for soundproofing the kennels to reduce animal and employee stress levels, for lighting upgrades (particularly in the lobby) and a flat screen TV in the lobby to highlight adoptable animals. Mr. Warner stated that he will continue to look for grant opportunities for upgrades to the facility.

In terms of reports, Mr. Warner noted that there will be a cookout for the Animal Control Officers (Operations Committee) and staff (as well as the veterinarian) as a means of providing a good bridge to meet people. The event will be held at noon on July 19th, with the Operations Committee meeting beginning at 1:00 p.m. Mr. Warner then mentioned the Walking Trail project begun by the Eagle Scouts, and that the volunteers would like to pick up and complete the project.

With respect to Fiscal and Administrative Operations, Ms. Trent cited the monthly meetings being held between the Advisory Committee and Mr. Warner and Ms. Rector, with transition being a major discussion point at these meetings. Mr. Zerrilla provided the financial update, based on available preliminary information. Excluding beginning balances, FY 17 revenues were \$4,479 greater than budget, while expenditures (including encumbrances) were \$49,620 less than budget. Therefore on a preliminary basis, \$54,099 would be added to the reserve balance, bringing reserves (excluding a beginning FY17 balance of \$20,980) to \$405,816. These figures are subject to change until the final FY17 financial statement figures are available.

On the subject of unfinished business, Mr. Warner met with Roanoke County General Services personnel regarding the RCACP HVAC system. Discussion considers 3 new Trane units (total of \$300,000), which would have to be staged over approximately 3 years. A firm (Burns & McDonald) looked at the building schematic and provided a proposal of \$24,920 to redraw the structure and assist with the writing of the RFP. Mr. Warner is seeking to have an engineering RFP proposed, to address a cold air issue in the bays and door closures. This work would reduce energy bills, as would the eventual HVAC project work. Mr. Warner would also like to investigate the utilization of clean air filtration technology (u.v. system) as a means of reducing the potential for animal disease and improve the employee work environment. The aforementioned study to be conducted by the A&E firm received Board approval; Mr. O'Donnell made the motion, and a second was provided by Mr. Larowe, and carried by a voice vote, all in favor. Continuing with unfinished business, the play yard is complete; concrete has been laid, the shade shelter has been set up, and the artificial grass has been purchased.

Regarding new business, the proposed FY17-18 Executive Meeting Schedule was reviewed, and the proposed meeting dates were set. Responses to an RFP for spay / neuter services were

received, with proposals from Angels of Assisi and RVSPCA. A mobile unit would be used by RVSPCA. The RCACP would like to award contracts to both, with the intent to have proper backup in cases of high volume. The contracts still need to be awarded by August 1st. Mr. Thompson asked for spay / neuter statistics, which Mr. Warner will provide at a later date.

There were no public comments provided at the meeting.

The next Executive Committee meeting is scheduled for October 12, 2017 (1:00 p.m.)

With no further business to be conducted, the meeting was adjourned at 11:40 p.m.

Respectfully submitted,

Anthony G. Zerrilla
Recording Secretary

Attachments