

**NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE**  
**January 26, 2015**

The Norman Animal Welfare Center Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose room on the 26th day of January, 2015, at 5:41pm. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 22<sup>nd</sup> of January, 2015. The meeting was also posted on the City of Norman website.

**I. CALL TO ORDER.**

Chairperson Mark Howery called the meeting to order at approximately 5:41 p.m. Chairperson Mark Howery introduced the new committee member, Rebecca Bean.

**II. ROLL CALL.**

BOARD MEMBERS PRESENT:

Chairperson Mark Howery  
Jayne Crumpley  
Jennifer Kidney PhD  
Ginger Noble, D.V.M.  
Rebecca Bean  
Stephen Holman, Councilman

ABSENT MEMBERS:

Michelle Carey  
Joe Carter, D.V.M.

OTHERS PRESENT:

Rick Knighton, Assistant City Attorney  
Jim Maisano, Deputy Chief  
John Bowman, Animal Welfare Supervisor  
Sara Doherty, Norman Police Department  
Robert Castleberry, Councilman

**III. APPROVAL OF THE Nov 24, 2014 MINUTES**

Chairperson Mark Howery asked if there were any amendments that needed to be made to the minutes. Jennifer Kidney motioned to approve minutes. Jayne Crumpley seconded, the motion to approve the minutes was carried.

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**IV. MONTHLY STATISTICS**

John Bowman provided and went over the monthly statistical reports from November and December. Chairperson Mark Howery stated that he was pleased to see the high numbers in the foster to adopt program. Chairperson Howery asked if the high numbers shown in November for euthanized non-adoptable cats was due to a disease issue or a large number of feral cats. John Bowman stated that they had a large number of cats come into the shelter during the month of November. Rebecca Bean asked how many of the non-adoptable dogs were first labeled as adoptable, but then switched over to being labeled as non-adoptable. John Bowman stated that all animals are labeled adoptable, before being classified as non-adoptable. John Bowman said that the three dogs that were euthanized in December were adoptable, but two were heartworm positive and the families that were going to adopt them decided not to after finding out their health issues and the third had a horrible case of mange. Chairperson Mark Howery explained that sometimes a dog will come into the shelter and be adoptable for a few months, but after spending time in the kennel the behavior starts to change and they become aggressive to other people and dogs and that can account for the change in status. Rebecca Bean suggested that there should be a way to track the animals and see their progression through the shelter. Jayne Crumpley asked what an animal exposure on a docket meant. John Bowman explained that they are bite reports that the city takes.

**V. CONSTRUCTION UPDATE**

Deputy Chief Jim Maisano said that they were not able to have their weekly meeting today, due to conflicts with the architects. They will be meeting tomorrow morning and hopefully they can start their initial punch list of items that need to be completed before the shelter can move in to the building. The sheet vinyl has been laid in the cat rooms, small animal room and veterinarian office. The countertops have been installed in the Phase 1 building. The lockers have been installed in the volunteer room. The front doors have been installed and the workers are finishing up the side doors. The canine kennels are 90% installed, the only thing left is the cabling that works the guillotine doors and having the bottoms sealed. The ceiling grid has been installed. ONG moved the gas meter so the HVAC unit in the Phase 1 building was installed and is now operational. The shelter is hoping to get their temporary occupancy permit after the final punch list items are complete. Even though it is a city building, the shelter is required to complete all of the same steps to obtain an occupancy permit as a private citizen. The shelter will be sending out information regarding the fact that they will be closed to the general public for at least a week while they transfer all of the phones, computers and animals over from the old impound building into the new building. The closure will mainly impact individuals relinquishing animals to the shelter. There will be more information given regarding the closing as the date approaches.

The plumber was at the site last week and was able to complete the big hair trap and the last of the sewer line from Phase 1. Chairperson Mark Howery commented that he got the sense that the sewage line was an unexpected problem. Deputy Chief Jim Maisano said that there

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were two sewer lines that they had to work around in order to get the incline correct on the new line so that it would drain.

Chairperson Mark Howery asked how the animals would be housed while the shelter is closed. He stated he knew that they would be moving from a smaller space into a larger space. Deputy Chief Maisano corrected him and stated that the shelter would have relatively the same number of kennels at the moment, because you are moving from one building into another and the first building would be torn down. Deputy Chief Maisano asked John Bowman how many kennels the new building would have. John Bowman states that there will be 40 cat kennels in the Phase 1 building and that includes the 18 double stacked condos and the kennels for the cat room. The stainless steel condos for Phase 2 have also been ordered and the staff is putting them together now. There will be about 70 kennels to hold cats once the Phase 2 building is complete. The stainless steel condos are essential for the cats due to them needing to be tested for communicable diseases such as feline leukemia before they can live in group housing. Dogs will have just about the same number of kennels when they move into the new building.

Chairperson Mark Howery expressed a concern with a possible spike in euthanasia rates while the shelter is closed. John Bowman stated that they will not be euthanizing any dogs during the time the shelter is closed. Jane Crumpley asked if the shelter would be accepting calls while the transition occurs. John Bowman stated that the facility will only be closed to the public who are trying to come to the facility; the phones will still be answered. Animal welfare officers will still be working and taking calls from dispatch.

Rebecca Bean wondered about a recommendation from Dr. Bonnie Boone which was to keep the current animals in the facility they are in now and just put the new animals in the new Phase 1 building in order to help curb the spread of communicable diseases. Deputy Chief Maisano stated that we can't do that because it would hold up construction while they waited for these current dogs to be adopted. The shelter staff will still be disinfecting and cleaning the kennels as they currently do. Mark Howery asked if one of the three rooms for dogs in the Phase 1 building would be used as an intake room before they can go to the adoption rooms and John Bowman said yes. Mark Howery asked what exactly a punch list was. Deputy Chief explained that it is a checklist and on that list we still have the millwork, metal frames on ceiling tiles and checking for a water leak amongst other things. We need to have everything done in order to get the occupancy permit.

Councilman Castleberry asked when the shelter is scheduled to be completed. Deputy Chief explained that it is scheduled to be completed in mid-July, but if we have any other setbacks it could go into August.

## **VI. OVERVIEW OF NEW VETERINARY CONTRACTS**

Deputy Chief Maisano explained that in the past we have had OSU vet students, under the instruction of Dr. Boone, coming in to the shelter two days a week and doing spay/neuter services. When the construction started there was no facility for the surgeries to be done so

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the animals had to be transported to Dr. Boones vet clinic in OKC. Dr. Boone can only do a few spay neuters a week, which is causing a back log in the foster to adopt program.

After speaking with shelters in the metro and other benchmark cities that we compare ourselves to regarding crime stats a Request for Proposal (RFP) was created to find the best value and the best working solution for the city. Two RFP's were sent out, one for spay/neuter services and one for veterinarian services for the shelter. The city has signed a contract with Dr. Fritzler from Rose Rock; she will provide vet service for the shelter. She will not be on staff, but will come to the shelter at least once a week to do shelter medicine. The contract for spay/neuter services was given to SpayWay. They are going to provide services three days a week, up to ten animals a day. This will help with the back log of foster to adopt animals and help the shelter have adoptable dogs on hand. Jayne Crumpley asked if animals will be taken to SpayWay while the facility is closed and John Bowman said yes. Another option could be for the foster families to take the animals directly to SpayWay and that way the shelter doesn't have to transport them during that week that they are closed. Jayne Crumpley asked how much money the shelter was given in order to get all of these services performed. Deputy Chief Maisano stated that there was no extra money authorized for this fiscal year, but it would be the same money that the shelter was paying Dr. Boone. The provider would be the only thing changing there would be no extra cost. The contracts will last until the end of the fiscal year in June 2015, but if another solution, such as a vet being hired on staff, has not been found than the contracts can be rolled over for a period of three years. Rebecca Bean asked if volunteers could be utilized to transport the animals to SpayWay in order to get more animals adopted. Deputy Chief Maisano says that in the new volunteer program, there is a provision for people to take part in transporting the animals to off-site adoption events so that could be a possibility.

## **VII. FINANCE COMMITTEE MEETING UPDATE**

Deputy Chief Jim Maisano stated that staff recommended that seven positions be added in the FY 2016 process. Midyear the council meets and looks at making any adjustments to the current budget. The council looked at the three top positions that the shelter listed: Registered vet technician, part time veterinarian and an administrative technician. At the meeting the Finance Committee made the recommendation that the Administrative Technician position be approved at a mid-year adjustment to the budget. The posting for the administrative technician positions was sent out today and will be open for two weeks. The other six positions will be submitted in the FY16 budget process and will be reviewed and looked at along with the other personnel requests and budget requests that come from the whole city. The council made a strong voice that they strongly wanted to look at the vet tech, part time vet and the additional kennel attendant in this next budget process. Councilman Steven Hollman asked the Deputy Chief to explain how getting the administrative technician position frees up another employee who is currently doing two jobs. Deputy Chief Jim Maisano stated that at the shelter they have a lot of employees who are currently doing many jobs. Amy, the adoption coordinator, has to cover the clerical duties if the current administrative technician is away from her desk. She is also a registered vet tech and can

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give the animals medication if needed. The shelter is really a joint effort because everyone helps out. The administrative technician job title has been changed to Animal Welfare Administrative Technician because there is more to the job than just clerical duties. Councilmen Robert Castleberry and Steven Hollman stated that they will fully support the four positions when the budget comes around.

## **VIII. MISCELLANANEOUS COMMENTS**

Joy Hampton from the Norman Transcript asked:

How many vendors responded to the RFP that went out? 7

If the animals are vaccinated before they go to Spayway? John Bowman said yes

What was the pain control protocol used by the vendor that won? We don't have control of that because they are the Vet and it is their license and what they are following accepted Veterinarian practices.

Was the pain control protocol considered in the RFP? No

Can the individuals that are adopting animals, take them to their personal vet?

What changes an animal from adoptable to non-adoptable? When animals are in a confined space week after week, some animals start to act more aggressive or more neurotic.

Is this Permanent? Yes, but it doesn't happen to all animals

The key is to get them out? Yes.

What is the protocol for deeming an animal adoptable? There is no set list that defines every condition of what is adoptable and non-adoptable. It takes a joint effort of looking at age, temperament, interaction with people and other animals. You have to look at the whole picture of the animal not just checking off a list.

Bobby Stevens said he was pleased with how well the facility is being run and commends the employees who have to work in the current conditions. He also thinks we should use PSST money on shelter staffing and hire more Animal Welfare Officers.

Raichoud Hury asked how many volunteers are working at the shelter. How many hours are being filled? How have these numbers changed since the new program has been in effect? Who is responsible for the new volunteer application? Why is more information required to be a volunteer, than to run for Mayor? How many kennels are we going to have once the entire facility is finished? Has the euthanasia rate changed from when FAN was volunteering and taking pictures and how much has it changed?

Jane Ellis asked if the euthanasia procedure going to stay the same in the new building?

Lauren Lackey looked at a list of all the rescues that the Norman Animal Welfare has released animals to and noticed that the shelter released animals to the Forgotten Animals Animal Sanctuary. This rescue does not have the 501c3 nonprofit designation that the Animal Welfare requires before the release of animals. She suggested that there be a better follow up on the animals that are released to the different rescue organizations because these specific animals that were released to Forgotten Animals were not fixed or micro chipped and were living in

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substandard conditions. She is concerned that only one animal was released to Wild Care in the past year.

Charlotte Beattie

When is the new Volunteer program going to be up and running? What is the plan for the donated \$ 60,000? A dog recently went from dog of the month to being put down; can we figure out what causes the dogs to turn unadoptable so quickly?

Mary Katherine Long

Wanted to say thank you for moving forward on the SpayWay and vet tech contracts as it is a huge step forward for the community. She wanted to let the shelter know about the Asilomar Accords which calls for open and transparent data management when looking for community funding. The current data that the shelter provides does not meet the accord standards. If the shelter could provide better data, then they could follow the path of the animal through the shelter.

Emily Nichols

Is there financial assistance available to adoptive families if they choose to adopt a dog with heartworms? Is there anything that FAN can do to help?

Darci Woodson stated that she is excited that the animals will be receiving veterinary services, but is concerned that there are not many volunteers. She stated that she has talked with the one volunteer that the shelter has and thinks that the issue may be in the new volunteer application. She brought in copies of the volunteer applications from Moore, Midwest City, Second Chance animal rescue and the application to run for office here in the City of Norman. All of these documents require significantly less information than the volunteer application for the Norman animal shelter. She suggests that the shelter look into rewriting the volunteer application with the involvement of the community.

Amy Tyler stated that she works at Wild Care and saw on our stats that over 400 wild animals were euthanized and she has offered the services of Wild Care to see what is possible and humane to do for the animals.

Rondi Large is concerned with the high number of Wild animals that the shelter is taking in. Wondered what the protocol is for when the animals are brought to Wild Care? She or a Wild Care representative drive to the Oklahoma City Shelter everyday and pick up wildlife. She would like to see an increase in animals coming from the Norman Animal Shelter.

Raichoud Hury stated that there are enough people in this town to help out and wonders why they are not being utilized? She thinks the city should stop getting in the way of the volunteers.

Wayne Hartman would like a better breakdown on the monthly statistics for wild animals. Currently they receive one line.

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Steven Hollman stated that he would like to see the volunteer application, euthanasia policy, Rescue Release Policies and the Wild Care release possibilities on future agendas, possibly next month.

Co-Chairperson Mark Howery asked if there were any questions.

**IX. ADJOURNMENT**

A motion to adjourn the meeting was made by Jennifer Kidney at approximate 7:30 p.m. The motion was seconded by Jayne Crumpley; the motion was carried.

**ATTEST:**

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**Mark Howery Co-Chairperson**

**NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE**  
**March 23, 2015**

The Norman Animal Welfare Center Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose room on the 23rd day of March, 2015, at 5:30pm. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 19th of January, 2015. The meeting was also posted on the City of Norman website.

**I. CALL TO ORDER.**

There was no official call to order due to the lack of a quorum. It was decided that this would be an informational meeting with no discussion or actions taken.

**II. ROLL CALL.**

BOARD MEMBERS PRESENT:

Chairperson Mark Howery  
Rebecca Bean  
Stephen Holman, Councilman

ABSENT MEMBERS:

Jayne Crumpley  
Jennifer Kidney PhD  
Ginger Noble, D.V.M.  
Michelle Carey  
Joe Carter, D.V.M.

OTHERS PRESENT:

Jeanne Snyder, Assistant City Attorney  
Jim Maisano, Deputy Chief  
John Bowman, Animal Welfare Supervisor  
Sara Doherty, Norman Police Department

**III. APPROVAL OF THE JANUARY MINUTES**

No action was taken. These minutes will be approved at the April 27<sup>th</sup>, meeting

**IV. MONTHLY STATISTICS**

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John Bowman provided and went over the monthly statistical reports from January and February. There is a copy of a new report from Chameleon-Kennel Statistics report which breaks down the shelter intakes and outcomes closer to what the Asilomar Accords recommend. It gives a little bit better breakdown of where we get the animals from and where they go. The March statistics will show the results of the agreement with Wild Care. The foster to adopt animals that have been waiting for spay/neuter have been caught up and now the shelter has animals ready to adopt. The shelter currently uses a "fast track" system which allows the animals to be placed on hold for adoption while they are on the mandatory 5 day hold after entering the facility. This will shorten the time that the animal is in the shelter. The limitations that we are facing at the moment are the same that we have been facing since the start of phase 1 with the intake area and the adoption area sharing the same space. The shelter would like to have a 14 day stray hold where the animal could be tested for multiple diseases and then evaluated by the shelter staff to determine its adoptability. The decision on adoptability is made through the interactions of that animal from the day it comes into the shelter. It is a group decision and it is discussed with the shelter staff.

## **V. CONSTRUCTION UPDATE**

Deputy Chief Jim Maisano presented the Construction update. The shelter staff is now moved into the new building as of 3/2/2015. The animals are not moved over yet, but the fiber lines for the phones and computers have been moved over. There are still a few items on the punch list that need to be completed. There was water seepage between the top and bottom kennels in the dog area, which will be fixed by resealing the floor between the two levels. There were some door issues in the cat dorms, the doors were ordered incorrectly, but that is being taken care of and will be fixed by the time the cats are moved in. The staff is already working in the new offices. They are ready to start phase two and there should be no more downtime. All of the animals will be moved at the same time.

## **VI. VOLUNTEER PROGRAM**

Deputy Chief Jim Maisano gave a quick update on the volunteer program. The shelter is seeking new volunteers and they can register through the city website. The new application requires considerably less information. This topic will be covered in more depth at the April 27<sup>th</sup> meeting.

## **VII. EUTHANASIA PROCEDURES**

All of the Animal Welfare staff that are involved in the euthanasia of animals go to the Oklahoma Veterinary Board and attend the Euthanasia Tech training. They follow the procedures approved by the state of Oklahoma, the Veterinary Board and the Dept. of Agriculture.

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## **VIII. WILD CARE**

Wild Care has been picking up all the wild animals from the shelter. A memorandum of understanding has been created between the shelter and Wild Care.

## **IX. MISCELLANEOUS DISCUSSION**

Rebecca Bean asked if there would still be a need for the gas chamber since Wild Care is picking the animals up and they have said they are using a “pole stick” method so that no one has to touch the animals.

Deputy Chief Jim Maisano stated that he didn’t see it being utilized very often since Wild Care will be taking all of the wildlife.

Chairperson Mark Howery explained to the audience that the city staff would no longer be typing out answers to the questions asked by the audience.

## **X. ADJOURNMENT**

No formal adjournment was made for this informational meeting.

**ATTEST:**

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**Mark Howery Co-Chairperson**

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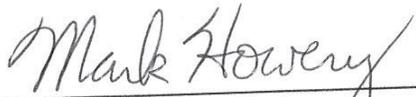
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**Mark Howery Co-Chairperson**