

**City of Norman
Animal Welfare Oversight Committee**

**Norman Animal Welfare Center
3428 South Jenkins Ave**

**Monday, February 12, 2018
6:00 p.m.**

- I. Call to Order.....Co-chairperson Mark Howery
- II. Roll Call.....Co-chairperson Mark Howery
- III. Discussion & Approval of the January Minutes.Co-chairperson Mark Howery
Action needed: Motion to approve or reject minutes
Action Taken: _____
- IV. Monthly Statistics and Division Updates Capt. Barbour / SM Bechtel
Action needed: Acknowledge Presentation
- V. Old Business Updates and Follow-ups Capt. Barbour / SM Bechtel
- Internet Posting of Stray Hold Animals
Action Needed: Discussion and Acknowledge Presentation
- VI. NAWC Budget UpdateCaptain Barbour
Action Needed: Discussion
- VII. Updated Procedure for Private Traps Capt. Barbour / SM Bechtel
Action Needed: Acknowledge Presentation
- VIII. Updated Procedure for CPL & Rabies Citations Capt. Barbour / SM Bechtel
Action Needed: Acknowledge Presentation
- IX. Shelter Assistance Fund UpdateSereta Wilson and Co-chairperson Rebecca Bean
Action Needed: Acknowledge Presentation
- X. Call for Agenda Items for Next MeetingCo-chairs Rebecca Bean and Mark Howery
- XI. Miscellaneous Comments.....Co-chairperson Mark Howery
- XII. Adjournment.....Co-chairperson Mark Howery
Action needed: Motion to adjourn meeting
Action Taken: _____

Animal Welfare Oversight Committee

January 8th, 2018

The Norman Animal Welfare Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose room on the 8th of January, 2018, at 6:00PM. The notice and agenda of the meeting were posted in the Norman Animal Welfare Center building at 3428 S. Jenkins on the 3rd of January, 2018. The meeting was also posted on the City of Norman website at www.normanok.gov.

I. Call to Order

Co-Chairperson Mark Howery called the meeting to order at approximately 6:05 PM.

II. Roll Call

BOARD MEMBERS PRESENT:

Co-chairperson Mark Howery

Co-chairperson Rebecca Bean

Councilman Bill Hickman

Jennifer Kidney, Ph.D.

Joe Carter, D.V.M

Kristy Wicker

ABSENT:

Ginger Noble, D.V.M

Sandy Moore-Furneaux

OTHERS PRESENT:

Amy Tyler, D.V.M

Ashley Battiest, Norman Animal Welfare

Captain Brent Barbour

Chief Keith Humphrey

Jeanne Snider, Asst. City Attorney

Mark Bechtel, Norman Animal Welfare

Trey Amrein, Animal Welfare Supervisor

III. Discussion and Approval of the Minutes

A motion to accept the minutes was made by Jennifer Kidney. Kristy Wicker seconded. The motion passed.

IV. Monthly Statistics and Division Updates

Captain Barbour began by introducing the new Shelter Manager, Mark Bechtel. Mr. Bechtel started on November 27th and is learning the shelter quickly. There will be a transition from Captain Barbour to Mark Bechtel over the coming months.

Captain Barbour discussed the statistics provided and mentioned that the shelter has been very busy. Four years of annual statistics were provided for the annual reports.

Co-chairperson Mark Howery asked if the statistics were based on the fiscal or calendar year. They are based on the calendar year.

Co-chairperson Mark Howery pointed out the high number of wildlife that appears in the 2016 year and mentioned that there was a Wildcare event that affected the numbers that year.

Co-Chairperson Rebecca Bean said it was a huge accomplishment to see the numbers of intakes increase over the years but the euthanasia numbers decrease.

Captain Barbour discussed the written shelter updates that were added to the meeting packet. He briefly went over the Norman Police Department Volunteer of the Year Award that was awarded to Kim Fairbanks and mentioned that Animal Welfare Technician Kate Coffin was nominated for Civilian Employee of the Year Award.

Lastly he mentioned that Norman Animal Welfare has received a generous donation to be approved by city council.

v. Review of City Ordinance “Adequate Shelter” (3-102)

Co-chair Rebecca Bean started by saying several incidences had occurred that had caused the public to reach out and contact her with concerns about the city ordinances, specifically involving appropriate shelter for animals. A letter was provided by a citizen concerning a neighbor’s dog left out in the elements in April 2017. Rebecca asked if discussing the ordinances and perhaps making them more specific might help the Animal Control Officers have more tools to make decisions. There was a discussion about the specific occurrence happening on New Year’s Day weekend. Complaints were made that the animals did not have adequate shelter and were not being fed or watered by the owner. Officer Trey Amrein left a notice that gave 24 hours for the owner to follow up.

Co-chairperson Rebecca Bean said the concern was two parts. One was that the shelter provided was an add-on to the house with an open door and wood shavings on the ground. The second part was about adequate food and water if the neighbors were the only ones providing food and water. She said there was an added complication that the officers never spoke to the owner, only family of the owner, and the dogs were removed from the location before anyone was able to speak to the owner. She wanted to look at what other cities are doing with their ordinances to see if there was anything that could be changed to help the Animal Control Officers.

Dr. Tyler read the current ordinances; specifically, it mentions that animals should be protected from the adverse effects of heat and cold.

Rebecca Bean said that both OKC and Lawton have a provision that specifies that “shelter shall be small enough to retain body heat”; she said she wants to look at other cities to make sure our ordinances are comprehensive enough.

Chief Humphrey said that the dogs were there as the man was moving to another city, and he was regularly checking on them, so he was following the city policy as it is now.

Kathryn Bierman asked if there wasn't a value to making some changes with the ordinances, because some cities have added these changes.

Captain Barbour said that none of these types of changes would have changed the outcome in this specific case. The dogs didn't appear to be in any type of distress, so an officer wouldn't have been able to go onto the property.

Courtney Cleaver spoke about her experience with the dogs, saying that they bark and whine all day outside, and that neighbors were responsible for feeding the dogs. She asked how long do you let an animal go without food or water before you step in, knowing that they won't look like they're starving if someone comes to investigate.

Jeanne Snider said that they can look at what other cities have in their ordinances. She said there was a full overhaul of the ordinances just a few years ago with citizen input, but she will look at similarly sized towns in Oklahoma to see what they have in their ordinances and then discuss that with Captain Barbour and Trey Amrein before the next meeting.

Dr. Joe Carter spoke about making clearly defined circumstances for Animal Welfare Officers to take action, for instance, if there is no available water on the premise.

VI. Old Business Updates and Follow-Ups

Captain Barbour said the training manual for dispatch has been updated to include more information and resources for after-hours calls.

Petfinder will hopefully begin to post our stray intake animals within the next couple of weeks.

Captain Barbour said that staff will be handling social media accounts. Chief Humphrey said that goes back to security and not letting non employees have access to city websites. Mark Bechtel said that as a city entity, we need accountability and that can only be maintained through staff.

Rebecca Bean mentioned that shelters of this size often have someone dedicated to social media and also there is training available specifically for shelters and social media.

Captain Barbour briefly went over the Norman Police Department organizational chart and reiterated the changes with the new manager position.

VII. Semi-Annual Report to City Council

Co-chairperson Mark Howery said he wanted to briefly bring up the semi-annual report that is due for the city council. Rebecca, Jennifer, and Mark will start putting that report together.

Jennifer Kidney said the event report included this month in the statistics report will be very helpful for the education and outreach section of future annual reports.

VIII. Review of 2018 Meeting Schedule and Location

Co-chairperson Mark Howery recapped previous discussions on meeting schedule. Bimonthly and quarterly meetings were discussed, but the schedule was made for a meeting every month in 2018.

Jennifer Kidney said that she thinks we can go to a bimonthly meeting, as we are almost fully staffed.

Co-chairperson Rebecca Bean said that she thinks since the new shelter manager has just started, meetings should continue on a monthly basis.

Co-chairperson Mark Howery said there are a lot of things going well at the shelter right now, and he's also sure that some monthly meetings won't have a quorum. He thinks we should keep the meetings monthly as the schedule shows.

IX. NAWC Budget Update/Budget Needs

Captain Barbour gave the list of requests for this year's budget. They include a second registered vet tech, an outdoor animal run for the dog intake side, and a paving project to expand the parking area in the back and include the carport for the adoption trailer. In addition to those items, they will also request an additional computer for the officers, a camera system for the outside parking and gate areas, and the adoption side kennels and outside runs, and a key card system. Additionally, there will be adjustments to several funds. These requests will be turned in this week.

Dr. Tyler spoke about the emergency vet being available to take cases overnight that require emergency care. She said she is not sure how much they would charge per animal.

Co-chairperson Rebecca Bean asked about a summary of the funds that had been made available in the past. She asked specifically about the emergency fund that she remembers.

Captain Barbour said they don't have that fund now; prior to Dr. Tyler coming on board, there was an emergency vet care fund.

Co-chairperson Rebecca Bean asked about making donations easier for citizens to contribute.

X. Call For Agenda Items for Next Meeting

Emily Mick asked if there was a way to offer a survey on adoption to see how we are reaching our adopters. She made an example survey. Captain Barbour said that they would look at it, and they do look at statistics that Facebook provides.

Bill Anthony asked if Norman Animal Welfare works with other shelters to transfer medical and behavioral needs animals. He brought brochures from the Dumb Friends League in Colorado.

Sereta Wilson had the numbers for the Norman Animal Welfare Fund. The funds are at \$18,990. In 2017, thirty six dogs were treated for heartworms, and there was lab work done outside of the budget. Twice they sent dogs for radiography for possible life threatening injuries. There were funds raised for the dog Scout's surgery. Royal Canin food for foster animals was bought to help with young kittens and new mothers. The total spent in 2017 was \$5,955.54.

XI. Miscellaneous Comments

Joy Cummings asked if anyone has asked the AWO's what they would need in the ordinances to better handle situations, and what should a citizen do in those situations; should they have called more often to help establish the neglect of the owner? Captain Barbour said you can always call and ask for feedback about specific situations.

Chief Humphrey expressed his appreciation for staff and committee members both. He also thanked the public members who came and spoke at the meeting today.

• XII. **Adjournment**

Co-chair Mark Howery called for a motion to adjourn the meeting at approximately 8:31 PM. Joe Carter moved to adjourn. Rebecca Bean seconded. The motion carried, the meeting was adjourned.

X MM

Feb 12th 2015

X Mark D Howery

Feb 12th 2018

Norman Animal Welfare Monthly Statistical Report

January 2018



IN SHELTER ANIMAL COUNTS

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	68	67	135	94	68	162	27	20%
Ending	59	34	93	90	54	144	51	55%

ANIMAL INTAKES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	96	26	122	122	45	167	45	37%
Owner Relinquish	32	6	38	41	33	74	36	95%
Owner Intended Euth	0	0	0	1	1	2	2	#DIV/0!
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes	2	0	2	25	2	27	25	1250%
TOTAL LIVE INTAKES	130	32	162	189	81	270	108	67%

OTHER STATISTICS

	2017		2018		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	N/A	0	18	18	18	#DIV/0!
Dog Collected (DOA)	N/A	0	4	4	4	#DIV/0!
Cat Collected (DOA)	N/A	0	4	4	4	#DIV/0!
Wildlife Transferred	N/A	0	9	9	9	#DIV/0!
Intake Horses	N/A	0	0	0	0	#DIV/0!
Intake Cows	N/A	0	0	0	0	#DIV/0!
Intake Goats	N/A	0	2	2	2	#DIV/0!
Intake Sheep	N/A	0	0	0	0	#DIV/0!
Intake Rabbits	N/A	0	1	1	1	#DIV/0!
Intake Pigs	N/A	0	0	0	0	#DIV/0!
Intake Other	N/A	0	2	2	2	#DIV/0!
TOTAL OTHER ITEMS	0	0	40	40	40	#DIV/0!

LENGTH OF STAY (DAYS)

	2017	2018
Dog	N/A	10.2
Puppy	N/A	8.7
Cat	N/A	13.5
Kitten	N/A	8.5

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	2	0	0	2

Norman Animal Welfare Monthly Statistical Report

January 2018



LIVE ANIMAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	52	41	93	85	50	135	42	45%
Return To Owner	38	3	41	59	8	67	26	63%
Transferred Out	36	18	54	30	26	56	2	4%
Returned in Field	0	0	0	0	0	0	0	#DIV/0!
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
TOTAL LIVE OUTCOMES	126	62	188	174	84	258	70	37%

OTHER ANIMAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	0	0	0	0	#DIV/0!
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	12	1	13	17	9	26	13	100%
Owner Intended Euth	0	0	0	1	1	2	2	#DIV/0!
TOTAL OTHER OUTCOMES	12	1	13	18	10	28	15	115%

TOTAL OUTCOMES

	2017			2018			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	126	62	188	174	84	258	70	37%
Total Other Outcomes	12	1	13	18	10	28	15	115%
TOTAL OUTCOMES	138	63	201	192	94	286	85	42%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	1	8	0	9	35%
Medical - Injured	1	1	0	2	8%
Behavior - Aggressive	15	0	0	15	58%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	17	9	0	26	

MONTHLY LIVE RELEASE RATE

2017	2018
93.5%	90.8%

Live Outcomes / (Total Outcomes - Owner Int Euth)



Monthly Service By Assignment

December 2017 to January 2018

Animal Welfare Volunteers Recent

Place	Assignment	Dec 2017 Hours	Jan 2018 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00
	NAWC-Bather / Groomer	2:00	0:00	2:00
	NAWC-Beautification Volunteer	0:00	0:00	0:00
	NAWC-Cat Socializer	73:47	100:36	174:23
	NAWC-Community Outreach Volunteer	0:00	0:00	0:00
	NAWC-Dog Handler	95:13	125:43	220:56
	NAWC-Foster Program	0:00	0:00	0:00
	NAWC-Laundry	0:00	0:00	0:00
	NAWC-Lobby Greeter	60:15	58:12	118:27
	NAWC-Orientation	9:00	30:00	39:00
	NAWC-Photographer	0:00	0:00	0:00
	Other Volunteer Services	0:00	0:00	0:00
	Veterinarian Assistant Tech	13:45	44:29	58:14
	Total	254:00	359:00	613:00
Grand total		254:00	359:00	613:00

City of Norman Animal Welfare Updates and Information

January 2018

Employee Updates:

- Mark continues to transition into the lead role in the daily operations of the shelter.
- Natasha was hired as an additional Animal Welfare Technician.
- Brent will continue to assist in training, operations, and transitional roles through June 30th.
- Since July we have now hired five new employees and have transitioned two others into their roles. We are now in the process of a significant amount of employee development and training. While this transitional period has created a great opportunity for continued growth and new ideas that truly paint an amazing picture for the future of our team, facility, and community involvement, things will be a bit slow as we continue to cover foundational aspects of our culture and function.

Activities and Events:

- Transcript Publication on Mark's hiring and shelter progress (Jan 7)
- \$10 Adoption Special (Jan 22 – 25) – 54 Adoptions!
- Kitten Bowl (Feb 2-3) – Great Festivities and 32 adoptions!
- Rob Lake Magic Show – Feb 9-10
- **Animal Welfare Expo / Cat Foster Training (March 24th)** - Cleveland County Fairgrounds

Other Items:

- Mid-Year Adjustments to bridge foreseeable gaps in FYE18 M&O accounts are pending
- Preliminary assessment and review of ordinances is ongoing

Capital Improvement Items

- Shade Screens: No updated Activity, Should see activity in next few months
- Carport for Trailer: On hold pending other CIP requests
- Kennel Repairs: Ongoing projects. 405 doorway materials now in house!