

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
April 28, 2014

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 28th day of April, 2014 at 5:30 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 24th of April, 2014. The meeting was also posted on the City of Norman website.

I. CALL TO ORDER.

Co-Chairperson Mark Howery called the meeting to order at approximately 5:40 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Co-Chairperson Mark Howery
Co-Chairperson Jennifer Golden
Jayne Crumpley
Ginger Noble, D.V.M.
Jennifer Kidney PhD
Joe Carter D.V.M
Michelle Carey

ABSENT:

Councilman Stephen Tyler Holman

OTHER PRESENT:

Jeanne Snider, Assistant City Attorney
John Bowman, Animal Welfare Supervisor
Jim Maisano, Deputy Chief
Kim Fairbanks, Citizen (Hands Helping Paws)
Sara Doherty, Norman Police Department
Kim Channer
Jessica Bruha, Norman Transcript
Brandi Barthelne- Norman Shelter

III. APPROVAL OF THE JANUARY 27, 2014 MINUTES

Amendment made to change the name of the individual who made the motion to approve the October 28, 2013 minutes from Jennifer Noble to Jennifer Kidney.

A motion to accept the minutes with the amendment was made by Michelle Carey and seconded by Jennifer Kidney. The motion was carried.

IV. MONTHLY STATISTICS FOR JANUARY-MARCH 2014

John Bowman provided reports from the new Chameleon program that helps track the intake of animals in to the animal shelter. These reports showed an increase in enforcement of municipal ordinances, related to city pet license and vaccination violations. This increase is due to having an Animal Welfare Officer working the desk at the shelter who is now able to write the citations. Emphasis was made to note that this increase in municipal dockets was not an attempt to generate money, but an attempt to increase compliance among pet owners in Norman. John Bowman also supplied a Kennel Statistics Report, which is another report able to be pulled from Chameleon and displays the intake and release of animals in an easier format.

V. DISCUSSION OF THE 2014 STRATEGIC PLAN

John Bowman provided copies of the Animal Welfare Division Strategic Plan for 2014. This plan discusses where the shelter is now with employment and staffing, Goals and objectives of the division and how the goals can be achieved.

The plan lays out all the current positions that the shelter has and their job duties. Also listed in the plan are positions that the Animal Shelter would like to create and how they would benefit the shelter and the city of Norman. The equipment needs listed in the strategic plan may be able to be provided from the PSST, if there are available funds.

VI. SOP UPDATE

John Bowman provided an update on the SOPS that are being created for the Animal Welfare Division. There hasn't been much work done on them at the moment, due to the construction and low staffing at the shelter, but John has assembled SOP's from other shelters in the area and the ASPCA SOPs in order to help him put one together once the shelter construction is completed.

VII. CONSTRUCTION UPDATE

Jim Maisano reported that the outside walls of Phase 1 are up and the construction team is now working on the framing and studding of the walls inside the facility. The overhead plumbing, ductwork and electrical conduits are being installed while they have an open

ceiling area. John Bowman and Jim Maisano meet with the construction chiefs weekly and there are no big setbacks that have come up and we are looking at mid-July, 2014 for the completion of Phase 1. Already starting to talk about how they will be transitioning from Phase 1 to Phase 2. The Cat porch will be added in the next change order that will be submitted to the city.

VIII. SPAY/NEUTER FUNDING

John Bowman provided information on a recent City Council decision. The decision has been made that the money that was made from city pet licenses last year will be added to the Animal Welfare budget for this upcoming fiscal year. This additional funding will go to help provide a larger number of low cost spay and neuters to City of Norman residents. These low cost programs will be provided by a veterinarian clinic in the Norman area who will invoice the city on a monthly basis. The veterinarian clinic will be decided after the city has polled multiple vendors and found out which clinic would give the city the greatest deal.

IX. FAN UPDATE

John Bowman provided an update to the committee on the FAN group. John had a meeting with FAN on March 27, 2014 and the outcome of that meeting is that the shelter is going to work on expanding the foster program, but it will still stay with the fostering of adoptable animals. John would like to provide foster homes to puppies and kittens so that they do not have to be euthanized.

FAN and the shelter are working on creating an SOP for the volunteers so that they know what is expected of them when they are at the shelter. This would help with the training of the volunteers and give them information as to "Why" they have to act in a certain way when helping out at the shelter.

Jayne Crumpley brought up the creation of the Volunteer Coordinator position and how that may benefit the shelter even if it isn't a paid employee. This individual could help bring in more volunteers to the shelter and get the work out to foster facilities and possibly open the door to more volunteer opportunities such as a volunteer behavioral specialist.

X. MISCELLANEOUS

Jim Maisano informed the board that there is a candidate for the Admin Tech position at Animal Welfare and she is moving through the hiring process.

Michelle Carey asked what the shelter tells people when they call in and say that they have lost their pet. John Bowman provided a list of options that are available to the public if they are searching for a lost pet. The possibility of adding these options to the city of Norman website or the Animal Welfare Center's Facebook were discussed so that the citizens would have easier access to them.

XI. ADJOURNMENT

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A motion to adjourn the meeting was made by Dr. Joe Carter at 7:21p.m. The motion was seconded by Jennifer Kidney, the motion was carried.

ATTEST:

Mark Howery Co-Chairperson

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ATTEST:

Handwritten signature of Mark Howery in cursive script.

Mark Howery Co-Chairperson