

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE

Nov 24, 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 24th day of November, 2014, at 6:18pm. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 21st of November, 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 6:18 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Co-Chairperson Mark Howery
Jayne Crumpley
Jennifer Kidney PhD
Joe Carter, D. V. M.

ABSENT MEMBERS:

Co-Chairperson Jennifer Golden
Ginger Noble, D. V. M.
Michelle Carey
Stephen Holman, Councilman

OTHERS PRESENT:

Rick Knighton, Assistant City Attorney
Jim Maisano, Deputy Chief
John Bowman, Animal Welfare Supervisor
Darci Poe, Norman Animal Welfare
Robert Castleberry, Councilman

III. APPROVAL OF THE Sept 22, 2014 MINUTES

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

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IV. MONTHLY STATISTICS

John Bowman provided and went over the monthly statistical report from September and October. John Bowman thanked Hands Helping Paws for all the recues they have pulled. John Bowman said Norman Animal Welfare has the lowest euthanasia rate and highest live release rate of Oklahoma's top cities. Co-Chairperson Mark Howery asked if the rating of top cities in Oklahoma was based on population. John Bowman answered yes, by population.

Jayne Crumpley asked how it is decided if a dog gets euthanized. John Bowman said it is not any one decision. For example, if a dog has been in the kennel for four to five months, it becomes unsociable and unadoptable. If a dog came in sick, even if it were treatable, the expense of the treatment would be another factor. John Bowman said there have been dogs fostered with heartworm with the fostering person knowing the animal has tested positive and had been informed that treatment can be expensive. Jayne Crumpley asked if there were any follow up with the people who foster those heartworm positive animals. John Bowman answered yes.

Co-Chairperson Mark Howery explained how the meeting works, that we would follow the agenda, then at the end of the meeting, public comments would be heard. Co-Chairperson Mark Howery thanked John Bowman for the reports.

Co-Chairperson Mark Howery asked if all animals were able to be fostered to adopt. John Bowman answered yes; currently there are 33 animals out on foster. Co-Chairperson Mark Howery asked if many get adopted after being out on foster and if those numbers will be counted twice. John Bowman answered yes, they would then be adopted and those counted for foster will be counted as adopted the next month. Co-Chairperson Mark Howery went over some numbers as examples to try to make sense of the totals. John Bowman went over more of the foster to adopt numbers and explained due to the software, this was the least confusing way to track the fostered and adopted animals. Co-Chairperson Mark Howery said he was very happy to see so many in foster and asked if anyone else had any questions.

V. CONSTRUCTION UPDATE

Deputy Chief Jim Maisano said the doors have arrived and should be installed soon. He said the gas line that needed to be relocated had been worked through and changed; they should start on the gas line today. Deputy Chief Jim Maisano said the moisture test on the floor is done and they are waiting on the HVAC system before putting the floors down so they will adhere correctly. He said the dog kennels are on site and waiting to be installed. Co-Chairperson Mark Howery asked if the cat kennels have arrived. Deputy Chief Jim Maisano answered they are ordered but are not on site. Co-Chairperson Mark Howery said he and everyone are very anxious for it all to be done and be moved into the new building. Deputy Chief Jim Maisano said it was not unusual to have these kinds of delays in construction such as changes to hardware on the doors, changes to flooring, funding, change orders, awaiting approvals--it all takes time. Co-Chairperson Mark Howery asked if each change order has to be approved by the council. Deputy Chief Jim Maisano answered that if

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it is under \$40,000.00, then the city manager can approve the change order. Co-Chairperson Mark Howery said thank you and also said no one realized there would be a moisture control test for the concrete. Deputy Chief Jim Maisano explained the different types of flooring and the changes were based on several things and the moisture test did take more time but today it came back under 3%. Co-Chairperson Mark Howery said the epoxy was important to keep the floors clean and asked if there were any other questions.

VI. FRIENDS OF ANIMALS OF NORMAN (FAN) PRESENTATION

Darcie Woodson thanked Co-Chairperson Mark Howery, the Animal Welfare Oversight Committee, and Norman Animal Welfare for allowing their presentation. Darcie Woodson presented a power point at the meeting which has been printed and included in the minutes. Co-Chairperson Mark Howery thanked Darcie Woodson and Friends of Animals of Norman for the presentation and asked if anyone had any questions or comments regarding the presentation.

Jayne Crumpley asked what the current policy for training volunteers is. John Bowman said the current policy is that Norman Animal Welfare trains the volunteers, and the volunteers have to agree individually, not as a group. Jayne Crumpley asked if there was a set schedule for the training. John Bowman answered that Amy and Darci have the scheduled dates. Jayne Crumpley asked if there were certain dates and times. John Bowman said yes, right now for orientation; in the future there will be different training times for different jobs. Jayne Crumpley asked if after orientation, can the volunteer say what job they want to do. John Bowman said after they fill out the application, complete the background check and orientation, then they will; depending on the job, there will be training for that job. Jayne Crumpley asked if the previous volunteers were grandfathered in. John Bowman said all volunteers have to go through the new process. Jayne Crumpley asked how soon after orientation could they schedule training. John Bowman said he couldn't answer that right now as the training is still being developed. Deputy Chief Jim Maisano explained how the program is being developed. Jayne Crumpley asked if the volunteer coordinator position is in the budget. John Bowman said we now have a volunteer coordinator and explained Volgistics which is the volunteer computer program that will be used for scheduling volunteers, events, emailing volunteers and any additional information. Co-Chairperson Mark Howery said we have the volunteer coordinator with Norman Police Department but maybe we need one at the shelter also. John Bowman said our adoption coordinator is also the training coordinator.

Co-Chairperson Mark Howery said he liked all the work that has been done to raise money and the Angel fund has been brought up before. He asked if there were any other questions.

VII. BUDGET OVERVIEW

Deputy Chief Jim Maisano said he had called metro animal welfare centers about positions they currently have and he reached out to our benchmark cities as well. He found that a lot are shared duties at the shelters. Deputy Jim Maisano explained the hand out

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(which is included in the minutes), calendar dates, operating accounts of Norman Animal Welfare and that the ones marked out are internal accounts that we cannot control. He said the spay/neutering are in two accounts. Councilman Castleberry asked if insurance was 31%. Dr. Carter asked if this was the current budget year. Deputy Chief Jim Maisano answered yes. Deputy Chief Jim Maisano explained the organizational chart, the proposed position chart and position salaries. He said there are not enough animals for a full time veterinarian but feel that a part time veterinarian would be sufficient due to previous experience. He also said he has not found any Animal Welfare Center that has a behaviorist. A center in California did invite our employees out to their center to learn more about animal behavior. Deputy Chief Maisano said he would like any input from the committee. Jayne Crumpley asked if any of the funding from the sales tax could be used. John Bowman said that decision would ultimately have to come from the finance department. Councilman Castleberry explained the Public Safety Sales Tax 1 and Public Safety Sales Tax 2.

Deputy Chief Jim Maisano said we are mailing out a request for proposals to area veterinarians; they will all go out in the mail Wednesday. Jayne Crumpley asked if the veterinarian position is in the current or next year's budget. Deputy Chief Jim Maisano answered that if the money is there, it can be used now. Jayne Crumpley asked if the animals could be transported to the veterinarian by a volunteer. Deputy Chief Jim Maisano said there would have to be more research done due to liability with the city; we can't give a yes or no today.

Dr. Carter said he was trying to understand why the positions are so expensive. Dr. Carter asked if it was due to the health insurance being most of the cost. Councilman Castleberry explained that the city's insurance is negotiated by the union. John Bowman said the veterinarian technician position is based on the same position on the Society of Animal Welfare Administrators site. Deputy Chief Jim Maisano said the Society of Animal Welfare Administrators lists national averages. He said the city looks at these positions and pay grade as well as looking at previous veterinarians paid by the city. Dr. Carter asked if he understands that we have used 80% of the budget. Deputy Chief Jim Maisano answered no, this is just to the accounts as examples, and this is just one month.

Co-Chairperson Mark Howery said the decision for tonight would be for the positions. Dr. Carter said his main concern is to have emergency veterinarian care in the budget. Dr. Carter said emergencies are not planned but we should have the money to use for emergency veterinarian care. Councilman Castleberry explained the emergency disaster situations and the emergency funds. Deputy Chief Jim Maisano said if an emergency comes up, we can always ask the council to use the funds; if there is an emergency situation we may have to pull from another account to get that done before going to council to ask for more money. Jayne Crumpley asked since we are sending out the request for proposals, will we be moving funds to pay for that. Deputy Chief Jim Maisano answered yes.

Dr. Carter asked if there is an organized thought for the Animal Welfare Officers to determine when to take an animal to an emergency veterinarian. John Bowman answered yes and gave an example of taking animals using city money to care for the animals. Assistant City Attorney Rick Knighton said each case is looked at on a case by case basis. Deputy Chief Jim Maisano asked Dr. Carter if he knew of an example of a case when Animal Welfare did not take an animal to an emergency veterinarian. Dr. Carter said he did; however, it was over a year ago and he does not remember the name of the person or animal. Jayne Crumpley said this was talked about two meetings ago and she was surprised there wasn't a

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fund. She said she thinks there should be some way to fund it. Councilman Castleberry asked what amount would fund emergency care--would it be \$5,000-\$10,000? Dr. Carter said the cost would be unpredictable each year. Jayne Crumpley asked what would be a reasonable amount to ask for, how would we ball park the amount? Deputy Chief Jim Maisano said it may be the perception that we don't treat the animals, but we do; if the Animal Officers get called out, they do address them at that time. He said we would need examples to justify the requests. Co-Chair Mark Howery said he approved the part time veterinarian position and asked if that position could also be the emergency veterinarian as a fall back. John Bowman said in the new building there will be a testing area with equipment. Jayne Crumpley asked if that position would be subject to be called out at night. John Bowman answered that every employee is subject to be called out overnight.

Jayne Crumpley said those three positions look good to her. As a committee member she supports those three chosen positions. Dr. Carter said years ago the committee came up with the strategic plan and thinks people want it and the City can do it. He said as a committee, do we follow our strategic plan as we originally planned or just get three positions? Jayne Crumpley said realistically those three she agrees with. Councilman Castleberry said it helps him if the committee recommends it. Dr. Carter said all the positions are important. Councilman Castleberry said they need to ask for them. Dr. Carter asked why not ask for both critical and urgent positions; we may not get it, but why not ask? Councilman Castleberry said he thinks that is the way to go.

Dr. Carter asked if there is already money in the budget for the veterinarian. Deputy Chief Jim Maisano answered no. Dr. Carter asked what the current \$25,000 was. Deputy Chief Maisano said that would be applied to outside spay/neutering surgeries and could apply that \$25,000 to the new position. Dr. Carter said he feels the volunteer coordinator is very important. Deputy Chief Jim Maisano explained how the superintendent position went away when the veterinarian left; that position was never filled and since then John Bowman has been doing both positions. Deputy Chief Maisano explained the position flow charts that were included in the hand out. He said if the committee wants all of those positions, he can request them, but they need to be prioritized and they may not all get approved the first go around. Dr. Carter said he likes that. Jayne Crumpley suggested we limit the public comments to the budget.

BUDGET PUBLIC COMMENTS:

Rebecca Bean said she loves the level of conversation of the meeting and the focus of the budget talks and for the veterinarian tech position. She said thank you.

Charlotte Beatty asked if some of the \$60,000.00 that Norman Animal Welfare is getting could be used for the emergency fund.

Ingrid Robbins asked what is allowed to be put in the budget. She said no one can tell her. She said she has contacted her councilman, Stephen Holman, but he doesn't answer her email. She said she emailed him two times.

Mark Howery said Councilman Holman may not know the answers.

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Ingrid Robbins asked if Norman got vests for their K9 dogs. She said it was very important for them to have them.

Deputy Chief Jim Maisano said there is no limit as to what you can ask for regarding the budget. He said that the things regarding the K9s are in the Police budget, not Animal Welfare.

Co-Chairperson Mark Howery said we are talking about a different budget here.

Mike Cox asked if there was anything in the budget to get more dogs spayed or neutered sooner so people don't have to wait to adopt the dogs.

Dr. Carter motioned to present the prioritized positions to council.

Jennifer Kidney seconded the motion.

Mark Howery asked for a vote and the motion passed. He also thanked Maisano.

VIII. PUBLIC COMMENTS

Lesha Maag said she would like to know what percentage of dogs Friends of the Animals of Norman is responsible for getting adopted. She asked if there was a foster program.

Darci Woodson said she could get Lesha in contact with rescue groups to work with.

Ingrid Robbins asked the hours of Norman Animal Welfare.

Co-Chairperson Mark Howery said the Animal Welfare Center is open 9am-5:45pm Monday-Friday and 11am-4pm on Saturday.

Ingrid Robbins said she had tried calling on a Monday but she was told they were not taking calls.

Charlotte Beatty asked if all volunteers had to be retrained. Is only general training approved and other jobs not developed so those jobs have no training for volunteers? She asked why is it taking so long. She said why reinvent the wheel, why is it taking so long. She said there should be a push for a volunteer coordinator.

Mike Cox said he was originally trained by Friends of the Animals of Norman and has been retrained. He encourages anyone to go and sign up to volunteer; there is a need for more volunteers.

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Rebecca Bean said she is glad to see the city reaching out to other cities. She said the volunteer coordinator could train volunteers. She said if we all could collaborate that would be great. She invited everyone to the town hall meeting December 8th.

Ingrid Robbins said a pregnant dog or cat should have a separate area away from the other animals.

Deputy Chief Jim Maisano said there will be isolation areas in the new center.

Ingrid Robbins said she was concerned about the K9 dogs and she had seen that there were free K9 jackets to whoever wanted them.

Councilman Castleberry said some had been donated to Norman.

John Bowman said he was not sure if Norman got any vests or not.

Matthew Clinton said they had adopted Sita last January and it would have been easier if there was a foster program. He said a foster program is very important.

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 9:08p.m. The motion was seconded by Dr. Carter; the motion was carried.

ATTEST:



Mark Howery Co-Chairperson