

**City of Norman
Animal Shelter Oversight Board**

**Municipal Building
Multi-Purpose Room
201 West Gray**

**Monday, April 25, 2016
6:00 p.m.**

- I. Call to Order.....Chairperson Mark Howery

- II. Roll Call.....Chairperson Mark Howery

- III. Discussion & Approval of the March Minutes.Chairperson Mark Howery
Action needed: motion to approve or reject minutes
Action taken: Kathryn Schwartz Bierman motioned to approve the minutes as they are. Jayne Crumpley seconded. The motion was carried

- IV. Monthly Statistics AWS John Bowman
Action needed: Acknowledge Presentation

- V. Construction Update..... AWS John Bowman
Action Needed: Acknowledge Presentation

- VI. Discussion of On-line System for Pet License Sales Capt. Lance Arnold

- VII. Update and Discussion of Volunteer/Humanitarian Award.... Chairperson Mark Howery
Action Needed: Acknowledge Presentation

- VIII. Review of Current Strategic Plan..... Staff/Joe Carter
Action Needed: Acknowledge Presentation

- IX. Miscellaneous Comments.....Chairperson Mark Howery

- X. Adjournment.....Chairperson Mark Howery
Action needed: Motion to adjourn meeting
Action Taken: Dr. Joe Carter motioned to adjourn the meeting. Kathryn Schwartz Bierman seconded. The motion was carried.

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
April 25, 2016

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 25th day of April, 2016, at 6:00 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 21st of April, 2016. 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 6:02 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Chairperson Mark Howery
Jayne Crumpley
Joe Carter, D. V. M.
Kathryn Schwartz Bierman
Rebecca Bean
Councilman Stephen Tyler Holman.

ABSENT: Jennifer Kidney PhD
Ginger Noble, D. V. M.

OTHER PRESENT:

Jeanne Snider, Assistant City Attorney
Captain Lance Arnold
John Bowman, Animal Welfare Supervisor
Darci Poe, Norman Animal Welfare

III. APPROVAL OF THE MINUTES

A motion to accept the minutes as is was made by Rebecca Bean and seconded by Jayne Crumpley. The motion was carried.

IV. MONTHLY STATISTICS

John Bowman went over the monthly statistics. Chairperson Mark Howery mentioned that the increase in wildlife was from the conference that Wildcare had.

Rebecca Bean asked if there will be quarantine room in Phase II. John Bowman answered not unless we have a veterinarian on staff, as it is a requirement of the state statute. John Bowman said we do have an isolation room, but not a quarantine room.

Rebecca Bean asked how the owner surrender will be different from here on out. John Bowman answered that with the new ordinance, we will take all animals. Rebecca Bean asked if we will see the numbers that of owner surrenders that are rescheduled. John Bowman said at this time we have not been rescheduling any.

V. CONSTRUCTION UPDATE

John Bowman said the vinyl floors are being installed; they are prepping the floors for sealing the concrete. They are reworking the ceiling grid, surgery lights were put up today, and we are waiting on the flooring. The sod has been put down and looks good. Things are going well. The Ribbon Cutting is scheduled for May 11th at 3pm. There will be a special meeting posted so all the committee members can attend. John Bowman said the cat porch has been poured and installed, but it still needs to be painted and the trim needs to be put around the upper deck and awning part.

Jayne Crumpley asked what the format of the dedication was. Captain Lance Arnold said he had a meeting tomorrow with the city manager and will know more. Jayne said it would be a good opportunity to recognize those who have been involved for years, Dr. Joe Carter, Mark Howery, Kim Fairbanks, and others. Captain Lance Arnold said he would have a better idea tomorrow, and then he could get with her.

VI. DISCUSSION OF ONLINE SYSTEM FOR PET LICENSE SALES

Captain Lance Arnold said we already have Chameleon in place and that is why we first looked at Chameleon; however, because of the \$10,000 set up fee plus the annual fee, he looked at other options. He said he contacted three or four other groups that have the software. Captain Lance Arnold said PetData is in Farmersbranch, Texas. All they do is city pet licensing. He said Elk City uses them. He said it is a full outsource company; they do the mailing, reminders, payments. He said it does not prohibit our vets from selling them or people walking in to purchase one. Captain Lance Arnold said their startup fee is \$1,000.00. PetData has a 24 hours a day, 7 days a week hotline, and the letters and forms would have our logo on it. He said he tried to

contact Pawsy from Seattle but had no answer back. He said they are similar to Chameleon but all centers are based in Washington. He said outsourcing could take a load off of staff; at any one time there could be eight to nine people entering city pet license data. Outsourcing could be a benefit. Kathryn Schwartz Bierman asked if PetData included a donation option. Captain Lance Arnold answered that they do; it is included on their screen. Rebecca Bean asked if we can set a maximum amount for the donations. Captain Lance Arnold answered yes. Rebecca Bean asked if they saw compliance going up in the cities that use that program. Captain Lance Arnold answered yes. Jayne Crumpley said it seems too good to be true. Rebecca Bean asked what the potential downsides are. Captain Lance Arnold said he has not found any yet. He said he will read the proposal, then the next step would be to reach out to those cities that use PetData. Rebecca Bean asked if people could donate without purchasing a city pet license. Captain Lance Arnold said that would be a separate service. Dr. Joe Carter said it sounds like this is a win on several levels, both as a revenue source and taking the burden off of staff; he would like to make a motion to move forward. Assistant City Attorney Jeanne Snider said she wondered if we need a Request for Proposal. She said she will work with Captain Lance Arnold on the process. She suggested to Chairperson Mark Howery that this be put on the next month's agenda. Dr. Joe Carter said we want to encourage the city to move forward with this.

VII. UPDATE AND DISCUSSION OF VOLUNTEER/HUMANITARIAN AWARD

Chairperson Mark Howery said we had a discussion on setting up a work group; our work group is going to be Rebecca Bean and Jennifer Kidney. Rebecca Bean said that Jennifer couldn't meet with her for a couple a weeks, so she and Kathryn Schwartz Bierman got a jump start and this is what we came up with. She had a hand out for everyone (included in posted minutes). Kathryn Schwartz Bierman said they went to look at other humanitarian awards; she said there are a variety of ways to do this. She said she took some of the criteria and tailored it to Norman. Rebecca Bean said they tried to take into consideration comments from the last month's meeting. There was a discussion on how long the nominations should be open and when it would be announced. Assistant City Attorney Jeanne Snider said that calling it a humanitarian award makes it seem like a human rights award; it is confusing. Jayne Crumpley said she likes "volunteer award" better. Rebecca Bean said her only hesitation with the word volunteer is that people may not work in or at the shelter but still help the shelter in other ways. Rebecca Bean said she would strike the word humanitarian. Dr. Joe Carter said there should be two different sets of criteria, nomination criteria and selection criteria.

VIII. REVIEW OF CURRENT STRATEGIC PLAN

Chairperson Mark Howery said the current strategic plan was prepared by John Bowman in January or February 2014. He said it outlines the functions of the shelter,

staff positions, goals of the shelter, and current personnel. Dr. Joe Carter asked if the plan was reviewed annually. Captain Lance Arnold answered that it should be reviewed every year; however, the department struggles with that because they want to tie it to the fiscal year. There was a discussion about when the fiscal year begins and ends as well a discussion about the process of the budget.

Dr. Joe Carter asked if the \$10,000.00 emergency account is being utilized. John Bowman answered that there is not an emergency medical account; there never has been. John Bowman said there was a conversation about it but there is not an account. Captain Lance Arnold said if an animal comes in that needs treatment, it gets treatment; it doesn't matter what account is used.

Dr. Joe Carter said two meetings ago we talked about what the staffing priorities were. He said it is troubling him if it is not evaluated on an annual basis. He said the committee should have knowledge of this instead of finding out after the fact. Rebecca Beans said we need to focus saving lives.

There was a discussion about positions needed at Animal Welfare and the veterinarian position. Councilman Stephen Holman said council expects to spend \$200,000.00 more on Animal Welfare this year than last year.

Dr. Joe Carter said he would like to see a revised strategic plan by end of this year to have ready in December for the new budget process. Jayne Crumpley asked what the deadline was to get it in. Captain Lance Arnold answered that it depends on the item. Dr. Joe Carter said we should have a draft by September and approved in October so we have the committee's input in November. Dr. Joe Carter said it seems the strategic plan is something the staff works on, and then brings to us. Captain Lance Arnold said it would be developed internally. Chairperson Mark Howery said he agrees that city staff can draft it, but we can be helpful with suggestions. Kathryn Schwartz Bierman asked if we can all look this over, then talk about it in the June meeting. Captain Lance Arnold said he can bring it in pieces to the committees in a rough draft form to get their input. Rebecca Bean said that her only interest is to be advocates for the shelter, not to be here to tell you how to spend money. We want to be here getting the votes.

IX. MISCELLANEOUS

Chairperson Mark Howery said the committee voted in October on the resolution to take to council. He said it was good to go and will get it to Brenda Hall this week.

Dr. John Otto said he sees the committee is working very well; it has come a long way. He said in regards to the Erica Loftis award, he hopes to get it done this year. He said it needs attention now rather than next year. He encourages having a plaque with the name and picture of the person who receives the award. He said one of his hopes was to get a veterinarian on staff, so this is a great thing to see. He does think a full time veterinarian will be needed in the future. He said he appreciates this group and the employees. He would like to commend the committee and the City of Norman on what has been done. He said in the Kirkpatrick report, Norman is shown to be number one in live release rate; he said we should be very proud of that. He said we have made a huge amount of progress. Jayne Crumpley asked if Dr. Otto could write a letter

about what Erica Loftis has done. Dr. Otto answered that, yes, he could and that Rebecca would be helpful with that.

Chairperson Mark Howery said he would send the link to Darci for the Kirkpatrick report in case anyone wants a copy.

X. ADJOURNMENT

A motion to adjourn the meeting was made by Dr. Joe Carter at approximately 7:33p.m. The motion was seconded by Kathryn Schwartz Bierman, the motion was carried.

ATTEST:

Mark Howery Chairperson

Norman Animal Welfare Center Oversight Committee
April 25, 2016

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ATTEST:



Mark Howery Chairperson

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
March 2016**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	34		51	
Number impounded this month	140	1468	128	1130
Owner relinquish	22	107	20	102
In field pickup	0	1	0	14
Adoption returns	3	40	4	19
Disposal	4	24	1	14
Picked up dead	3	43	4	42
Number redeemed	29	242	30	254
Number adopted to public	54	575	42	356
Number turned to rescues	10	150	10	117
Number euthanized - Adoptable	0	0	0	19
Number euthanized - Non adoptable	3	52	10	97
Number died for unknown reason	0	13	0	7
Number fostered	28	374	24	223
Escaped/missing/stolen	2	7	0	2
Total now on hand	41		58	
CATS:				
Number on hand from last month	20		11	
Number impounded this month	71	1021	58	705
Owner relinquish	17	103	8	72
In field pickup	0	2	0	1
Adoption returns	2	11	0	0
Disposal	3	14	0	2
Picked up dead	5	62	7	76
Number redeemed	2	16	0	22
Number adopted to public	26	391	8	158
Number turned to rescues	17	75	4	152
Number euthanized - Adoptable	0	0	0	30
Number euthanized - Non adoptable	14	139	21	159
Number died for unknown reason	0	41	0	7
Number fostered	7	301	12	115
Escaped/missing/stolen	2	3	0	1
Total now on hand	15		17	
MISCELLANEOUS:				
Domesticated Animals	4	20	0	15
Wildlife	29	487	39	576
TOTAL	33	507	39	591

NOTES:

	FY2016		FY2015	
SAFETY REPORT	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	4	0	2
City Vehicle Damaged	0	1	0	1
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	1
b. Employee Not Responsible	0	0	0	0

PET LICENSES ENFORCEMENT ACTION	This Month	Year to Date	This Month	Year to Date
January to December				
Total Licenses Sold (Annual)	342	1,670	351	2,305
Citations Issued (AWO)	18	848	0	603
Citations Issued (Private Citizen)	1	39	0	13
Warnings Issued	10	69	0	45
COP Hours	8	8	0	0

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$635.00	\$9,326.00	\$990.00	\$9,248.00
10-1532 Amount-dog adoption	\$3,008.00	\$21,002.60	\$2,370.00	\$20,341.00
10-1531 Amount-cat redemption	\$85.00	\$325.00	\$0.00	\$550.00
10-1532 Amount-cat adoption	\$1,397.00	\$21,767.00	\$600.00	\$8,880.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$0.00	\$275.00
10-1532 Amount-Misc. adoption	\$30.00	\$170.00	\$0.00	\$170.00
10-1533 Miscellaneous	\$515.00	\$3,815.00	\$325.00	\$3,058.00
TOTAL	\$5,670.00	\$56,405.60	\$4,285.00	\$42,522.00
Donation 010-0000-227.24-31	\$280.00	\$3,179.00	\$64.00	\$64,663.76
Donation account balance		\$37,622.31		\$84,365.31

Liability payback (July to June) 2003 Adoption expansion	This Month	Year to Date	This Month	Year to Date
Payback Balance	-\$12,369.50		-\$13,313.50	
22-L432 Liability - pet licenses	\$1,955.00	\$18,041.50	\$1,788.00	\$20,432.50
TOTAL (New Balance)	-\$14,324.50		-\$15,101.50	

NOTES:

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	41	415	41	276
Cats	20	321	7	140
TOTAL	61	736	48	416

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	10	59	10	43
Cats	3	12	0	8
Other	0	0	0	0

VOLUNTEER	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Classes	# of	# in	# of	# in
Orientation	5	10	0	0
Dog Training	1	1	0	0
Cat Training	3	4	0	0
Lobby Greeter	1	1	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

3	City pet license
1	Rabies tag
4	Microchips
2	Personal ID tag
1	Knew animal do to prior contact
	Neighbor told officer
3	Lost & Found slip in chameleon
14	Total

Kennel Statistics Report Intakes from 03/01/16 to 03/31/16

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	106	34	65	6	4	782	997
CONFISCATED	0	1	0	0	0	0	1
POLICE	0	1	0	0	0	0	1
DISPO REQ	7	0	8	0	0	753	768
FIELD	4	0	5	0	0	22	31
OTC	3	0	3	0	0	731	737
FOSTER	15	11	12	1	0	0	39
OTC	15	11	12	1	0	0	39
OWNER SUFF	22	0	13	4	0	0	39
OTC	22	0	13	4	0	0	39
RETURN	2	1	2	0	0	0	5
OTC	2	1	2	0	0	0	5
STRAY	60	21	30	1	4	0	116
FIELD	26	1	10	1	0	0	38
OTC	34	20	20	0	4	0	78
WILDLIFE	0	0	0	0	0	29	29
FIELD	0	0	0	0	0	23	23
OTC	0	0	0	0	0	6	6

Rabbit

Wildcare Class

Owner surrender:

Cats: 1 Cat Not taken - Health Concerns Referred to Miss Kitty's Cat Rescue

Dogs: 4 outside City Limits, 1 Puppy with Parvo (over the phone), 1 Bite dog for quarantine, 1 Due to the flooring repairs at the shelter, 1 health issues, deaf and referred to a rescue

Kennel Statistics Report
Outcomes from 03/01/16 to 03/31/16

Rabbits

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	104	30	71	5	2	782	994
ADOPTION	48	17	39	4	2	0	110
IN FOSTER	8	4	4	0	0	0	16
RESCUE GRP	11	0	13	4	1	0	29
WALKIN	29	13	22	0	1	0	65
DISPOSAL	7	0	8	0	0	753	768
CREM-PRIV	4	0	3	0	0	731	738
CREM-SHELT	3	0	5	0	0	22	30
EUTH	3	0	14	0	0	0	17
AGED	1	0	0	0	0	0	1
AGGRESSIVE	1	0	0	0	0	0	1
COND SEVER	0	0	1	0	0	0	1
FELV/FIV	0	0	1	0	0	0	1
FERAL	0	0	11	0	0	0	11
HW SEVERE	1	0	0	0	0	0	1
ILL SEVERE	0	0	1	0	0	0	1
FOSTER	17	11	7	0	0	0	35
HW MINOR	1	0	0	0	0	0	1
SPACE	16	11	7	0	0	0	34
MISSING	2	0	1	1	0	0	4
IN FOSTER	2	0	1	1	0	0	4
RTO	27	2	2	0	0	0	31
LOST RPT	3	0	0	0	0	0	3
MICROCHIP	2	0	0	0	0	0	2
PHONE	8	0	0	0	0	0	8
TAG ID	1	0	0	0	0	0	1
WALKIN	13	2	2	0	0	0	17
TRANSFER	0	0	0	0	0	29	29
WILDCARE	0	0	0	0	0	29	29

	TRANSFER
Wildcare Wildcare	29
Total	29

Kennel Statistics Report
Animals On Hand on 03/31/16

	DOG	PUPPY	CAT	OTHER	Total
Total	33	7	15	2	57
CLEVELAND CNTY	0	1	0	0	1
NORMAN	33	6	15	2	56

Spay/Neuter Activity Between 3/1/2016 and 3/31/2016

	Neuter	Spay	Total
CAT	9	11	20

A019154	A022700	A022517	A022800	A022771
A023048	A023076	A020057	A020066	A022793
A022968	A022846	A023074	A022283	A021822
A023049	A023060	A023079	A023097	A022783

	Neuter	Spay	Total
DOG	14	10	24

A022852	A022874	A022896	A022963	A022358
A022811	A022915	A023125	A022972	A022999
A023053	A023037	A022706	A022680	A022900
A022902	A022964	A022767	A023127	A022918
A023035	A023108	A023115	A022785	

	Neuter	Spay	Total
PUPPY	9	8	17

A022961	A022664	A023130	A023139	A023006
A023056	A023138	A022764	A022663	A022642
A022969	A023057	A022180	A023008	A023009
A023016	A022765			



Monthly Service By Assignment

January 2015 to March 2016
Animal Welfare Volunteers

Place	Assignment	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Total Hours
Norman Animal Welfare Center	Groomer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Bather / Groomer	0	0	0	0	0	0	0	0	0	6.5	0	0	0	0	0	6.5
	NAWC-Beautification Volunteer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Cat Socializer	0	0	0	1	1	3.25	6.5	16.67	23.5	10.25	18.45	34.47	38.4	66.43	79.97	294.88
	NAWC-Community Outreach Volunteer	2.5	5.75	0	2	11	22.5	2	7	3	5	4	8	3.83	17.5	0	94.08
	NAWC-Dog Handler	8.42	7.5	3.83	5	2	9.5	13	8.25	46.83	32	28.2	37.03	36.47	43.65	59.95	341.63
	NAWC-Foster Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	NAWC-Laundry	0	0	0	0	0	6	7	9.5	6.5	6	8.52	17.1	20.02	24.1	29.38	134.12
	NAWC-Lobby Greeter	0	0	0	0	0	0	0	4	5	5	7.42	31.27	31.02	30.6	34.68	148.98
	NAWC-Orientation	0	0	0	0	1.75	0	0	2	8	12.5	4	7.25	11	10	9	66.5
	NAWC-Photographer	0	0	0	0	0	0	0	17.5	10.5	15.33	13.25	8.5	31.1	17	18.25	131.43
	Other Volunteer Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	171.83	209.28	226.23	1218.13
Grand total		10.92	13.25	3.83	8	15.75	41.25	28.5	64.92	103.33	92.58	83.83	143.62	171.83	209.28	226.23	1218.13

Construction Update

AWS

John Bowman

On-Line Pet Licensing

Captain Lance Arnold

Update and Discussion
Of Volunteer/Humanitarian
Award

Chairperson Mark Howery

NAW Humanitarian Award

This award has been created to honor the life of Erica Loftis, who dedicated her life to saving animals, and to those people who exemplify these generous qualities. The purpose of this award is to build a greater awareness volunteerism and humanitarian spirit within our community.

THE CRITERIA FOR THE AWARD

The Norman Animal Welfare Oversight Committee in their selection shall consider:

... all people in the Norman, Oklahoma metro area, regardless of age, race, sex or religion and shall also consider any recommendations from the general public;

... the contributions made to the welfare of animals in Norman, wild or domestic

... the inspirational effect that the nominee has in the community and the personable nature or outreach activities that encourage others to volunteerism

... special acts of courage benefiting animals

... unusual commitment of time and energy in service to others

... generous donations

... the qualities of integrity, honesty, leadership, and ethical treatment of both animals AND humans, which are fundamental to effective and impactful animal advocacy and volunteerism

Nominations should be made in writing...

Review of Current Strategic Plan

Staff/ Dr. Joe Carter

Miscellaneous Comments