

**City of Norman
Animal Shelter Oversight Board**

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

**Monday, November 23, 2015
6:00 p.m.**

- I. Call to Order.....Chairperson Mark Howery
- II. Roll Call.....Chairperson Mark Howery
- III. Discussion & Approval of October Minutes.Chairperson Mark Howery
Action needed: motion to approve or reject minutes
Action Taken: Chairperson Mark Howery made motion to approve, Jennifer Kidney seconded the motion. The motion was carried.
- IV. Monthly Statistics AWS John Bowman
Action needed: Acknowledge Presentation
- V. Construction Update..... Major JD Younger
Action Needed: Acknowledge Presentation
- VI. Setting Committee Meeting Schedule for 2016.Chairperson Mark Howery
Action needed: discussion of future meeting dates
Action Taken: 2016 dates were set. Chairperson Mark Howery proposed to cancel December 2015 meeting; Jayne Crumpley seconded, all agreed. The motion was carried.
- VII. Review of Volunteer Position Descriptions.....Chairperson Mark Howery
..... AWS John Bowman
Action Needed: Acknowledge Presentation
- VIII. Review of Animal Intake Process.....AWS John Bowman
.....Chairperson Mark Howery
Action Needed: Acknowledge Presentation
- IX. Miscellaneous Comments.....Chairperson Mark Howery
- X. Adjournment.....Chairperson Mark Howery
Action needed: Motion to adjourn meeting
Action Taken: motion to adjourn the meeting was made by Jennifer Kidney, the motion was seconded by Jayne Crumpley. The motion was carried.

NORMAN ANIMAL WELFARE CENTER OVERSIGHT COMMITTEE
November 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 November, 2015 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 19th of November, 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 6:07 p.m.

II. ROLL CALL.

BOARD MEMBERS PRESENT:

Chairperson Mark Howery
Jayne Crumpley
Jennifer Kidney, PhD
Councilman Stephen Tyler Holman
Kathryn Bierman
Rebecca Bean

ABSENT: Ginger Noble, D.V.M.
Joe Carter, D. V. M.

OTHER PRESENT:

Rick Knighton, Assistant City Attorney
JD Younger, Major
John Bowman, Animal Welfare Supervisor
Darci Poe, Norman Animal Welfare

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III. APPROVAL OF THE OCTOBER MINUTES

Chairperson Mark Howery made a correction on page seven under the annual report; it should read bi-annual report for 2013-2014, annual report for 2015. Chairperson Mark Howery said under statistics he said he thinks he was the one who asked about cats, not Kate.

A motion to accept the minutes as amended was made by Chairperson Mark Howery and seconded by Jennifer Kidney. The motion was carried.

IV. MONTHLY STATISTICS

John Bowman went over the monthly statistics. Chairperson Mark Howery said he appreciates all the detail and the large number of dog adoptions as well as finding out what some of the anomalies are on the income and outcome. Chairperson Mark Howery asked if there were any questions. He also said he applauds the low euthanasia rates, which are much better than they used to be, and the number of animals being turned over to rescues.

John Bowman said there is a new kiosk for volunteers to log in their time. John said that there have been 126 spays or neuters paid for under the spay and neuter program to date. There were 43 in October, and there are more people who have been approved but just not scheduled yet. Chairperson Mark Howery asked if we could work in the numbers of volunteers in our monthly statistics. John Bowman said Jacob was working on that.

V. CONSTRUCTION UPDATE

John Bowman said that most of the glass is now in the building. He said the concrete has to dry out before they can put in the epoxy flooring. The roof should be finished this week. HVAC is about 50% done, plumbing and electrical is about done, then they can start the sheetrock and drywall, and then the electricians can finish their jobs. At the same time they hope to get the air conditioning and heat done soon. Chairperson Mark Howery said that is a lot of progress in five months. John Bowman said they did pour the driveway and sidewalks.

Chairperson Mark Howery asked if there were any questions. He said he did notice that one dog had tested positive for parvo at the shelter. John Bowman said since the cleaning protocol has been changed, disease control has been better.

Rebecca Bean said she noticed the 11 dogs out to foster; she asked if those were foster to adopt. She said as far as the ones that are not foster to adopt, how is that going or working out with rescues. She said it seems we already have a kind of foster program. John Bowman said we have always sent out litters to foster.

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VI. SETTING COMMITTEE MEETING SCHEDULE FOR 2016

Chairperson Mark Howery said the 2016 meeting dates need to be turned in by December 15th. He said he had thought that everyone agreed that until the construction was completed, the committee would continue to meet monthly. He said that Darci has checked for the fourth Monday of each month for 2016 for space. Mark said there was no point in scheduling a December 26th meeting.

Chairperson Mark Howery proposed to cancel this December's meeting. Jennifer Kidney moved to cancel December 2015 meeting; Jayne Crumpley seconded, and all agreed.

Chairperson Mark Howery said several years ago we held a public forum; he wondered about scheduling a couple of meetings in an open house format. He asked Rick Knighton if we could schedule a regular meeting a month or two in advance to be in that format for more open dialogue. Assistant City Attorney Rick Knighton asked if he intends for all the committee members to be there. Chairperson Mark Howery answered yes, at least a quorum. Assistant City Attorney Rick Knighton said the difficulty in that is that the agenda has to be posted, and it would be difficult to know the list of what topics would be discussed. He said it might not hurt to discuss this with the City Clerk in regards to those requirements and determine if there is an acceptable format. Chairperson Mark Howery said he will talk to Brenda Hall about this.

Joy Hampton from the Norman Transcript said she is she has had a lot of training with the attorney general and there is nothing legally forbidding the committee from having a question/answer informational meeting with everyone present if no decisions are made and no business is discussed with committee members. She said she is sorry to interrupt but would encourage the city attorneys to investigate that.

Chairperson Mark Howery asked if there were any other questions regarding the meetings for 2016.

VII. REVIEW OF VOLUNTEER POSITION DESCRIPTIONS

Chairperson Mark Howery said it was worth reviewing the volunteer jobs. Chairperson Mark Howery and John Bowman went over the volunteer job descriptions.

Chairperson Mark Howery said initially people would have to come in for the orientation and then return for more training. John Bowman said that was correct, but since then we have offered orientation and a training class together. He said that the training outline is set up so that any staff could pick it up and teach the class. He said there are a few who get scheduled with that task who have expertise and enjoy it more than others; it depends on staffing on who teaches the class. Chairperson Mark Howery asked if it was possible to see what the staff person uses to train, the outline. John Bowman said yes.

Rebecca Bean said she liked her trainer; she was very engaging; however, she feels that 1-2 hours is more than what most people want to put towards it. She said she was there for training, but then didn't get a dog out. She said in Moore their training is 30

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minutes; then they can take a dog out. John Bowman said once training is complete, you can get a dog out. Rebecca Bean said her training was so long that she couldn't stay to take a dog out; if she had time, she could have.

Chairperson Mark Howery said that some training would be longer than others depending on the topic. Kathryn Bierman said this is the first time she is seeing the levels of dog handling and cat socializing; does the trainer determine the level or does the volunteer do that one their own? She asked that the levels and who determines those be explained. Jennifer Kidney said it was a wish list when we started this for future jobs and the level would be determined by the physical capacity of the volunteer. John Bowman explained that level one is what the current volunteer jobs are at.

Chairperson Mark Howery asked if the new adoption coordinator position was advertised and had been interviewed for. John Bowman answered yes. Chairperson Mark Howery said that Amy was the previous adoption coordinator, but she is now the Vet-Tech. John Bowman said the Adoption Coordinator is also the Volunteer Coordinator. Jennifer Kidney said that Jacob Hunt is the Volunteer Coordinator overall. John Bowman said that Amy was utilized in both roles.

Chairperson Mark Howery asked if there were any questions or comments. Jennifer Kidney said that we have come a long way in a short time in having a viable volunteer program. John Bowman said that we have a lot of people now who volunteer their time and show up on a regular basis. He said hopefully we will be able to recognize some of them shortly. Rebecca Bean asked how they hope to recognize them. John Bowman explained the Police Departments awards program and that Animal Welfare has written letters to nominate several of our volunteers for the award. Chairperson Mark Howery said just as a reminder that there was another volunteer recognition that was talked about, but he does not have an update on that, but if all goes well, there may be two avenues to recognize volunteers.

VIII. REVIEW OF ANIMAL INTAKE PROCESS

Chairperson Mark Howery said there have been some concerns and comments about whether animals are being turned away that stems from shelter ordinances, Section 3, shall or must take animals. Chairperson Mark Howery asked John to please walk through the intake process of owner surrendered animals. John Bowman said there is a study going on in Los Angeles about this; one of the first things is how to keep animals from coming into the shelter whether it be with counseling with people who are bringing them in or referring them to a vet or to a rescue group. For example, in Los Angeles in a two month period, they diverted 426 animals from coming into the shelter. Most of those went to rescues. John Bowman said that if a person needs to be accommodated, they need to ask to be accommodated; we need to know the issues. For example, if there is a death in the family or if there is domestic abuse, we would need to know that. John said space is looked at, and we talk to the people to see if there is a problem we can identify and help them with. For example, for homeless people needing food, we can give them food for their animals. He said if a person comes in with an aggressive dog, we urge them to practice responsible pet ownership

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and we refer them back to their veterinarian. John said we do keep track of the animals that are not taken in, and the biggest numbers turned away are from outside the city of Norman. John Bowman said other shelters do not take outside their city limits either unless they have a contract. In other cases when there is no room, he said we try to schedule with them to come back if we can't take the animal at that time. Kathryn Bierman asked if we have a list of rescues to refer people to. John Bowman answered yes, we do have a list. Chairperson Mark Howery said he feels it is important in what you are doing to follow up with people. Rebecca Bean asked if someone calls on the phone, what are they told about the surrender process. John Bowman said it is the same as if they would come in. Kathryn Bierman asked if since we are tracking that now, can we track the people who don't have options or have been referred. John Bowman said he can see about doing that, but it can't be added to the Chameleon report. Chairperson Mark Howery said he hopes with the completion of Phase II, this will no longer be a concern with the more space available.

Rebecca Bean asked how our current policy squares with our current ordinances. Major Younger said his understanding of that section is in reference to the Animal Welfare Officer bringing an animal in and should be read in the context of the totality of that section, not as a stand-alone. He said he would defer to legal counsel to clarify. Assistant City Attorney Rick Knighton said that is correct. Rebecca Bean asked then that section does not pertain to owner surrenders. Assistant Attorney Rick Knighton answered he does not believe that it does; he doesn't think that is what that was intended for.

Jayne Crumpley asked John if there is an intake sheet if someone comes in to owner surrender. Do you have them fill out anything or ask them questions? John Bowman said yes; when they walk in, the conversation begins. John said we try to talk to them and try to determine what the problem is and how we can address that to avert them from coming into the shelter. John said he has looked at some software programs to track things, but it would be years down the line. He said it is a sales program that gives a script for solutions to possible problems with timelines and dates to call them back. He said we haven't found a way to track it in Chameleon, but Darci is working on that with one of the technicians. John Bowman said one of the main reasons why people do not adopt from a shelter is the unknown history of the animal.

There were some scenarios given of animals being brought to the shelter for owner surrender for different reasons and what would happen as well as who or what rescues they would be referred to.

Rebecca Bean asked why are we removing this ordinance if it refers to the Animal Welfare officers. Kathryn Bierman said why are we removing it, then replacing it with something much longer. She said if it does not refer to owner surrender, she sees no reason to remove that. Assistant City Attorney Rick Knighton said the difficulty with that is staff has no idea whether or not the animal you are bringing into the shelter is lawfully brought in. He said if an Animal Welfare Officers sees a dog that appears to be at large out in the field, he can lawfully bring that animal in.

Assistant City Attorney Rick Knighton said he sat in both times when Deputy Chief Maisano explained those changes, but he can't recall those right now. He suggested he would revisit the issue by talking with him. He said he doesn't want to misstate what the purpose of that is. Rebecca Bean said her concern is that we now currently

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do not have anything in our ordinances pertaining to owner surrenders. Assistant City Attorney Rick Knighton said you are probably accurate about that. Kathryn Bierman said then we need to go back and revisit it; it needs to be addressed.

Rebecca Bean said she can give three examples of our shelter turning away animals. She read a post from Facebook from October 2014. Kathryn Bierman said the dog was turned away because it was aggressive, and then the person dumped the dog. Jayne Crumpley said then are you all saying that the shelter should accept every animal even when there is no space. Kathryn Bierman said if this dog was not adoptable, this dog should have been booked in, held for the hold time, and then euthanized. She said they should take all the animals brought to the shelter since the citizens pay for this shelter. Jennifer Kidney asked how the shelter could be a no kill if they are to take in all animals. She said no kill is a goal and we will not get there without a thriving foster program, without staff that can accommodate the animals, spay neuter program, and community support. She said she is asking that we do what other shelters are doing. Rebecca Bean said she is not okay with programs in place where we can't take in animals because we are constantly full; she is also not okay with not providing the most basic service for this community that paid the three million dollars for a bond for a thriving shelter and not providing the most basic service.

There was a discussion on the city council's study session regarding dates and how the procedure will work in regards to the ordinance and its language.

Kathryn Bierman asked Mark Howery if we could put that on the agenda next month and have a review of the ordinance as a whole with the changes highlighted so we can see where they have been changed. Rebecca Bean said why don't we recommend the change today, then look at the language in January so we are not dragging this out unnecessarily. Jennifer Kidney said she agrees. Kathryn Bierman said then let's put that on the agenda, addressing Section 3206. Chairperson Mark Howery asked who is doing the amendment. There was a discussion about what word to change or what to strike out. Chairperson Mark Howery said he will put that on the next agenda. He said he appreciates the counseling that is going on and the tracking as well. Major Younger said he does recommend that we contact Jeanne Snider, that there would be a healthy discussion over re-approaching an issue the committee has already given a recommendation on and legal opinion of the impact of the language. He said he would contact Jeanne on how it's being approached. Jayne Crumpley said since we have a councilperson on our committee, he could raise that point at the study session to be postponed. Assistant City Attorney Rick Knighton said that is correct. Councilman Stephen Holman said it might be better to have this at the study session on February 9th. Chairperson Mark Howery said he will talk to Jeanne between now and January.

IX. MISCELLANEOUS

Chairperson Mark Howery said he had a couple of things. He said there was a very successful event at the shelter a couple of weeks ago on a Saturday: Puppies, Poems and Pies. He said it was a very good event with lots of kids there and a lot of people at

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the shelter that day, and it ran very well. He also said the second adoption event went well. He said there is an upcoming event in December. John Bowman said there is a Santa Claus photo event in December.

Jennifer Kidney said that after the Puppies, Poems, and Pies, Kim gave a tour of the shelter, providing lots of good information. She said that at the adoption event, people were applauding each time someone adopted a dog.

Chairperson Mark Howery asked if the event on the 12th was at the shelter. John Bowman answered yes. He said that we will revisit Dr. Otho's volunteer recognition award, as there are still some questions. He said that he, Jennifer, Kate, and Rebecca had divvied up parts of the annual report. He said they had some rough drafts; they will be pulling that together in January.

Jayne Crumply said thank you to Jennifer for her letter.

Leslie Morgan said she was confused on the intake issue; her question is: are we tracking pets we get if they are from Norman or not. Do we track that? She said if someone is from Moore or the surrounding area, what do we do? Do we call Moore or give them directions to Moore or the shelter or do we turn them away? She said is it the fact that the person that brings it in is not from Norman. Jennifer Kidney said in a case with an owner surrendered animal, they ask for evidence of being a Norman resident. Leslie asked if it is a surrounding area, do we give them help and do we track that? Leslie said if it is a larger percent, it is a concern; if it is a small percent, she doesn't think we should be dictating policy and law that happens on occasion. She said it would be nice to have written procedures in place when that does happen. Chairperson Mark Howery asked John if a person comes into the shelter from Moore, do you refer them to the Moore shelter. John Bowman answered yes. Chairperson Mark Howery said, so wherever they come from, they are referred to that city shelter and do you track those numbers? John Bowman answered that in the last 60 days, 20 people from outside of our jurisdiction were sent to their jurisdiction.

Lauren Lackey said recently she has been blocked from commenting on the Norman Animal Welfare's Facebook page. She said she has been critical and frustrated in her comments but never vulgar or threatening. She is a tax paying, home owning, local business managing citizen of Norman. She said the Norman Animal Welfare's Facebook page is an online extension of the shelter, which is funded by taxpaying citizens like herself. By blocking her comments of opposition, she said you are reverting back to your cowardly tactics like when you illegally banned the public from taking photos in the shelter. She said will you please tell me why I've been blocked, who made that decision and why. She said her friend June Dennis did community services through court services and that she and her other court service peers did not fill out any application and also had no training and handled animals. She said she wanted to know the training and screening process for people doing community service. She asked how many Animal Welfare Officers are on patrol during operating hours; from what time to what time are those officers available to pick up animals

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when people call. She said she was late to the meeting today because she was helping her friend June Dennis try to catch a loose dog in Lions Park. She said she had called the shelter at 5pm, but she was told that there was not an animal welfare officer available because they had left early. Lauren said that when it comes to owner surrenders, you are passing the buck referring owners to cheap vets instead of taking them in when they possibly need to be euthanized. That is a service the city should be providing to the citizens. She said citizens should always have a choice to owner surrender their pets. She asked why are having off site adoptions for pure breed puppy mill dogs when have told us for years you were not capable of doing large off site adoptions. She said do you not realize the draw in amount of people you could have brought to the shelter if you had these events at the new million dollar shelter that we just recently built.

Bill Hickman said he was troubled by what he just heard. He said he knows he asked specifically the question on those volunteer hours if those people were trained or were those people performing services through the court program. He said it is very important to figure out do we have people that are providing volunteer services through the court program who do not have to go through the same training as citizens wanting to volunteer. Bill said if so that does not seem appropriate to me or is there an exception to the rule about people in a court program not having to go through training but others do. If so he would like an explanation why, it seems to be a real disconnect. He said he would like to have the committee put that on the next agenda. He asked if he brought in his old dog to be owner surrendered, would we take it, if there was a dog with behavioral issues, would we take it, yes or no. He said the citizens have a right to know what the answers are to those questions. He said as a tax paying citizen, in his opinion it is the shelter's responsibility to take the animal, not an accommodation. He said if he wanted to owner surrender a dog for whatever reason, he should be able to, that is a service this community is paying for. He said he asked this last time but would like to see on the agenda the definition of the word adoptable. He said he greatly applauds this committee and everyone that passed the no kill resolution of adoptable animals but we need to define what is adoptable. Bill Hickman asked that the intake question be answered.

Jennifer Kidney said the answer to that question has to do with being a responsible pet owner. Chairperson Mark Howery said he agrees with Jennifer; he disagrees in that he is not interested in seeing everyone in the community able take their old dog to the shelter to be put down, which is part responsible pet ownership. Jennifer Kidney said the shelter is for animals that are truly in need. Bill Hickman said he wants the question to be answered if are we taking an old dog or a dog that might have a behavioral issue? He would like to respectfully get that clarified. Major Younger said what he has said has merit for the citizens to want to know what the protocols and procedures are at the shelter they are paying for. He said he would recommend adding the section over owner relinquishment because there is nothing there now. He said when given hypotheticals of what do we do now, staff has provided you with guidance that staff do what the citizens expect and that is not to kill adoptable animals and find homes for animals that can and we can help do that. He said if you give me

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hypotheticals, to be honest I can't answer that question because it is going to be dependent on the circumstances at that given time. He said if staff has the opportunity to avoid euthanizing an adoptable animal, they will attempt to do that.

Joy Hampton from the Norman Transcript said she wanted to apologize to Mr. Knighton after reading the open meetings act, line by line. She understands the concern with having a mixed body deal with random questions rather than offer information about a specific preconceived item. She understands it would be hard to control. She said under Oklahoma law, animals are property, which creates some unusual dichotomies because we don't feel like our pets are property. She said the idea that someone would bring a pet, for whatever reason, to the shelter just because they don't want to pay is a pretty appalling idea because if it was any other piece of property, we would find a way to make them pay. She said as a community we are faced with the dilemma that these are innocent creatures that if we don't take them in they will be abandoned, shot, abused, run over, or a nuisance for someone. She said it sounds like what the audience is asking for is not for this body to make a major policy decision but really needs to be brought before our elected officials. She asked if she is right. She said it sounds like city staff is being attacked for something that the elected body should be held accountable to make a decision on, do you disagree with that? Kathryn Bierman said these ordinance changes were obviously written by city staff but what we are trying to do is what other cities have already accomplished and have done with very little fanfare and take in every animal. Joy said she wanted the city attorney to comment on whether these are major policy discussion. Assistant City Attorney Rick Knighton answered in theory, yes; in practicality, he is not really sure. He said it the difficulty has to do with without having data to back it up. There was another discussion on tracking the owner surrender numbers that started approximately 60 days ago.

Nick Mould said he has two questions. One, he would like to know about how many owner surrenders do you take in per month. Two, what criteria do you use to determine which ones you take in of the owner surrenders. Chairperson Mark Howery went over the numbers in the packet. Chairperson Mark Howery said space consideration at the shelter and residency of the owner are the major criteria. Nick asked what about the criteria for the animal; he asked who works at the shelter. Major Younger answered that once again everyone wants a check mark list, but he can't give you that. He said he can give you only categorically what we ask as John has said are talking points. Major Younger again goes over what was said earlier about talking to the people who come in with an owner surrendered animal and accommodating circumstances. Jayne Crumpley said staff has said and given examples of how they have helped people and she said that is commendable.

Darcie Woodson said in response to responsible pet ownership, just because someone should do something doesn't mean they will. She said what happens when someone is not a responsible pet owner and the shelter turns them away? She said you can't assume they will do the right thing. She knows several people who live in the country

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where animals are dumped; what happens to these animals? She said they can starve to death, hit by cars, sometimes attacked by wild animals, die due to the elements, or be shot at by farmers or painfully bleed to death. She said the committee changed the name of the shelter to include welfare but these deaths don't sound like welfare policies to me. As much as we all hate euthanasia, she would rather have an animal put to death quickly than in one of the before mentioned ways. She said she has some stuff from Facebook, people who have contacted Friends of the Animal of Norman because they were turned away and had no clue on what to do with their animals. She said in all three of these cases, the dogs were turned away because they were aggressive, that the city is leaving aggressive animals out in the public which sounds like the opposite of what animal control is supposed to be doing. She said it sounds like a danger risk and if one of those animals should attack someone, then it seems that person could sue the city of Norman since the city knowingly left the animal in the public.

Curtis Insler said when having the dialogue with an attempted relinquisher and they say to you that no my dog is not adoptable, he is vicious, what is the response? Major Younger answered once again, in a hypothetical situation, I can't tell you that because there are many variables there. Rebecca Bean said what are the procedures in dealing with an old animal that an owner wants to surrender or an animal that might be vicious or aggressive; surely we have a procedure on how to handle that. She said she would love to hear from our director. Major Younger said he understands you wanting to hear from the director but here is why he is responding this way; he does not believe this committee is the forum to take umbrage with individual decisions the director is making. The director makes decisions on behalf of the city of Norman, so if there are decisions that are being made that we are aware of, we are more than happy as staff to bring that to our supervisor to get direction from a policy stand point. He said it is circumstantial; we are trying to provide the service that the citizens and the committee expect. He said there are some things that are lacking that we are trying to add and he does believe it is a policy decision and he does believe that staff goes on the guidance they have been given. Major Younger said he is not trying to avoid anyone's question, but he can't give you a specific A, B, or C answer because John is not going to be held accountable to A, B or C because it is not fair.

Jayne Crumpley said it is a progression. She said this is why we are here, to work out these things. She said it can't happen overnight. She said every time we ask them to give us more information and they do.

Rebecca Bean said that is true; she really appreciated the statistics. She said we have this ordinance that needs to be right; we also need to have the standard operating procedures with transparency. She said it is important to know what to expect when we have people that are not the most responsible pet owners. Jayne Crumpley said how do you think they feel when there is not a resource they can refer them to, how do you think they feel when they go home at night and are pretty upset. She said it is very upsetting; everything is so hostile when we are asking for input, we are trying to work on it, and we meet once a month. She said staff is trying to do everything we ask

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them to do; she said she feels like she is attacked; she doesn't even want to show up at meetings. She said we want to hear, we want input, but it will not happen overnight.

X. ADJOURNMENT

A motion to adjourn the meeting was made by Jennifer Kidney at approximately 8:35p.m. The motion was seconded by Jayne Crumpley, the motion was carried.

ATTEST:

Mark Howery Chairperson

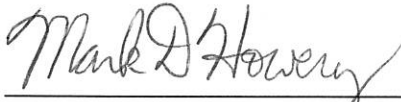
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ATTEST:



Mark Howery Chairperson

**ANIMAL CENTER DIVISION
PRELIMINARY REPORT FORM
October 2015**

OPERATIONAL INFORMATION	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
DOGS:				
Number on hand from last month	54		51	
Number impounded this month	163	675	145	533
Owner relinquish	4	15	11	46
In field pickup	0	0	1	12
Adoption returns	2	21	1	4
Disposal	5	12	3	8
Picked up dead	3	22	6	22
Number redeemed	33	85	31	118
Number adopted to public	79	237	39	149
Number turned to rescues	16	59	12	58
Number euthanized - Adoptable	0	0	3	16
Number euthanized - Non adoptable	3	41	17	62
Number died for unknown reason	1	5	3	5
Number fostered	30	217	36	107
Escaped	0	3	0	1
Total now on hand	47		46	
CATS:				
Number on hand from last month	23		39	
Number impounded this month	118	555	138	417
Owner relinquish	14	32	20	49
In field pickup	0	0	0	0
Adoption returns	2	5	0	0
Disposal	8	14	0	2
Picked up dead	2	17	8	44
Number redeemed	3	4	4	10
Number adopted to public	39	190	18	75
Number turned to rescues	3	26	31	99
Number euthanized - Adoptable	0	0	13	26
Number euthanized - Non adoptable	16	87	45	90
Number died for unknown reason	4	29	0	6
Number fostered	37	194	23	63
Escaped	0	1	0	1
Total now on hand	29		35	
MISCELLANEOUS:				
Domesticated Animals	1	8	0	3
Wildlife	45	299	82	345
TOTAL	46	307	82	348

NOTES:

	FY2016		FY2015	
SAFETY REPORT	This Month	Year to Date	This Month	Year to Date
Injuries on the Job	0	2	0	0
City Vehicle Damaged	0	0	0	1
Vehicle Accidents Reviewed	0	0	0	0
a. Employee Responsible	0	0	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)	148	3,941	85	4,442
Citations Issued (AWO)	8	708	80	511
Citations Issued (Private Citizen)	1	21	0	12
Warnings Issued	0	46	0	39

FINANCIAL INFORMATION	This Month	Year to Date	This Month	Year to Date
10-1531 Amount - dog redemption	\$1,185.00	\$2,681.00	\$1,130.00	\$4,784.00
10-1532 Amount-dog adoption	\$3,840.00	\$9,449.60	\$2,011.00	\$8,251.00
10-1531 Amount-cat redemption	\$15.00	\$100.00	\$80.00	\$295.00
10-1532 Amount-cat adoption	\$2,100.00	\$10,650.00	\$1,020.00	\$4,080.00
10-1531 Amount-misc. redemption	\$0.00	\$0.00	\$110.00	\$110.00
10-1532 Amount-Misc. adoption	\$0.00	\$30.00	\$15.00	\$90.00
10-1533 Miscellaneous	\$275.00	\$1,310.00	\$535.00	\$1,640.00
TOTAL	\$7,415.00	\$24,220.60	\$4,901.00	\$19,250.00
Donation 010-0000-227.24-31	\$230.00	\$1,093.00	\$130.00	\$819.00
Donation account balance		\$86,959.31		\$20,520.55

Liability payback (July to June) 2003 Adoption expansion	This Month	Year to Date	This Month	Year to Date
Payback Balance	-\$4,263.50		-\$4,129.50	
22-L432 Liability - pet licenses	\$480.00	\$4,743.50	\$380.50	\$3,744.00
TOTAL (New Balance)	-\$4,743.50		-\$4,510.00	

NOTES:

Replacement CPL \$1.50

SPAY / NEUTER PROCEDURES	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	69	189	16	102
Cats	30	158	24	70
TOTAL	99	347	40	172

ANIMAL BITES July to June	FY2016		FY2015	
	This Month	Year to Date	This Month	Year to Date
Dogs	4	15	2	21
Cats	3	5	2	6
Other	0	0	0	0

SUMMARY

Dogs returned to the owner prior to coming to the shelter

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

Kennel Statistics Report
Intakes from 10/01/15 to 10/31/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	114	49	50	68	1	45	327
CONFISCAT	1	11	0	0	0	0	12
CRUELTY	0	11	0	0	0	0	11
POLICE	1	0	0	0	0	0	1
DISPO REQ	6	2	10	0	0	19	37
FIELD	4	0	8	0	0	18	30
OTC	2	2	2	0	0	1	7
FOSTER	24	26	4	30	0	0	84
OTC	24	26	4	30	0	0	84
OWNER SUF	4	0	6	8	0	0	18
OTC	4	0	6	8	0	0	18
RETURN	2	0	0	2	0	0	4
OTC	2	0	0	2	0	0	4
STRAY	77	10	30	28	1	0	146
FIELD	31	0	9	7	0	0	47
LEFT SHTR	0	2	0	0	0	0	2
OTC	46	8	21	21	1	0	97
WILDLIFE	0	0	0	0	0	26	26
FIELD	0	0	0	0	0	24	24
OTC	0	0	0	0	0	2	2

2 Puppies left at gate

Pig

Kennel Statistics Report

Outcomes from 10/01/15 to 10/31/15

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
TOTAL	121	49	39	73	3	45	330
ADOPTION	69	26	11	31	2	0	139
IN FOSTER	20	11	4	22	0	0	57
OUT EVENT	29	0	0	0	0	0	29
RESCUE GRP	4	12	3	0	2	0	21
WALKIN	16	3	4	9	0	0	32
DIED	0	1	1	3	0	0	5
IN FOSTER	0	1	1	2	0	0	4
IN KENNEL	0	0	0	1	0	0	1
DISPOSAL	6	2	10	0	0	19	37
CREM-PRIV	3	2	2	0	0	0	7
CREM-SHELT	3	0	8	0	0	19	30
EUTH	3	0	13	3	0	0	19
AGGRESSIVE	1	0	0	0	0	0	1
BEH SEVERE	0	0	4	0	0	0	4
COND SEVER	0	0	4	2	0	0	6
FELV/FIV	0	0	1	0	0	0	1
FERAL	0	0	4	1	0	0	5
INJ SEVERE	1	0	0	0	0	0	1
PARVO	1	0	0	0	0	0	1
FOSTER	11	19	2	35	0	0	67
PREGNANT	2	0	0	0	0	0	2
SPACE	9	6	2	8	0	0	25
UNDRAGE/WT	0	13	0	27	0	0	40
RELOCATE	0	0	0	0	0	2	2
RELEASED	0	0	0	0	0	2	2
RTO	32	1	2	1	1	0	37
LOST RPT	1	0	0	0	0	0	1
MICROCHIP	2	0	0	0	0	0	2
PHONE	21	1	2	1	1	0	26

Rabbits

Pig

Snakes

	DOG	PUPPY	CAT	KITTEN	OTHER	WILDLIFE	TOTAL
WALKIN	7	0	0	0	0	0	7
WEB	1	0	0	0	0	0	1
TRANSFER	0	0	0	0	0	24	24
WILDCARE	0	0	0	0	0	24	24

	TRANSFER
Wildcare Wildcare	24
Total	24

Kennel Statistics Report
Animals On Hand on 10/31/15

	DOG	PUPPY	CAT	KITTEN	Total
Total	45	2	19	10	76
NORMAN	43	2	19	10	74
OKLAHOMA CITY	1	0	0	0	1
UNIVERSITY OK	1	0	0	0	1

Spay/Neuter Activity Between 10/1/2015 and 10/31/2015

	Neuter	Spay	Total
CAT	1	5	6

A019752
A018330

A020502

A020675

A019913

A020592

	Neuter	Spay	Total
DOG	15	25	40

A020305
A020234
A020259
A020265
A020170
A020583
A020626
A020762

A020169
A020237
A020260
A020253
A020202
A020622
A020739
A020674

A020120
A020267
A020262
A020151
A020228
A020611
A020716
A020258

A020203
A020238
A020263
A018539
A019108
A020683
A020712
A020254

A019699
A020245
A020264
A019661
A019953
A020710
A020723
A020257

	Neuter	Spay	Total
KITTEN	13	11	24

A019988
A019965
A020645
A020386
A019610

A019635
A019983
A019885
A020493
A019723

A020510
A020485
A019964
A020595
A019684

A019984
A020642
A020205
A019020
A019019

A020056
A020644
A020206
A020067

	Neuter	Spay	Total
PUPPY	12	17	29

A020096
A020339
A020296
A020714
A020347
A020352

A020298
A020340
A020297
A020342
A020348
A020353

A020098
A020341
A020032
A020343
A020349
A020354

A020101
A020135
A020097
A020344
A020350
A020356

A020338
A020152
A020715
A020346
A020351



Monthly Service By Assignment

January 2015 to October 2015
Animal Welfare Volunteers

Place	Assignment	Jan 2015 Hours	Feb 2015 Hours	Mar 2015 Hours	Apr 2015 Hours	May 2015 Hours	Jun 2015 Hours	Jul 2015 Hours	Aug 2015 Hours	Sep 2015 Hours	Oct 2015 Hours	Total Hours
Norman Animal Welfare Center	Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Bather / Groomer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	6:30	6:30
	NAWC-Beautification Volunteer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Cat Socializer	0:00	0:00	0:00	1:00	1:00	3:15	6:30	16:40	23:30	10:15	62:10
	NAWC-Community Outreach Volunteer	2:30	5:45	0:00	2:00	11:00	22:30	2:00	7:00	3:00	5:00	60:45
	NAWC-Dog Handler	8:25	7:30	3:50	5:00	2:00	9:30	13:00	8:15	46:50	26:00	130:20
	NAWC-Foster Program	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	NAWC-Laundry	0:00	0:00	0:00	0:00	0:00	6:00	7:00	9:30	6:30	6:00	35:00
	NAWC-Lobby Greeter	0:00	0:00	0:00	0:00	0:00	0:00	0:00	4:00	5:00	5:00	14:00
	NAWC-Orientation	0:00	0:00	0:00	0:00	1:45	0:00	0:00	2:00	8:00	9:30	21:15
	NAWC-Photographer	0:00	0:00	0:00	0:00	0:00	0:00	0:00	17:30	10:30	15:20	43:20
	Other Volunteer Services	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	Total	10:55	13:15	3:50	8:00	15:45	41:15	28:30	64:55	103:20	83:35	373:20
	Grand total	10:55	13:15	3:50	8:00	15:45	41:15	28:30	64:55	103:20	83:35	373:20

Norman Animal Welfare Volunteer Job Descriptions

Orientation

Orientation class is designed to familiarize new volunteers with the current policies and procedures at the NAWC. The class is offered throughout various days of each month.

Lobby Greeter

Greets and assists people as they walk into the NAWC.

Major Responsibilities and Duties: Greets people who come into the NAWC and provides them with general information. Explains and enforces procedures for handling animals and ensuring disease control. Explains the kennel cards to NAWC visitors. Answers questions about animals with which they are familiar; directs visitors to staff for information about other animals. Answers general questions regarding NAWC operating hours. Answers questions about the foster to adopt program and adoption process. Maintains stock in store front; lets staff know when inventory is low and needs to be reordered. Keeps lobby area clean and tidy.

Dog Handler

Performs socializing tasks that include walking, training, and other activities to relieve boredom and satisfy the dogs' needs for playing and affection; provides patience and gentle handling of the dogs that may otherwise be unable to present well to the public.

Level 1 handler: handles small(25 lbs. or less), well-mannered and leash trained dogs; discourages jumping, barking, or other bad behavior.

Level 2 handler: handles dogs up to 50 lbs. and those that may require more attention and training.

level 3: handles large dogs (over 50 lbs.), high energy dogs, and those that require a great deal of training.

Master Handler: works with dogs that are not leashed-trained or that are aggressive, shy, or have other behavioral issues; trains other dog handlers.

Major Responsibilities and Duties: Assesses dogs by observing behavior, personality, and temperament. Attends to dogs' needs and reports to staff on their progress. Interacts and provides socialization for dogs, such as walking, playtime, and one on one interaction.

Promotes touching and human bonding. Engages in activities that reduce stress in the dogs and aid in training.

Cat Socializer

Engages in socializing activities with cats and kittens to relieve boredom and satisfy the felines' need for playing and affection; provides patience and gentle handling of felines that may otherwise be unable to present well to the public.

Level 1 cat handler: plays with, pets, handles, and brushes friendly, well-behaved cats.

Level 2 cat handler: handles less social, semi-feral cats and kittens; helps train Level 1 cat socializers.

Major Responsibilities and Duties: Assesses felines by observing behavior, personality, and temperament. Attends to felines' needs and reports to staff on their progress. Interacts and provides socialization for felines, such as playtime and one on one interaction. Promotes touching and human bonding to improve adopt-ability, reduces stress, and aid in training.

Photographer

Takes pictures of animals that come into the NAWC to be posted on the Animal Welfare website and social media for lost and found as well as adoption purposes; takes pictures of the NAWC and any special events taking place.

Major Responsibilities and Duties: Works well with the animals in order to take their pictures. Takes pictures of animals that come into the NAWC. Takes pictures of special events at the NAWC and off site events. Submits photographs to Animal Welfare staff.

Equipment needed: Camera.

Bather / Groomer

Assists with bathing and grooming of dogs and cats.

Major Responsibilities and Duties: Brushes and combs dogs and cats. Clips animals' nails as requested by staff. Shaves or cuts animals' fur as requested by staff. Stands at the bathtub to wash dogs and cats. Learns the different types of shampoos and use appropriately.

Disinfects brushes and combs after grooming each animal. Observes animals for signs of illness or infestation and inform staff.

Equipment Used: Leashes and muzzles as needed to control animals while bathing and grooming. Combs and brushes. Shampoos, bathtub and grooming table.

Beautification Volunteer

Plants and maintains flower beds and shrubs around the building and parking area; waters shade trees around the facility; controls specific problem weeds in public areas and dog-walking areas as needed; arranges for donation of landscaping plants; cares for commemorative tree plantings.

Community Outreach Volunteer

Seeking a person with a big heart for animals this is friendly and outgoing to represent the NAWC and assist in working off site events throughout the year.

Major Responsibilities and Duties: Event set up, unload supplies, set up booth and cages. Walk animals, clean cages, answer questions regarding animals. Tear down event, pick up booth and cages, load supplies into vehicle.