

Memphis Animal Services Advisory Board Orientation Session  
June 16, 2011  
City Hall

In attendance: Dr. Stephen Tower, Chairman; Jeanne Chancellor, Secretary; Matthew Pepper shelter administrator; Don Siemer, board member; Dr. Jen Clay, board member; Janet Hooks, Director Public Services and Neighborhoods; La Sonya Hall, Deputy Director Public Services and Neighborhoods; Jill Madajczyk, City Attorney's Office; John Cox was connected via conference call.

Meeting was called to order by Dr. Tower.

Minutes from the April 13<sup>th</sup> meeting were approved.

Jeanne Chancellor made a motion to reconstruct the May 11<sup>th</sup> minutes from a cd available of the meeting Motion seconded by Jennifer Clay.  
Motion passed unanimously.

Jill Madajczyk read the ordinance that governs the board. The board can make its own rules and regulations of conduct. It is not necessary that the board meeting be open to the public as the board sets no policy or regulations.

Motion to have the meetings open to the public once a quarter was made by John Cox and seconded by Don Siemer. The motion passed unanimously.

A motion as made by Jen Clay that the next work sessions be scheduled for July 13<sup>th</sup>, August 10<sup>th</sup> and the next meeting open to the public be held September 14<sup>th</sup>. The motion was seconded by Jeanne Chancellor. The motion passed unanimously. The meetings will be held at the new shelter in the education room.

Matthew Pepper asked that the members go over the Policy and Procedure Manuals and bring any questions to the next meeting.

Dr. Tower asked about the bonding requirement for court case hold animals.  
Janet Hooks suggested the language of the ordinance be studied.  
Jill Madajczyk will have a report about the language of the bond ordinance at the meeting.

John Cox broke off conference call as arranged when he connected.

Janet Hooks talked about and explained some facts about the shelter budget.  
Vacancies at the shelter are able to be filled under critical need as there is a hiring freeze in the city.  
If the budget for the shelter passes as written, there is funding for 2 additional officers and two new trucks.  
The new facility is 30,000 square feet compared to 10,000 at the current shelter, and more help will be needed.

Don Siemer asked for job descriptions of the various positions be provided at the next meeting.

Don Siemer asked for information about the contract with Shelby County for housing the animals that are brought from the county, and the county's contribution to running the shelter. He asked about the contribution be based on the revenue produced by the rabies licenses. The projected sale of rabies licenses for 2012 is 562,715. The numbers for 2011 will be available at the next meeting.

Matthew Pepper brought up the possibility of a city license for animals in the city to help generate revenue for the shelter. This would be separate from the rabies license. Many cities have these licenses for animals in the city limits.

Don Siemer asked about the cost of euthanasia and disposal costs for dogs and cats that are brought in by

the county. This will be available at the next meeting.

Janet hooks said that the county negotiates a contract for the city taking care of the county animals.

Dr. Tower asked about increasing the boarding fees to 15.00 a day. The current fee is 7.00 a day.

The meeting open to the public as discussed, and it was decided there would be a board meeting for 30 minutes prior to the meeting being opened to the public. The public part of the meeting will be conducted as at City Council. People wanting to speak on an item on the agenda will fill out a card with their personal information and topic. Time limit for speaking will depend on the number of people wishing to speak. If there is time at the end of the meeting non-agenda items can be discussed.

The timing of the new shelter is looking like August will be realistic. All depends on the final inspections and when the building is turned over to the city.

The police department taking after hours calls was discussed. Matt Pepper explained that the officers are spread too thinly to keep up with calls. Turning the after- hours calls over to the police enables the consolidating of officers to calls on Tuesday - Saturday.

After- hour calls go to 545-cops. If help is needed the police can all for animal control, but they are the first responders.

Matt Pepper said that animal cruelty training is being provided at police training.

Janet Hooks said that they will look into the statute to allow officers to write citations, but the issues of budget, safety, and carrying weapons will have to be considered.

The city is waiting for a letter of resignation from Jackie Johns as she has expressed her desire to give up her position. When her letter is received that position can be filled making the board complete.

Jill Madajczyk is looking into the shelter using community service people for tasks at the shelter that take staff time could be provided by people in the program.

Janet Hooks gave an update on the plans for the move. She also mentioned that the shelter could use a logo for future marketing use. There will be a 55" monitor in the new lobby that will constantly be able to scroll messages and pictures of the animals available. Marketing input for this would be helpful.

Dr. Tower gave everyone homework of studying the Policy and Procedures Manual. Dr. Clay will study the sections on euthanasia. Jeanne Chancellor will work on intake and adoption/rescue placements. Others had assignments during the meeting.

The motion to adjourn was made, seconded and passed unanimously.

The session was adjourned.

Respectfully submitted,  
Jeanne Chancellor