

ANIMAL CONTROL ADVISORY BOARD MEETING

January 7, ~~1999~~ 2000  
Room 188, Capitol Annex  
Frankfort, Kentucky  
9:00 a.m. (EST)

**Members Present:**

Eric Blow, Dr. Carolyn Congleton, Judith Cooke, Judge David Hourigan, Hugh McCormick, Margie Patton, Beckey Reiter

**Others Present:**

Department Staff: Nicole Liberto, Ann Stewart

Chairman McCormick called the meeting to order and asked for the roll call.

Chairman McCormick reported that a bill proposing a license fee increase had been drafted at the request of Representative Gross Lindsey. (Copies of the proposed bill were given to Board members.) He advised that Representative Lindsey would file the bill soon. He also stated that it is his understanding that the Magistrates Association, Farm Bureau, and KACO will support the legislation. Ms. Reiter reported that Representative Royce Adams would not support the Board's housekeeping bill (reducing number of holding days at animal shelters, changing financial structure of fund, change reporting requirements from monthly to quarterly, option of a 3-year license, allow fiscal courts to designate outside agents to sell license). She will continue to work to find a sponsor for the bill.

Ms. Reiter gave Board members copies of a memo from Kentucky Board of Veterinary Examiners regarding euthanasia laws and regulations. The Board discussed the possibility of training programs being scheduled for the state's animal control officers. Chairman McCormick requested that Mr. Farrow check into what amount of funds are available for use by the Animal Control Advisory Board and what procedures are involved to expend the funds. Mr. Blow will check into scheduling training seminars.

Chairman McCormick asked how many Board members would be willing to attend hearings and testify, if necessary, when bills are considered by legislative committees. Mr. Blow will attend hearings, but will not speak for the bill increasing license fees. He feels Jefferson County delegation will not support this bill, but committed to talk with local officials concerning bill.

A date was not set for the next meeting. The Board agreed to meet the day of the committee hearing. Members will be contacted by phone when date is set for hearing.

Meeting was adjourned.

ANIMAL CONTROL ADVISORY BOARD MEETING

May 26, 2000  
7th Floor, Capital Plaza Tower  
Frankfort, Kentucky  
10:00 a.m. (EDT)

**Members Present:**

Eric Blow, Judith Cooke, Dr. Linda Grimes, Hugh McCormick, Margie Patton, Beckey Reiter, Mary Beth Hendricks.

**Others Present:**

Biff Baker, Legislative Research Commission; Department of Agriculture Staff: Mark Farrow, Nicole Liberto, Ann Stewart.

Chairman McCormick called the meeting to order.

The meeting opened with a discussion of House Bill 358. Mr. Farrow outlined the purposes of the bill--

Licensing: Fiscal Courts will determine who can issue dog license.

Correct discrepancy of different funds (Animal Control and Care Fund and Animal Control Trust Fund)

Holding Period: Change holding period to 5 or 7 days - length of holding period to be determined by local animal shelter.

Reporting requirements have been changed from monthly to quarterly.

General Fund appropriation of \$500,000 was approved to be used for board expenses, for the creation and support of statewide programs, for animal control and care, and training dog wardens and animal control officers. Any part of funds not expended may be distributed as grants to local governments, animal shelters, etc. Funds do not lapse and go to the Animal Control and Care Fund.

Mr. Farrow reported that he had already received questions concerning the grant process. A discussion of the grant process, standards, requirements, etc. followed with the Board raising several questions --

The statute outlines some guidelines relating to animal control -- but also requires the Board to establish minimum standards. One area that the Board might want to address is euthanasia guidelines. What guidelines would the Board like to add to those in the statute?

What criteria does the Board want to set for applying for grant funds?

What type of statewide programs would the Board want to develop?

How will funds be allocated? Geographically? By population? Need for training/equipment?

(Mr. Farrow distributed copies of House Bill 358 and copies of budget document indicating funds would go to Animal Control and Care Fund.)

Mr. McCormick asked for a committee to discuss these issues and make recommendations to the Board at the next meeting. Board members agreeing to serve on this committee are Margie Patton, Eric Blow, Beckey Reiter, Judith Cooke, and Dr. Linda Grimes. Some issues suggested for discussion were:

What types of facilities should be required?

What type of training should be required? Establish basic minimum standards.

Develop grant application process. (The Department of Agriculture will develop a format for the grant application.)

Grant restrictions -- should counties be required to establish procurement codes that the Board would approve?

Other requirements for applying for grant funds -- accountability, commitment.

During a discussion of other business, Mr. McCormick requested that a summary of House Bill 358 be sent to all counties. Nicole Liberto will prepare a summary of the bill -- the summary, along with a copy of House Bill 358, will be sent to all county judge/executives.

Mr. Farrow briefly discussed House Bill 611 which established the State Agriculture Development Board to oversee the distribution of tobacco money. The possibility of the Board making application to the SADB for funds was discussed.

Mr. McCormick asked for a motion to approve minutes from last meeting. Mr. Blow moved that the minutes be approved; Ms. Reiter seconded, motion passed.

The next Board meeting is scheduled for July 21 at 10 a.m., 7th Floor, Capital Plaza Tower.

Meeting was adjourned.

## ANIMAL CONTROL ADVISORY BOARD MEETING

July 21, 2000  
7th Floor, Capital Plaza Tower  
Frankfort, Kentucky  
10:00 a.m. (EDT)

### **Members Present:**

Eric Blow, Penelope Caudill, Wayne Caudill, Dr. Carolyn Congleton, Judith Cooke, Dr. Linda Grimes, Mary Beth Hendricks, Hugh McCormick, Margie Patton, and Beckey Reiter.

### **Others Present:**

Department of Agriculture Staff: Mark Farrow and Ann Stewart.

Chairman McCormick called the meeting to order, asked for roll call, and motion to approve minutes of May 26, 2000, meeting. Eric Blow moved that minutes be approved; Margie Patton seconded motion; motion passed.

At the May 26 meeting, a committee consisting of Margie Patton, Eric Blow, Beckey Reiter, Judith Cooke, and Dr. Linda Grimes agreed to meet and make recommendations to the Board regarding grant criteria, as well as developing a grant application form. Margie Patton distributed copies of the proposed grant application form and explained the committee's recommendations. The Board reviewed the recommended application and discussed proposed changes consisting of additions, deletions, and clarification of language and additional requirements for grant awards.

Issues discussed were:

**How does Board protect state's investment?** It was recommended and agreed that grant funds would be available to city or county governments only. These entities would be responsible for providing animal control services themselves or contracting with humane societies for those services. They would file the grant application and be accountable to Board concerning grant activities.

**Quarantine areas for dogs and cats.** Eric Blow raised the question of quarantine areas. He stated that under the statutes, shelters aren't required to hold quarantined animals. It is the health department that is required to determine where a dog should be quarantined. It is not the responsibility of the local government to build a quarantine facility. Should this provision stay in the guidelines? Mark Farrow stated that statute enacted in 1998 requires that quarantine areas be provided for dogs and cats. The Board agreed this should remain in the guidelines.

**Should concrete flooring be required instead of gravel at the centers?** Board members were opposed to gravel, but the statute states 3 inches of gravel is an option, so this provision will remain. A note will be included on the form stating that "positive consideration" will be given to those using concrete flooring.

**Minimum standards.** Training, shelter, and euthanasia standards set forth are the same as required by the HSUS and AVMA. Mark Farrow requested copies for inclusion in

administrative regulations. Dr. Congleton reported the AVMA is considering revising their recommendations. Mr. Farrow requested a copy of those recommendations as well.

**Policy regarding spay/neuter programs.** Local governments should enact ordinances. Spay/neuter criteria does not apply to reclaimed animals -- only to adopted animals.

**Training.** How does the Board intend to implement the training aspect of their proposal? According to the statute, monies for training shall come first, followed by construction, etc. Training will be available to all counties and handled as a separate issue -- funds from 1998 General Assembly allocation. Will Board require that trained personnel be in place before application be made for grant funds? An approved plan for training of a qualified person shall be required to be submitted when making grant application.

**Other Changes or Additions to form:**

Animal Shelter Construction Grants -- change to Animal Shelter Construction/Improvement Grants

Enforce local and state animal control ordinances.

Must promote sale of state dog licenses.

Submit a 3-year plan for animal control and sheltering program/operation of facility.

Change "must" to "shall."

Submit annual report on accurate statistics on animals entering shelters and disposition (first report due 6/30/01).

Require inclusion of contracts or inter-local agreements for animal control services.

Include budget sheet. (Mr. Farrow will develop and send to Board members for approval.)

Include names and phone numbers of Board Members in mailing to County Judge Executives.

**Application form:**

Number of dog license sold -- change to number of state dog license sold.

Amount of county/city funds budgeted for animal control/sheltering for FY 1999 -- change FY 1999 to current fiscal year.

Funds for animal control/sheltering received from other sources for FY 1999 -- change FY 1999 to previous fiscal year.

Funds: Set up two columns -- Current and Previous.

Dimensions of each kennel: \_\_\_\_ ft. x \_\_\_\_ ft,  
(Board recommended using minimum standards adopted by HSUS.)

Delete references to "humane societies."

Mr. Farrow suggested that Board consider including a budget document to be included in grant application. A question was raised concerning whether the Board should require matching funds? Since some counties will not have sufficient funds, it was suggested that a twenty percent match be required, which could include cash, land, or labor.

Wayne Caudill raised the question of why counties (Fayette, in particular), by local ordinance, refuse to sell a kennel license to any individual for any kennel that does not show proof of vaccination prior to issuance of kennel license. Does a local ordinance supersede state law? Mr. McCormick asked Mr. Farrow to request an Attorney General's opinion on this issue.

Ms. Reiter and Mr. Blow reported on their findings in scheduling training for euthanasia certification, NACA 100 (officer certification) training, and training in animal control and animal behavior. Ms. Reiter has been in contact with HSUS and they have agreed to pay speaker's fees if Board would approve travel expenses, printing, and advertising for animal control officers. Ms. Caudill made the motion to approve expenditure for euthanasia certification training; Ms. Patton seconded motion; motion passed. Ms. Reiter will notify instructor to schedule training. Mr. Blow reported that NACA 100 training could possibly be scheduled for March or April of 2001; Dr. Fetko could possibly be scheduled for April 2001. Ms. Reiter made the motion to schedule Dr. Fetko to conduct animal control and animal behavior training -- at a cost of \$750 per day, plus expenses. Margie Patton seconded motion, motion passed. Ms. Patton moved to scheduled NACA 100 training after July 2001; motion was seconded by Ms. Reiter; motion passed. Expenses involved with training would be paid from 1998-1999 allocation.

The next Board meeting is tentatively scheduled for December 8, 2000, at 10 a.m.

Motion to adjourn was made by Ms. Reiter, motion seconded by Mr. Blow; motion passed.  
Meeting was adjourned.

## ANIMAL CONTROL ADVISORY BOARD MEETING

December 8, 2000  
Room 188, Capitol Annex  
Frankfort, Kentucky  
10:00 a.m. (EDT)

### **Members Present:**

Eric Blow, Dr. Carolyn Congleton, Judith Cooke, Dr. Linda Grimes, Mary Beth Hendricks, Judge David Hourigan, Margie Patton, and Beckey Reiter.

### **Others Present:**

Biff Baker, Legislative Research Commission. Mark Farrow and Ann Stewart, Department of Agriculture.

Beckey Reiter called the meeting to order, asked for roll call, and motion to approve minutes of July 21, 2000, meeting. Margie Patton moved that minutes be approved; Eric Blow seconded motion; motion passed.

Ms. Reiter gave an update on the euthanasia training. Thirty-seven applications for the training were received and 28 attended. During her discussion, she raised a question for Board consideration -- If future classes are not full and applications are received from individuals not affiliated with local governments (animal control officers, individuals involved with animal sheltering, or contracting agencies who perform such services), are those individuals eligible to attend training? Or is admission to training limited to governmental agencies and their employees? Following a lengthy discussion, the Board decided that training would be set up for government employees or employees of an agency who has a contract with a governmental entity to provide animal control or animal sheltering services. If there are vacancies within a training class, the Board would then consider those individuals who have a letter of recommendation or a letter from a fiscal court requesting that they be attend. Others will not be allowed. Ms. Hendricks made a motion to that effect, motion was seconded, and the motion passed.

Ms. Reiter asked the Board for recommendations on setting criteria for reviewing grant applications. Mr. Farrow advised that he was reviewing applications, as they are received, for technical errors, missing information, etc. He also suggested that copies of grant applications then be mailed to each Board member for their personal review before the Board meets to discuss and award grants.

Animal behavior training is scheduled for March 30-31 in Louisville and will be open to 150 at no cost to attendees. The Board requested that Mr. Farrow send a letter to all county judges advising of training and training dates.

Mr. Blow reported that the animal control officer certification training (Level I) is scheduled for August 6-10. The cost of the training will be \$16,000 and would be for a maximum of 40 individuals. Ms. Reiter and Mr. Blow will work on getting animal control equipment donated or at a decreased purchase price. The Board also discussed the possibility of scheduling another session for Level I training in the near future and scheduling a session for Level II training. Mr. Blow advised that both sessions would have to be scheduled at least one year in advance of the actual training date(s).

The Board requested that Mr. Farrow get the balance of the Animal Control and Care Fund to determine if there were enough funds to schedule future training sessions. No further training will be scheduled until the amount is determined.

Mr. Farrow advised the Board that he was still receiving questions regarding the uniform citation issue and that a citation should be developed and/or approved by the Board members, whether it be a citation to be used statewide or a "model" citation to send to all counties for approval by fiscal courts and adoption by local ordinance.

Ms. Patton reported that she had learned that the Kentucky Coalition for Animal Protection was proposing a bill before the General Assembly to establish vanity plates for spay and neuter programs, with funds being administered by the Department of Agriculture. Mr. Farrow stated that he was not aware of the proposal.

The Board discussed the application and correspondence received from R.A.A.C.P., Rockcastle County and requested that Mr. Farrow respond to the letter advising that grant applications must be submitted by their county government and that the R.A.A.C.P. contact the County Judge/Executive and/or fiscal court members to discuss the application. Ms. Patton agreed to call the R.A.A.C.P. group to gain additional information and to offer assistance in filing an application from Rockcastle County.

The next Board meeting is scheduled for January 4, 2001, at 10 a.m.

Motion to adjourn was made by Judge Hourigan, motion seconded by Ms. Patton, motion passed. Meeting adjourned.



BILLY RAY SMITH  
COMMISSIONER



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COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF AGRICULTURE  
500 MERO STREET, 7TH FLOOR  
FRANKFORT, KENTUCKY 40601

### MEETING NOTICE

TO: Animal Control Advisory Board Members  
FROM: Mark Farrow  
Chief of Staff/General Counsel  
DATE: November 27, 2000  
SUBJECT: Animal Control Advisory Board Meeting

The next Animal Control Advisory Board meeting will be held Friday, December 8, at 10 a.m., Room 188, Capitol Annex.

If you are unable to attend the meeting, it is imperative that you call Ann Stewart at 502/564-4696 by December 5.



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