

## ANIMAL CONTROL ADVISORY BOARD MEETING

May 22, 2002  
Room 188, Capitol Annex  
Frankfort, Kentucky  
10:00 a.m. (EDT)

### Members Present:

Becky J. Reiter, Margie Patton, Judy Cooke, Wayne Caudill, Dr. Linda Grimes, Elba Ray Neat, Mary Beth Hendricks, Judge John Settles, Dr. Carolyn Congleton, Aline Summe, and Rick Smith.

### Others Present:

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

Ms. Reiter called the meeting to order and introduced Judge John Settles as the newest member of the Board. She then asked for approval of minutes of the November, 2001, meeting. Ms. Patton moved to approve the minutes, Dr. Grimes seconded the motion, motion passed.

### Old Business:

Ms. Reiter and Mr. Farrow gave a report of the 2002 legislation - House Bill 576. The Board discussed drafting and pre-filing a bill for the 2004 session. Ms. Reiter asked that everyone begin talking with legislators and organizations to gain support of the bill now in preparation for the next session. Mr. Smith raised a question concerning funding for the next two years. Mr. Farrow stated that he couldn't answer the question at the present time because the state does not have a budget in place. Mr. Smith moved that all members be sent a copy of House Bill 576 as amended for review and then submit recommendations on changes, if any. Ms. Reiter suggested that recommendations be in writing. Ms. Patton seconded the motion. Motion passed. Comments should be sent to Mr. Farrow within 30 days of receipt of bill.

Spay-Neuter License Plate legislation passed during 2002 session, to be effective January 1, 2003. The Board is responsible for developing a design for the license plate and giving final approval. Ms. Reiter named a subcommittee to work on the project -- Dr. Grimes and Ms. Summe were named to the subcommittee. The Board agreed to have a statewide "contest" to get ideas for the design of the plate. The Department will do a press release announcing the contest and requesting input. The information can also be listed on the Department website. The Department Public Relations Office can review the artwork. Ms. Reiter advised that 900 requests for the plate must be received before the Department of Transportation will produce the license plate. The requests must be received within one year from the time the first application is made to get all 900. The cost of the license plate will be \$63 for the first 900 plate; after that, it's \$25 for the initial plate with a \$20 renewal fee. For each initial plate that is issued, the Board gets \$10 and \$5 for each renewal. The deadline for submitting artwork is August 30.

Training. Ms. Reiter stated that she had received calls regarding NACA II training; unfortunately, training cannot be scheduled until the budget issue is resolved. The National Animal Control Association will sponsor training in Lexington, July 22-26. The tuition is \$450 per person for 40 hours. They were holding 40 seats in training for the ACAB, but Ms. Reiter advised the Association to release those slots because the Board does not have adequate funding for tuition at the present time. Dr. Grimes hopes to have dates for euthanasia training soon. Mr. Farrow reminded the members that all expenditures of state funds requires prior approval.

Funding. Mr. Farrow advised that shelter money will be available to the Board, based upon last year's budget. There will be no funds for new programs. The Department will have no additional money. Applications for grants will not be sent to counties until we're sure funds are available.

Animal Shelter Standards. Ms. Reiter requested that the committee responsible for drafting requirements communicate by e-mail and schedule a meeting to write the final draft. The Board would review the proposed regulations before they're filed with Legislative Research Commission.

**New Business:**

Dr. Grimes asked if there had been feedback from counties regarding grants. Mr. Farrow advised that we have received financial reports, progress reports, etc. Ms. Reiter suggested that members of the Board or KACA visit counties to see how grant money has been utilized.

The next Board meeting is scheduled for Thursday, August 8, 10 a.m., Room 188, Capitol Annex.

Mr. Caudill moved for adjournment; Mr. Neat seconded the motion. Meeting adjourned.

**ANIMAL CONTROL ADVISORY BOARD MEETING**

August 8, 2002  
Room 188, Capitol Annex  
Frankfort, Kentucky  
10:00 a.m. (EDT)

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES (5-22-02 meeting)**

**OLD BUSINESS**

1. HB 576, Recommended changes were to be sent to Mr. Farrow within 30 days.
2. Spay/Neuter License Plate
3. Training
  - NACA 100, Level II
  - Euthanasia
4. Funding
5. Grant Recipients Progress Reports
6. Animal Shelter Standards

**NEW BUSINESS**

Henry County

## ANIMAL CONTROL ADVISORY BOARD MEETING

August 8, 2002  
Room 188, Capitol Annex  
Frankfort, Kentucky  
10:00 a.m. (EDT)

### Members Present:

Becky J. Reiter, Margie Patton, Judy Cooke, Wayne Caudill, Dr. Linda Grimes, Elba Ray Neat, Judge John Settles, Dr. Carolyn Congleton, Alline Summe, and Rick Smith.

### Others Present:

Chris Gilligan, Channel 32; Brad Wellons, Legislative Research Commission; Mark Farrow, Phil Carter, and Ann Stewart, Department of Agriculture.

Ms. Reiter called the meeting to order and asked for approval of the minutes of the May 22, 2002, meeting. Minutes were approved without change, correction, or objection.

### Old Business:

House Bill 576. Ms. Reiter asked that all comments regarding House Bill 576, as amended, be forwarded to Mr. Farrow as soon as possible. The board will discuss suggestions at a later meeting.

Mr. Caudill moved that House Bill 576 be retained in the original form, without amendments, and be refiled. Mr. Neat seconded. Motion failed.

Spay-Neuter License Plate. Three or four designs have been received. Deadline for submissions is August 30. Department of Transportation will begin accepting applications for license plates January 1, 2003.

Training. NACA, Level II was held in Lexington in July. There were animal control officers from Kentucky who attended and who are now certified.

Euthanasia. A training session has been scheduled for October 3-4, 2002, at the Kentucky Humane Society in Louisville. Thirty students will be admitted and the training will be completely subsidized, other than lodging and travel, by KVMA. Brochures will be mailed out soon. Work is being done on creating in-state training programs for the future. Ms. Reiter reported that the Kentucky Veterinary Board of Examiners will give an exemption to county dog wardens who need to be certified as a euthanasia specialist and who do not have a high school diploma or GED. The deadline for the exemption is December 31, 2002. Ms. Reiter is mailing out notification of this KVBE policy.

Funding. Mr. Wells reported that the Board did not presently have funds because the funding request was included in a bond issue (not included in legislative action) and it has been determined that the Governor cannot take on additional debt on behalf of the state. Mr. Farrow reported that the balance of Board funds is approximately \$9,000.

Grant Recipients Progress Reports. Ms. Reiter visited the Gallatin County and Grant County animal shelter building sites and reported that Gallatin County had deviated from their construction plans without prior approval. Following a discussion, Mr. Caudill moved that the Department of Agriculture write a letter to Gallatin County and state that the structure does not meet the plans submitted and they should update the building or refund grant funds. Motion was seconded by Ms. Cooke and passed. Ms. Patton moved that letters be sent to all grant recipients advising that there has been a problem and that the Board will, under no

circumstances, pay for wooden structures; that the Board will not accept changes to plans with prior approval; and that the structure must be a non-porous material that can be easily cleaned and sanitized. Ms. Summe seconded motion. Motion passed. Mr. Farrow asked whether wood would be acceptable in renovation projects. The Board felt that all surfaces should be non-porous.

Animal Shelter Standards. A draft proposal of recommended standards were passed out to the Board members. The question exists concerning the Commissioner or Board's authority to promulgate shelter standards regulations. Mr. Farrow advised that Judge Crittenden in the Trixie case ruled that the Department does not have legislative authority to establish shelter standards. Ms. Reiter and Ms. Summe suggested the Board should proceed with establishing minimum standards and advise counties of these standards. Mr. Caudill felt that the Commissioner should be contacted to determine the Department's thoughts on the issue. Ms. Reiter will meet with Commissioner Smith to discuss this issue. Ms. Reiter requested that members review recommended standards and return comments to her as soon as possible.

KACO and Magistrates' Convention. Does the ACAB want to set up booth at convention? Ms. Reiter will get further information and contact both organizations.

**New Business:**

Henry County. Ms. Reiter met with the County Judge/Executive, magistrates, and a group of concerned citizens regarding situation in Henry County. The shelter has a lot of potential, but needs changes. Public accessibility is a problem. Ms. Reiter will continue to meet and work with the county officials and offer her assistance to them. The county is now contracting with a veterinarian to do euthanasia by injection.

The next Board meeting is scheduled for Wednesday, September 18, 2002, 10 a.m., Room 188, Capitol Annex.

Meeting adjourned.

## ANIMAL CONTROL ADVISORY BOARD MEETING

September 18, 2002  
Room 188, Capitol Annex  
Frankfort, Kentucky  
10:00 a.m. (EDT)

### Members Present:

Becky J. Reiter, Margie Patton, Judy Cooke, Dr. Linda Grimes, Judge John Settles, Dr. Carolyn Congleton, Alline Summe, Mary Beth Hendricks, and Rick Smith.

### Others Present:

Richard Tanner, Kentucky Magistrates and Commissioners Association, Biff Baker, Legislative Research Commission; Eddie Duvall, Mark Farrow, and Ann Stewart, Department of Agriculture.

Ms. Reiter called the meeting to order and asked for approval of the minutes of the August 18, 2002, meeting. Motion was made by Ms. Patton and seconded by Ms. Cooke to approve minutes. Motion passed.

Eddie Duvall of the Department of Agriculture was present and discussed budget issues and procurement guidelines for payment to outside vendors. He requested that the Board establish a spending plan for \$70,000 available in the budget for Board expenditures. Regarding payment to outside vendors, he requested that all information regarding expenditure be forwarded to Mr. Farrow 45-60 days prior to event. He will forward all information to Mr. Duvall to begin approval/payment process. Ms. Reiter requested Mr. Duvall provide the Board with the annual operating costs of the Board. That information will be provided before the next meeting. Ms. Reiter asked for volunteers to serve on a sub-committee to work on a spending plan. Those participating are: Ms. Reiter, Mr. Smith, Ms. Hendricks, and Ms. Summe.

### Old Business:

KACO: The Board will sponsor a booth during the conference, November 13 and 14. Ms. Reiter, Ms. Summe, Ms. Patton, Ms. Cooke, and Mr. Smith will work the booth. Ms. Reiter discussed distributing copies of Animal Control Management Guide during the conference. It was agreed, due to the cost, that a copy of the guide would be at the booth for review. If conference participants wish to order a copy, information would be provided to them. Other information for review or distribution during the conference will be the NACA Training Manual and information regarding the spay-neuter license plate, recommended animal shelter standards, guidelines for application for grant funds, and a brief summary of Board accomplishments.

Legislative Issues: Mr. Farrow suggested that a sub-committee be named to work with staff to draft proposed legislation for the 2003 session. Ms. Reiter asked for volunteers to serve on the sub-committee. Members of sub-committee are: Becky Reiter, Margie Patton, Judge Settles, Dr. Linda Grimes

Spay-Neuter License Plate: Board members reviewed all submissions and chose design to be submitted for approval to Department of Transportation. Mr. Farrow will meet with DOT officials to discuss need for possible changes to design and final DOT approval.

Training: Euthanasia training, funded by KVMA, will be held October 3-4. Thirty-six applications were received for class; class is limited to 25.

Mr. Farrow reported on his conversation with Larry Ball, Eastern Kentucky University, concerning peace officer training. EKU offers a 40-hour course for \$600 (\$675 to stay on campus). The course covers arrest, search and seizure, etc. They did not discuss the possibility of including animal control/handling procedures in the class.

Grant Recipients Progress Reports: Ms. Reiter, Ms. Patton, Ms. Cooke, Dr. Grimes, and Mr. Jones reported on the facilities in Rockcastle, Laurel, Allen, Estill, Meade, Hardin, and Clark counties. Mr. Farrow updated Board members on progress of the Harlan County and Tri County facilities.

Shelter Standards: Recommended shelter standards were mailed to all county judges. Mark Brown, Meade County Judge/Executive advised that the county has adopted standards into their own local shelter standards. The issue of administration and/or enforcement of shelter standards was discussed by the Board.

**New Business:**

Mr. Farrow reported on his meeting with the County Judge/Executives at their Fall Retreat. He felt they were very responsive. There were several concerns discussed by the Judges: animal control and shelter issues, numbers of animals brought into the shelters, reimbursement for food, requests to reconsider approving grants for humane societies, and training of animal control officers.

The next Board meeting is scheduled for Tuesday, November 19, 2002, 10 a.m., Room 188, Capitol Annex.

Motion to adjourn was made by Ms. Cooke and seconded by Ms. Hendricks. Meeting adjourned.

## ANIMAL CONTROL ADVISORY BOARD MEETING

November 19, 2002, 10:00 a.m.  
Room 188, Capitol Annex  
Frankfort, Kentucky 40601

### Members Present:

Becky J. Reiter, Margie Patton, Judy Cooke, Dr. Linda Grimes, Judge John Settles, Ann Willson, Alline Summe, Mary Beth Hendricks, Rick Smith, Elba Neat, and Wayne Caudill.

### Others Present:

DeVon Hankins, Legislative Research Commission; Mark Farrow and Ann Stewart, Department of Agriculture.

Ms. Reiter called the meeting to order and asked for approval of the minutes of the September 18, 2002, meeting. Motion was made by Ms. Patton and seconded by Ms. Cooke to approve minutes. Motion passed.

### Old Business:

KACO Conference: Ms. Reiter thanked all board members who volunteered to work during the conference. She reported that the response of the participants was very good and that it was a good opportunity to distribute information to the county officials. Mr. Smith suggested information be sent to judges and magistrates concerning the spay/neuter license plate.

Spay-Neuter License Plate: The design was approved by the Department of Transportation. The design was on display at the KACO Conference and received many positive comments. A press release will be sent out to all news agencies and a press conference will be scheduled depending on Commissioner Smith's schedule. Mr. Farrow will contact Department of Transportation concerning printing posters promoting the license plate.

Training: Dr. Grimes is talking with KVMA about scheduling and hosting another euthanasia training. The KVMA Foundation is interested in giving each school approximately \$2500 a year to cover the costs of the training.

Budget Committee Report: Mr. Smith gave a brief report of the Committee's meeting. \$15,000 for administration; \$5,000 to promote the spay/neuter license plate; \$10,000 for euthanasia training; \$40,000 allocated for grants. One possibility for grant funds would be to award counties between \$500 - \$1,000 for purchase of basic equipment needed for animal control. Ms. Summe will draft an application form to be submitted by the counties for these funds. Ms. Reiter would like to schedule another NACA Level I class in 2004, as well as basic animal control (handling) training.

Shelter Standards: Recommended shelter standards have been distributed to county judge/executives. Mr. Smith reported that he has received questions concerning proposed legislation.

Legislative subcommittee report: Ms. Reiter provided handouts of House Bill 576 and explained changes proposed by the subcommittee. Ms. Willson moved to delete the passage in red under Section 12, regarding definition of an animal shelter. Ms. Summe seconded the motion. Motion passed. Mr. Farrow advised the members that Representative Roger Thomas will again sponsor the legislation -- possibly Senate sponsorship. Ms. Patton moved that all changes be approved, Ms. Willson seconded the motion. Motion passed. Ms. Reiter will send all members a "clean" copy of the bill with changes.

### New Business: No new business.

The next Board meeting is scheduled for Thursday, January 9, 2003, 10 a.m., Room 188, Capitol Annex.

Motion to adjourn was made by Ms. Hendricks and seconded by Ms. Willson. Meeting adjourned.