

**ANIMAL CONTROL ADVISORY BOARD MEETING**  
**March 17, 2016**

**Board Members Present**

Dr Linda Grimes, Chairman  
Cathy Gilbert  
Donna Herzig  
Gerald Foley  
Michael Cassidy

**Others Present**

Kathryn Callahan  
Michael Grant  
Clint Quarles  
Joyce Parman

Before the meeting began, Commissioner Ryan Quarles and Deputy Commissioner Keith Rogers came by to introduce themselves and to "meet and greet" the Board members. Commissioner Quarles spoke for a short time about his plans for Agriculture. It was very nice having him take the time out of his busy schedule to visit.

As there was not a quorum for the March meeting, Dr. Grimes used this meeting as a discussion for making changes in the spay/neuter grant applications and ways to increase donations.

Dr. Grimes said the next meeting will be either the 3<sup>rd</sup> or 4<sup>th</sup> Thursday in April. She will notify the Board members.

**ACAB MEETING  
APRIL 28, 2016**

**Board Members Present**

Linda Grimes  
Donna Herzig  
Cathy Gilbert  
Stephen Devary  
Gerald Foley  
Mike Cassidy  
Sarah Beth Guffey  
Danny Wilkinson  
Elbert Bennett

**Others Present**

Doug May  
Frank Ruggiero  
Becky Reiter  
Melodie Zentall  
Kathryn Callahan  
Michael Grant  
Clint Quarles  
Joyce Parman

Dr. Grimes called the meeting to order and asked that each one to introduce themselves and the organization they represent. She reminded everyone that Judge McCormick had passed away in February and that his contributions to the Board will be missed. She then asked for a motion to approve the September 24, 2015 minutes. Minutes were approved.

Dr. Grimes asked for amount of funding the Board has. Mr. Quarles said that as of that morning the Board had \$59,497.47 in the license plate account. Dr. Grant gave the report that McCracken Co Humane Society just withdrew and did not sign their agreement; Mercer Co returned their spay/neuter grant checks; Marshall Co. said he called to see why they have not returned their signed grant agreement or check. He was told they will turn the check and agreement but at this time has not returned either one. They were dissatisfied with the amount awarded to them and said they just didn't feel it was worth it – easier to return it than to spend it.

An update on the new website was discussed. Several Board members voiced concern that some information on the old website needs to be included on the current one. The most important one is the ACO Manual. Dr. Grimes mentioned another item absent from the site on the "resources" page, she said as soon as possible training events must be put on the webpage. Dr. Grimes said she knew that in July there is to be large animal rope handling training at the KY Horse Park. There were also to be links to other organizations with information available on shelter procedures, construction, etc. Mr. Quarles asked to be provided with a list of things to be added.

The Board decided that criteria such as, # of animals handled in shelter, cost of surgery, euthanasia rate, whether or not the county required spay/neuter adoptions, and whether the county had an ongoing

spay/neuter program that could also be used to rank applications for awards. After the applications were ranked by matching; #1. The Board decided to limit applications to governmental organizations only for 2016 ; #2. The Board decided to makes grants matching (but not mandatory); 3. The Board decided to rank applications by matching amount in case there are more applicants than money.

**Spay/Neuter Grant Applications:** This discussion revolved around Dr. Grimes saying the Board needs to make a decision as to whether they want to continue awarding S/N grants each year or maybe save up and go to every other year or limiting the grants to just government agencies. Dr. Grant said the number of recipients of the last round of government grants was 46 or 50. Mr. Quarles said in the next quarter in June there should be another deposit from the Transportation Cabinet. License plate sales are the only source of revenue for this program.

Ms. Becky Reiter told the Board that there is a foundation in Cincinnati, OH that has 8 million a year for spay/neuter just for cats. Open to any non-profit, it is The Joanie Bernard Foundation, but is only for cats, but Ms. Reiter said this organization is helping their group in N.KY. She also mentioned "Best Friends" as another program for funds. Dr. Grant will look into the organizations.

**Discussion for general applications:** Mr. Cassidy said the KRS says the funds go to the Fiscal Court for the county. Dr. Grimes asked for a motion on the grant funds. Mr. Cassidy said his motion would be for the funds to go to the Courts. Mr. Foley seconded the motion. Motion passed. The 2016 grants are only to be offered to government entities. After a lengthy discussion the final decision was that the 2016 S/N grants will be ranked on the percent of matching funds of the applicant as criteria for reward. Maximum award amount is \$1,000 and a minimum award of \$500 and they will be ranked according to the matching amount offered by the recipient until funds are exhausted. - all agreed. It was determined that old applications would be revised to include new information. Motion made by Dr. Grimes to accept new information on applications and stream line previously asked questioned. Motion passed by Board. Mr. Quarles said he would like to put the application on the website next week for everyone to view and complete their information.

**Shelter Grants:** Dr. Grimes asked about the shelter grants. Dr. Grant said Adair Co. and Campbell Co. are closed. Breckinridge, Christian, Clinton, Nicholas, Taylor and Wolfe Counties are still open.

**ACO:** Dr. Grimes asked if the proposed ACO draft has been filed. Board members asked who wrote the draft, Dr. Grimes said it came from multiple discussions by the Board. Mr. Quarles reminded the Board that they had approved this proposed regulation in 2012. **Section 1.** (1) An Animal Control Officer shall hold a high school diploma or equivalent; **Section 2.** ( 2) The Animal Control Officer shall spend two (2) hours with the County Attorney or designee in the county of employment; (3) The Animal Control Officer shall spend eight (8) hours with any Animal Control Officer that has served in the capacity for at least one year. **Section 3.** Training Manual and Examination. An Animal Control Officer must pass a written examination with a score of 80 % or higher. The examination shall be administered by an employee of the county fiscal court and based on the Animal Control Advisory Board's Animal Control Officer Training Manual. The testing will be provided free of charge to the county, and be kept confidential. **Section 4.** Recordkeeping Requirements. The county shall maintain records verifying the completion of parts 1,2 and 3 of this regulation on the form ACO Training Form.

Mr. Quarles said these proposed regulations were reviewed by the former KDA administration and there was not an "appetite" for moving forward with them. Mr. Quarles thinks they can move forward with them now if the Board still wants to do this. One Board member asked about the continuing education. Mr. Quarles said this Board has the statutory authority to develop training requirements but they must be done prior to hiring the ACO and did not apply to training after becoming ACO. After

several Board members disagreed with this, Mr. Quarles said he will discuss with his LRC contacts. After the Commissioner's approval the proposed regulation will be filed.

**Animal Shelters:** Mr. Quarles said this Board does not regulate shelters. There is no inspection program. He said KDA employees could be in shelters if there is a reason to be in the shelter such as following up on shelter grants or any other grants. Recipients of shelter grants or any grants means they are supposed to do what is in KRS 258.119(3)(a). Mr. Quarles said he thinks the holding facilities need to meet every shelter requirement. Dr. Grimes gave examples of how some counties have been picking and choosing and have barred people from entering their holding facility. The holding period for dogs is 5 days. This is not a KDA statute. Mr. Quarles was asked to put in the application information clarifying use of holding facilities since the Board recognizes their use when counties contact with out of county locations for sheltering and do not transport daily.

**Martin County Animal Shelter:** Frank..... was asked-by KACA to go and check on the shelter. He said it does not meet any standards, he said he would shut it down right now – Multiple problems. Mr. Quarles said the Board might be able to recover some of the construction funds given to Martin Co in 2004. He said it sounds like there are operation problems on top of poor construction. A lengthy discussion followed regarding this shelter. The Board had previously requested that KDA bring suit against the county since the shelter received grant money. Members of the Board pointed out that in the Board's history of making grants for shelter construction there has been much more follow up on grant money use including inspections of the finished projects by KDA staff. This has not been done for more recent shelter grant projects and this lack of oversight has allowed inefficient use of funds.

Next discussion concerned new decals on KY license plate - some Board members wanted to place a picture of their pet on their car license plate. Mr. Quarles maintained that the Dept. of Transportation would not allow this. A Board member brought up the practice of Sheriff's Departments modifying their plates.

Motion made to dismiss

Next meeting is July 28.

**ACAB BOARD MEETING**  
**JULY 28, 2016**

**Board Members Present**

Cathy Gilbert  
Donna Herzig  
Terry Rowlett  
Steve Devary  
Gerald Foley  
Mike Cassidy  
Elbert Bennett

**Others Present**

Cynthia Gaskill  
Rachel C. Clark  
Rachel Sparling  
Becky Reiter  
Kathryn Callahan  
Linda Grimes

Mr. Clint Quarles opened the meeting with roll call. After roll call and confirmation of a quorum, Mr. Quarles asked for nominations for a new Chairman and Vice Chairman of this Board. Mr. Mike Cassidy was elected as Chairman and Ms. Donna Herzig was elected as Vice-Chairman. Mr. Cassidy resided over the meeting after his election. Mr. Cassidy said one of his goals for these meetings is to be quick and productive. In the past some of the members expressed that the meetings were long, not very productive and the distance they had to travel to come to Frankfort.

Information given to the members was the Agenda and the minutes from the April 28, 2016 meeting. Mr. Cassidy asked for motion to approve the minutes. Minutes were approved. Mr. Cassidy asked for each member and visitor to introduce themselves and the organization they represent.

Mr. Cassidy then asked about an update on the funding in the S/N account. Mr. Quarles said there is no more in there was an issue with the expense of the mandatory audit the past several years. He said an audit is required by statute regulation if license plates are over \$75,000, or under \$75,000 you can do an internal audit at no cost. Our audit costs over the past several has approached around \$8,000. The Board sold \$75,830 plates. If the Board has an auditing firm that may want to do this as Pro Bono expense.

**S/N grants** –Mr. Cassidy said if there was no objection he would like to have a meeting in two weeks in order to go over the s/n grants since there was not enough time in this meeting. Mr. Cassidy was concerned with time and location for another meeting so soon but it was decided to have a meeting in Louisville August 8 with the location to be determined. Mr. Cassidy will let the members know the location as soon as possible. This meeting will be to decide grant amounts to qualified applicants. Dr. Grant put together a spread sheet of all the counties that had applied and how much they asked for and their match.

**ACO Regulation** which is referencing the training manual, Mr. Cassidy asked if it had been filed. Mr. Quarles said it has not been filed, was waiting until KDA was waiting for a new general counsel. The

regulation is set to be reviewed during the State Fair and filed this year. A member of KACO, the County Judges Association will be asked for any comments or review. Mr. Quarles anticipates this regulation will take longer than a normal regulation process for agencies to respond. Mr. Quarles said it would be nice if the Board commented on his comments, when that happens they need to be pretty rigid on meeting dates. These are animal training standards....

At this time, our guests from the University of Kentucky, Cynthia Gaskill, Rachel G. Clark and Rachel Sparling, were introduced. They provided the Board with a great deal of information they have received from weeks of visiting numerous shelters – from the organized, clean, well kempt shelters to the dirty, disorderly, disorganized shelters. Ms. Gaskill provided a list of counties with the best kept shelters and a list of the poorest kept shelters. The poorest shelters were not in compliance with the statutes but most of the shelter buildings are very old. They are in real need of assistance. Ms. Gaskill said they plan to write up a full report on this study and a lot of other information. She said If more funding could be made available at the State or Commonwealth level it would really help these counties to be able to fund their facilities.

**Shelter Animals Count:** A telephone call from this organization (lady by the name of Tammy) to share information with the Board concerning national database of sheltered animals that provides facts and enables insights to save lives. By collecting consistent shelter data, and collaborating with other shelters that are doing the same, their ability to save animals lives can be dramatically improved. This organization can be reached at [shelteranimalscount.org](http://shelteranimalscount.org). Mr. Cassidy said if there were no other questions he thanked Tammy very much for the information and they would be back in touch.

**Website:** Mr. Quarles said he thought he had the correct information on the ACO manual but our server will not let us ..... Ms. Gilbert talked about links she felt should be on the website – one of them being horses. Mr. Cassidy asked the Board that all in favor of this to say aye – all were in favor.

**Shelter Grants 2010=2011:** Christian County and Wolfe County have not completed their construction/improvement. Christian has a balance of \$2,655; Wolfe has a balance of \$10,335.20.

Mr. Cassidy asked for a motion to adjourn, motion granted.

**Animal Control Advisory Board Meeting**  
**Thursday July 28, 2016**  
**1 pm EDT**  
**109 Corporate Drive**  
**Frankfort, Kentucky**

**Agenda**

Introductions:

Board Members

Visitors

Approval of Minutes: April 28, 2016

▶ Old Business: Board funding

Spay/Neuter Program Grant: Fund Total:

Review applications for 2016 – \$1000 max \$500 Min  
Rank by % matching entities eligible, (secondarily: cost of surgery, have spay/neuter program, % euthanasia, number of animals handled, other)

▶ ACO Regulation: Filed?

KY Animal Shelter Inspections: Preliminary Report from Dr. Gaskill's study of Kentucky shelters

▶ Presentation by representative of shelteranimalscount.org by phone ( will need to call @ 2pm unless arrangement changed)  
KDA shelter visits?

Website: ACO manual accessible? Under "Resources" have links for shelter operations, shelter design. materials, construction been added?

Guidelines for Standards of Care in Animal Shelters (2016) <http://www.sheltervet.org/assets/docs/shelter-standards-oct2016-forward.pdf>

<http://www.appalachianhorsecenter.org>

The Association of Shelter Veterinarian's 2016 Veterinary Medical Care Guidelines for Spay-Neuter Programs  
<http://avmajournals.avma.org/doi/pdf/10.2460/javma.249.2.165>

<http://virtualconsultant.sheltermedicine.com/>

University of California, Davis Koret Shelter Medicine Program <http://www.vetmed.ucdavis.edu>  
University of Wisconsin School of Veterinary Medicine Shelter Medicine Program

Shelter Grant: 2010/2011 - Final reporting, Leslie, Lincoln, Nicholas, Taylor, Wolfe, Christian

Board Concerns: Future Funding for Board Projects  
Martin County Animal Shelter

New Business:

Next Meeting Date:

Add links with disclaimer

except

asked for extension