



## Forsyth County Animal Control Advisory Board

**March 19th, 2015**

6:00 PM – 7:30 PM

Forsyth County Animal Control Department  
5570 Sturmer Park Circle  
Winston-Salem, NC 27105

**Mitch Cromer, Chair**  
**Sandra Averitt Vice Chair**  
**Sandra Clodfelter**  
**Thurman Dillon**  
**Molly Douglass, DVM**  
**Chad Griffin**  
**Koy Kincaid**  
**Robert Lakey**  
**Tina Sanderford**  
**Tracey Shifflette**  
**Jennifer Tierney**

### **Members Present**

Mitch Cromer	Koy Kincaid
Sandra Clodfelter	Tina Sanderford
Thurman Dillon	Tracey Shifflette
Molly Douglass	Jennifer Tierney
Chad Griffin	Sandra Averitt

### **Staff Present**

Karin Burnette  
Tim Jennings  
Chad Miller

### **CALL TO ORDER**

- The Advisory Board meeting was called to order at 6:00 pm by Mitch Cromer.
- Collection of nomination ballots for chair.
- Tina Sanderford asked to remove her name from Chair Nomination Ballot.
- Approval of meeting minutes January 15, 2015

MOTION: Sandra Averitt made a motion to approve the minutes from January 15th, 2015. The motion was seconded by Tina Sanderford and approved unanimously by the board.

### **PUBLIC COMMENT**

- There was no public comment.

### **OLD BUSINESS**

- *2015 Work-plan* - Tim Jennings reviewed the approved work plan with its addition of presentations on department Special Programs for May 21st, 2015. Focus on community assistance, social service functions, transferring of ownership of an animal that goes to a licensed state shelter, or non-profit Community Care organization, sponsorships, and tethering codes.
- *Draft Annual Report* - The Recommendations section of the report was drafted linking the recommendations to the strategies outlined within the 5 Year Strategic Plan.,

*Partnership Programs.*

A map image showing density of impounded animals for 2014 included in the report. Discussion with community organizations has begun of future cooperative partnerships to take resources to these targeted locations. Tim Jennings referred to these areas as “hotspots.” Law Enforcement, Social Services, and State/Federal assistance are also increasingly involved with the same areas within Forsyth County. The report outlines the community enhancements of existing partnership programs such as:

*Public Education* - Spay/Neuter assistance programs in the future will include more volunteer involvement for door-to-door campaigns in these hotspot areas with additional assistance from ACO's.

*AniMeals* - Brief discussion on where donated food comes from, how many are enrolled in program, how the process works, and how some additional checks and balances may be needed to ensure nobody is abusing the program.

*Spay Day & Rabies Clinics* - New walkway has been completed to ease FCAC Spay Day and Rabies Clinic flow.

*Houses for Hounds* - WS/FC Career Center Carpentry Program annually builds the dog houses for House for Hounds. Brief discussion on how numbers have been consistent but also low in Houses for Hounds participation. Additionally, Church groups and Boy Scout troops have been involved in past dog house construction and the program accepts donated dog houses.

*Safe Haven* - Brief discussion of program, how the process works, confidentiality, and the low number of women who have sought the programs assistance since inception. FCAC Staff is fully aware of all confidential aspects of program.

- *Time of Response* - Tim Jennings advised of ongoing discussions to assist with workload and improve the Time of Response performance measure. This includes additional ACO staff as non-commissioned staff, consideration to a reserve program using former ACO's to ease burden of understaffed ACO department. Mitch Cromer requested difference in compensation for non-commissioned officers versus commissioned and was explained that after compensation and benefits packages there was quite a difference between the two, with commissioned officers being a much larger financial consideration. Tim advised staff is currently finalizing the response numbers after data entry errors identified.
- *Proposed Code Amendment Section 6-56* - Ordinance Amending Chapter 6 of Forsyth County Code Relating To The Animal Control Advisory Board Hearings.

***Motion: Mitch Cromer motioned that the Advisory Board accept the amendment of Forsyth County Code and Advisory Board By-Laws to allow former, experienced, members of the Animal Control Advisory Board to serve as tribunal members for appeals of civil citations and Dangerous Dog Declarations. The motion was seconded by Sandra Averitt, then passed by unanimous approval of the board.***

Mitch Cromer advised that anyone with concerns should bring it up with Tim Jennings within the next week if any changes need to be made. Staff may then submit the report.

- *Consolidation of License Billing* - Discussion of billing annual animal license of individual households to include modification of expiration dates in accounts in order to have the same renewal dates for animals within the same household. The goal is to help keep administrative costs down within FCAC and increase the ease of household account billing.

## **NEW BUSINESS**

- *Hearing Tribunals:* Mitch Cromer stated that Robert Lachey communicated to him that he has problem with March 26th and would need to switch with somebody. Mitch is swapping his April 16th hearing with Robert's March 26th hearing. After brief discussion, the April 9th Hearing Tribunal will have Sandra Clodfelter, Tina Sanderford, and Jennifer Tierney present.
- *Monthly Report: FYTD February 2015*  
 Tim Jennings led discussion of Workload Statistics. For the year to date, euthanasia is down 23%, adoptions continue to be strong, and FCAC has had 3 strong years in a row. The number of complaints received was discussed, and how FCAC response time is better than prior years. In regards to calls received, Tim Jennings discussed how a phone call is handled and how the statistics may not be completely accurate at first glance, such as when one problem dog can have 8 responses or complaints that involve only one incident.  
 Monthly revenue is up due to strict management of timely monthly invoicing, license transactions, and redemption fees. Mr Jennings has additional plans to increase collection of revenue by invoicing owners for redemption fees of bite dogs or other animals that are not redeemed and meet the criteria.  
 Tim discussed the Kennel Statistics Report for the period of 02/01/15 to 02/28/15. Euthanasia statistics were discussed, and how wildlife rabies specimens are included in the numbers. In response to a question Tim explained the service FCAC provides with owner-requested euthanasia for non-treatable medical conditions and age-related causes. This is intended as an alternative for low income households, though there are no income guidelines. The number of animal bites and quarantined animals was discussed as well as confiscations, returns, and bite animals.  
 The Humane Trapping and Trap Loan program was discussed as an example of how A Special Program can be utilized to address a service need in a more effective way than dispatching officers. The FAIR program focus is also addressing community stray cat populations and the impacts upon neighborhoods.
- *Election of Officers* - Karin Burnette disseminated ballots and votes were cast for the Election of Officers for the new term. The ballots were collected and tallied by Karin Burnette and the results were handed to Chair Mitch Cromer for announcement. Mitch announced that Sandra Averitt has been elected Chair, and Tina Sanderford has been elected Vice-Chair for the upcoming 2015-16 Board Term.

## ADJOURN

*Motion* - With no further business, new Chair Sandra Averitt, asked for a motion to adjourn. Dr. Douglass made the motion, which was seconded by Koy Kincaid. Sandra Clodfelter adjourned the meeting at 7:31 pm.