



**Forsyth County**  
**Animal Control Advisory Board**

**Meeting Minutes**  
**July 18, 2013**

**Mitch Cromer, Chair**  
**Dr. Brad Craig, Vice-Chair**  
**Sandra Averitt**  
**Bruce Bailiff**  
**Koy Kincaid**  
**Marcia Potter**  
**Tina Sanderson**  
**Jennifer Tierney**  
**Dr. Martha Wilson**

**Members Present**

Mitch Cromer  
Dr. Harris Craig  
Sandra Averitt  
Koy Kincaid  
Tina Sanderson  
Marcia Potter  
Jennifer Tierney  
Martha Wilson  
Tina Sanderson

**Staff Present:**

Tim Jennings  
Judy Blevins  
Karin Burnette  
Lt John Day

**Guests Present:**

Lonnie Albright, Assistant County Attorney  
Charles Cahill

**Call to Order**

The meeting was called to order by Mitch Cromer at 6:00 PM

Mr. Cromer welcomed new board members Tina Sanderson and Koy Kincaid. Tim Jennings announced that Greg Gartner had to resign from the board as he took a job in Davidson County. Mr. Jennings welcomed Charles Cahill back and told board that Mr. Cahill will be appointed by the next board meeting.

- *Minutes* - A motion was made by Dr Brad Craig to accept minutes of the May 16, 2013 meeting as written, seconded by Martha Wilson and approved by the members present.

**Public Comment**

Barbara Hutcherson asked to address two topics of concern to her: 1) why hasn't FCAC submitted shelter stats to the Department of Agriculture? and 2) How are rescue groups regulated by the shelter?

Mr. Jennings stated that the stat report is not due to the Department of Agriculture until August and that we have not been asked to provide statistics yet. Ms. Hutcherson said the Dept of Agriculture said we refused to give them our numbers. Mr. Jennings replied that we would look into this matter further.

Mr. Jennings talked about CCP Partnerships with FCAC. Approximately 200-250 animals are transferred each year to one of our over 40 CCP partners. The criteria is as follows: an application must be submitted, a designated representative identified, 501c3 paperwork must be included with the application along with the organization by-laws, the adoption policies of the organization are reviewed, and background checks are done. Inspections are done if a complaint has been filed. Each CCP pays a minimal transfer fee to cover vaccinations and licensing costs.

**Old Business**

- Hearing Tribunals

Mr. Jennings introduced Assistant County Attorney Lonnie Albright to discuss Hearing Tribunal procedure and protocol. Mr. Albright said he had reviewed FCAC protocol and found that no substantive changes need to be made.

Mr. Albright answered board questions that had been posed and discussion ensued. Mr. Jennings will provide suggestions from County Attorney under separate cover to board.

### **New Business**

- *Hearing Tribunal* – The next Tribunal Hearings will be held August 15 & 22, 2013. Members for the August 15<sup>th</sup> Tribunal are Martha Wilson, Brad Craig & Jennifer Tierney. Members for the August 22<sup>nd</sup> Tribunal are Mitch Cromer, Bruce Bailiff & Marcia Potter. Mr. Jennings encouraged new board members to attend one or both of the tribunal hearings to get an idea of how they are run.
- *Rabies Clinic* – Mr. Jennings reported that the rabies clinic held on Saturday, July 13 was very successful, with 196 animals being vaccinated in 2 hours. These mini-clinics are for 1-year shots only and are held twice a year at FCAC, requiring 10 volunteers and fewer staff.
- *Statistics* - FYE statistics report show a reduction in intakes by 9.2%, increase in adoptions and transfers by 18.4% and a 7% drop in redemptions. Quarantines for bites are down almost 9% and euthanizations are down 17.4%. Mr. Jennings credited Project Pearl sponsorships with helping these statistics change for the positive.
- *STP Program* – Mr. Jennings said the STP program for cats is ready to go. A few more meetings need to happen and then it can be formalized as a resource. The volunteer force is really strong and we continuing to see strong interest.
- *Budget* – Mr. Jennings advised that because of increasing service demand, the shelter has been approved for a part-time office assistant position to help with customer service especially on Tuesday and Thursday evenings and Saturdays. In order to fund this, there will be a differential adoption fee and redemption fee schedule adopted in August. The fees involve an increased adoption fee for Dogs (\$10) and cats (\$8) up to 3 yrs of age. A reduced fee of \$10 & \$8 when they are over 3 yrs. Adoptions over 6 yrs of age are reduced \$20 & \$16. Also in August the redemption fee for an unaltered dog increases by \$10.

Jennifer Tierney suggested considering increasing license fees for unaltered animals.

- *Shelter Operations and Tour* – Mr. Jennings offered to give an overview of operations and a facility tour to any interested board members.

### **Adjourn**

- With no further business, Mitch Cromer asked for a motion to adjourn. Motion was made by Martha Wilson and was seconded by Dr. Brad Craig. The meeting was adjourned at 7:45PM.