

## ANIMAL CONTROL ADVISORY BOARD MEETING

February 1, 2007  
32 Fountain Place  
Frankfort, Kentucky 40601  
10:00 a.m. (EDT)

### **BOARD MEMBERS PRESENT:**

Judy Cooke  
Monica Robinson  
Dr. Linda Grimes  
Hon. John Settles  
Rick Smith  
Becky Reiter  
Wayne Caudill  
Anne Willson

### **BOARD MEMBERS ABSENT:**

Larry Hurt  
Dr. Heidi H. Shipman  
Mary Beth Hendricks  
Ellen M. Sam

### **OTHERS IN ATTENDANCE:**

Nicole Liberto, KDA  
Clint Quarles, KDA  
Biff Baker, LRC  
Joyce Parman, KDA

Due to delay of Becky Reiter, Chairman; Rick Smith, Co-Chairman called the meeting to order. A motion was made by Judge Settles to approve the October 12, minutes, it was seconded by Ann Willson. The motion passed.

The ACAB meeting was to review grant applications for both the spay/neuter program and the equipment program. It was decided not to go through each equipment grant since each member had received the grants prior to the meeting and have had an opportunity to review. However, there was a general discussion of different items requested in the grants. A total of sixty-eight (68) applications were received. Each applicant was awarded funding up to \$1,000. Each county will be notified of their award and provided a list of ineligible items including, but not limited to the following:

- Reimbursement requests for prior purchases
- Disposable products or consumable items (latex gloves, syringes, wipes, paper towels, gauze, gel sanitizer, soap, odor eliminators, autoclave tape)
- Pre-exposure vaccines
- Disposable drapes, disposable surgical items, disposal pet carriers
- Office supplies, office equipment, electronic equipment (re-chargeable rods, cattle prods)
- Uniforms (clothes, badges, insignia, etc.)
- Cleaning products, paint and maintenance items
- Gasoline
- Webpage layout services and
- Shipping/handling fees.

**Animal Control Advisory Board-Meeting Minutes**  
**February 1, 2007**  
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The budget for equipment grants is \$70,000. The deadline date for submitting receipts is May 1. Rick Smith made a motion to approve the equipment grants. Dr. Grimes seconded the motion. The motion carried.

Judy Cooke provided a report on the Spay/Neuter Kentucky grant program. The program received 54 grant applications all of which met the criteria for eligibility. In determining the amount to be awarded, the spay/neuter committee considered the type of program, the area served, the effective use of previous grants, and the need for start-up funding in areas not previously served. \$100,000 was allocated for these grants. It was suggested that private funds might be solicited for this program.

Shelia Pennington provided a report on the voucher program. \$100,000 was budgeted for this program. After the announcement of the spay/neuter voucher program through press releases and the website, funds for this year's program were depleted within 30 days. The Board hopes to make this program available again in November, 2007. Dr Grimes suggested a new deadline of December 31, 2007, for veterinarians who want to be involved in the voucher program. She suggested the program be advertised all year so that all veterinarians that want to participate in the program will have heard about it. Ms. Reiter asked for motion to approve the recommendations of the spay/neuter committee on the spay/neuter grants. Mr. Smith made the motion to approve the report as submitted by the committee the motion was seconded by Monica Robinson. The motion passed.

Ms. Reiter informed the Board that Taylor County Fiscal Court received a shelter grant in the amount of \$51,000 to expand their current facility. They have an opportunity to acquire a more desirable location and are now requesting an extension of those funds while checking this location. A motion to approve request was made by Mr. Smith, and seconded by Dr. Grimes. The motion passed.

Nicole Liberto requested approval to hire a temporary employee to help with administrating the spay/neuter grants. The salary is to be no more than \$5,000. Ms. Grimes made the motion to approve this request, Mr. Smith seconded. The motion carried.

Old Business

Martin County: The Board will gather information for discussion next meeting.

There was discussion regarding members who are inactive on Board.

There being no further business, the meeting was adjourned.

The next Board meeting is scheduled for Thursday, May 3, 2007, at 10:00 a.m., 32 Fountain Place.

ANIMAL CONTROL ADVISORY BOARD SPECIAL MEETING

April 12, 2007  
32 Fountain Place  
Frankfort, KY 40601  
10:00 a.m.

BOARD MEMBERS PRESENT

Rick Smith  
Mary Beth Hendricks  
Ellen Sam  
Judy Cooke  
Judge John Settles  
John Mahan  
Monica Robinson  
Wayne Caudill  
Dr. Linda Grimes

BOARD MEMBERS ABSENT

Larry Hurt  
Dr. Heidi Shipman

OTHERS IN ATTENDANCE

Mark Farrow, KDA  
Nicole Liberto, KDA  
Clint Quarles, KDA  
LeeWood Goodlett, KDA  
Beckey Reiter

Rick Smith, Co-Chairman of the Board, called the meeting to order. Mr. Smith asked that each member introduce themselves to new member John Mahan. Mr. Smith then gave an overview of the Board's duties.

Mr. Smith turned part of the meeting over to Beckey Reiter, former chairman of the Board who is awaiting re-appointment. Ms. Reiter discussed sending a letter to all 120 county judges reminding them of the upcoming effective date of the animal control and care requirements and asking that they collect information regarding their animal control system and contact information for shelters. Mr. Smith discussed House Bill 1 including information about animal shelters. Clint Quarles, Department Attorney, agreed to prepare the letters to county judges. Motion was made by Ms. Cooke, seconded by Ms. Sam, to send a letter with survey to all county judges. Motion passed.

The meeting was again turned over to Ms. Reiter. She discussed the shelter standards and the need for everybody to be aware of these and be prepared to inform the public of the law which requires each county to employ, appoint, or contract with an animal control

officer and requires each county to establish and maintain animal shelters. Private rescue shelters are not subject to the provisions in KRS 258.195. Ms. Robinson made a motion, seconded by Dr. Grimes, for the department's legal office to contact the Attorney General's office for an advisory opinion. Motion passed.

Dr. Grimes discussed that the Board of Veterinarian Examiners realized the need for animal control shelter euthanasia training. She said at this time the Board does not need to do any funding because that is being pursued by the Board of Examiners. Ms. Reiter brought in several training guides for animal control officer training. The Board discussed setting training levels with a minimum education level.

Mr. Quarles gave an update on the Martin Co. shelter. He will be making a written demand for the money and will then file suit to receive the money. Before filing suit, he will make a trip to Martin Co to take pictures of the shelter. If anyone asks about Martin Co. the answer should be "no comment, litigation will be pending."

Ms. Reiter, Dr. Shipman and Mr. Hurt have expired appointments.

The next meeting will be May 3 at 10:00 a.m. at 107 Corporate Drive.

Motion made by Ms. Robinson, seconded by Dr. Grimes, to adjourn. Motion passed.

ADMINAL CONTROL ADVISORY BOARD MEETING

May 3, 2007

107 Corporate Drive

Frankfort, Kentucky

10:00 a.m. (EDT)

BOARD MEMBERS PRESENT

Beckey Reiter

Rick Smith

Judy Cooke

Judge John Settles

Wayne Caudill

Mary Beth Hendricks

Ellen Sam

Monica Robinson

Dr. Linda Grimes

Dr. Malinda Davis

BOARD MEMBERS ABSENT

John Mahan

OTHERS PRESENT

Biff Baker LRC

Kathy McIntosh KDR

Joyce Parman KDA

Clint Quarles KDA

Rick Smith, acting chairman of the Board, called the meeting to order. He informed the Board Beckey Reiter had been re-appointed to the Board. Mr. Smith then nominated Ms. Reiter to be Chairman of the Board. Judy Smith seconded the nomination. Nomination passed. Ms. Reiter made a motion to approve the minutes of the February 1, 2007 meeting and seconded by Ellen Sam. The motion passed. Motion made by Rick Smith to approve the April 12, 2007 emergency meeting votes, seconded by Mary Beth Hendricks. The motion passed.

Clint Quarles introduced Dr. Malinda Davis as a new appointment to the Board. She is a veterinarian with the Lexington Humane Society.

Kathy McIntosh, president of the Rescue Organization, was an invited guest to the meeting to discuss her rescue operation and her willingness to assist the Board with animal cruelty investigations. The chair explained the role of the ACAB, and that the Board lacked authority to do investigations. The chair suggested that offers of assistance from private groups be directed at the individual counties.

### Equipment Grants

The Board discussed equipment grants for 2007. Sixty-nine grant applications were received by the deadline of May 1. Thirty-three grants were returned with paid receipts. Reimbursements were made to those counties. Twenty-two grants are being held pending paid receipts being received for reimbursement.

### Martin County

Mr. Quarles is doing the preparation work needed to file suit against Martin County. A demand letter will be sent shortly.

### Pike County

Pike County requested an extension of time which would allow them to utilize the \$300,000 grant in purchasing property suitable for the Humane Society in locating its new facility. A motion for extension was made, seconded by Mary Beth Hendricks. Motion passed.

### Standards

The chair spoke about the number of county officials and their interest in the shelter standards at their recent meeting.

### County Survey

Mr. Quarles reported the county surveys have been sent and the results are being tallied.

### Training

Ms. Reiter discussed providing training video's and manuals for all control officers.

### Spay/Neuter Program

Judy Cooke gave an update of the s/n program. \$100,000 was allocated for this program. Partial grants were awarded to nearly all applicants. Two shelters were not awarded any funds because they both had a significant amount remaining from the last grant which they are in the processing of expending.

### Spay/Neuter Voucher Funding

The Board authorized an additional \$40,000 for the s/n voucher program. A \$100,000 was appropriated for this program last winter where approximately 1,800 vouchers were issued. This fund was exhausted in approximately one month.

### Administrative Reimbursement to the KDA.

Wayne Caudill made a motion to reimburse the KDA for administrative costs including postage and materials in the Amount of \$10,000. Dr. Grimes seconded the motion to purchase

The next meeting of the Board will be Thursday, August 2, 2007 at 10:00 a.m., 107 Corporate Drive, Frankfort, KY. There being no further business, Monica Robinson made a motion to adjourn seconded by Ellen Sam.

**ANIMAL CONTROL ADVISORY BOARD MEETING**

May 3, 2007  
107 Corporate Drive  
Frankfort, Kentucky  
10:00 a.m. (EDT)

**AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

February 1, 2007 Meeting  
April 12, 2007 (If Available)

**BOARD APPOINTMENTS**

**OLD BUSINESS**

1. Equipment Grant May 1 Deadline
2. Spay/Neuter Program Update – Judy Cooke
3. Martin County
4. Standards – KMCA Meeting
5. County Survey

**NEW BUSINESS**

SART – KDA State Agriculture Response Team Organizational Summit  
Kentucky Daschund Rescue Offer

**NEXT MEETING**

**ADJOURNMENT**

ADMINAL CONTROL ADVISORY BOARD MEETING

August 2, 2007  
107 Corporate Drive  
Frankfort, Kentucky  
10:00 a.m. (EDT)

BOARD MEMBERS PRESENT

Beckey Reiter, Chair  
Rick Smith  
Judy Cooke  
Judge John Settles  
Wayne Caudill  
Mary Beth Hendricks  
Ellen Sam  
Monica Robinson  
Dr. Linda Grimes  
Dr. Malinda Davis

BOARD MEMBERS ABSENT

John Mahan

OTHERS PRESENT

Biff Baker LRC  
Kathy McIntosh KDR  
Nicole Liberto KDA  
Clint Quarles KDA  
Mark Farrow KDA  
Anne Stewart KDA

Meeting Called To Order

Approval of minutes from May 3<sup>rd</sup>, 2007. Wayne Caudill moved to approve, Rick Smith second. Motion Passed.

Mark Farrow and Anne Stewart spoke about the spay-neuter voucher program and needed changes. Lists of spay/neuter grant were passed out. The first report is due June 30, 2007.

An anonymous caller phoned the KDA regarding the Pike County animal shelter conditions. The caller thought about 500 animals were being euthanized a month at that facility. The caller suggested the KDA purchase a van for that program. The caller was going to call back a few days later.

Mrs. Stewart discussed the voucher program starting in 2006. For the first \$100,000 allotted, 1865 vouchers were issued and 1165 were redeemed. The last voucher was



written 3/20, making 5/20 the last day that voucher could have been redeemed. The funding allotted was used within 60 days for the beginning of the program.

The \$40,000 allotment resulted in 684 vouchers being issued and 305 were redeemed. The date for the last one issued was 5/31, so those have now expired.

\$86,500 of 140k allocated to vouchers has been spent. At these rates only 60% issued are being redeemed.

Between July 15 and 17, 79 more vouchers were issued, the equivalent to \$18,000 dollars. There should be sufficient funds to cover this. The 79 issued are the only outstanding vouchers that could be redeemed. Mrs. Stewart has over 200 requests on her desk. She further suggested constant monitoring of the vouchers not used prior to expiration so that these funds allocated could be used to issue new vouchers. The KDA is getting 15 calls a day regarding the voucher program.

If voucher previously not redeemed can reapply and go to the back of the line.

Mary Beth Hendrix moved and Judy Cooke seconded a motion to no longer allow any extension of time to redeem a voucher after its expiration date. Motion Carried.

#### Income Qualification

Mark Farrow and Anne Stewart discussed income qualification. The Board discussed various proofs of income they would like to see as qualification for the voucher program.

Mark Farrow suggested analyzing household income as opposed to individual income. The Board determined if a person had no tax return they could send in copy of a social security check or statement. Motion by Wayne Caudill and seconded by Dr. Grimes to set the household gross income eligibility at \$30,000 to be eligible for a voucher. Motion carried.

#### Abuse of Program

Mark Farrow indicated to the Board the voucher program might be being abused. Mr. Farrow suggested limiting the program to 2 vouchers per household per year and raising co-pay from 10 to 20.

Motion by Wayne Caudill and seconded by Monica Robinson to limit the voucher program to 2 vouchers per household per year and increase the co-pay from 10 to 20. Motion carried. Rich Smith suggested tracking of the results of this vote to monitor success should be done.

The Board discussed how a person would go about donating money to the Animal Control Fund. Rick Smith indicated he would like to see donation language added to literature.

## Public relations

Anne Stewart indicated that Bill Clary, of the KDA, has offered to create a poster to go in veterinarian offices describing the spay/neuter program, and would include language indicating that donations could be accepted. Rick Smith would like to see them in the county clerks' offices. Mr. Clary has also offered to create a separate webpage off of the KDA webpage to detail the program, or to create a new domain. Adding a feature to put in a zip top find the closest participating veterinarian was discussed.

The Board indicated that when we send applications, donation forms should be included.

## Program Promotion

Sources of revenue were discussed. The spay/neuter license plate funding was discussed. The amount of revenue currently held was requested. This amount will be available at the next meeting due to the accounting process at the end of the fiscal year. Television and direct mail campaigns are used at the national level with some success. Legislative appropriation to fund the program should be sought.

Rick Smith would like get money for shelter construction, and make it a requirement of the grant to make spay/neuter for animals exiting those shelters.

Dr. Grimes requests appropriations for both shelter construction and spay/neuter programs.

On 8/14 at 1:00 pm Brad Montel will be having a meeting concerning spay/neuter.

Rick Smith asked that Mrs. Reiter report back to board after the 8/14 meeting.

Judge Settled moved and Ellen Sam seconded a motion to respectfully request the Commissioner and the Kentucky Department of Agriculture reintroduce shelter construction funding totaling \$3,000,000. Motion carried.

Judge Settles informed the Board of the September 27/28 judge's retreat, and perhaps the Board might want to get s/n education on the agenda.

Biff recommended to board get together a legislative package.

## AG Opinion

No response to KDA request. The KDA was copied on an answer to a Randy Skaggs request, which stated the standards are not applicable to private shelters.

Biff suggested a tweak of that section of statute if additions are needed.

Wayne Caudill moved and Rick Smith seconded a motion for the Board to pursue clarification of who shelter standards apply to via a legislative amendment. Motion was tabled.

Rick Smith moved and Judy Cooke seconded a motion to pursue legislation for clarification as Board via amendment making shelter standards same as humane societies or rescues.

Biff will research the issue.

#### Training Material

Each board member was invited to take a copy of the DVD home for review. How to distribute the material was discussed and it was decided to use return mail receipts.

#### County Survey

A handout was distributed to the Board showing the results of the survey from those that have responded thus far.

#### Martin County

The complaint will be filed by the end of the day. Rich Smith has been in communication with a couple members of the Martin County Fiscal Court, who are named in the suit.

#### Equipment Grants

A handout of equipment grant disbursements was distributed. Boone County should be removed from the list.

Rick commented that the Board likes this presentation. He also stated that after review of video training material we will make available, that requests may increase for materials.

The chair suggested we may need to lower grant amount to \$500. Grant details were discussed.

The chair suggested the equipment grant be expanded to include reimbursement for training. Euthanasia by injection training would qualify, as would NACA training that comes to Louisville twice a year.

Dr. Grimes moved and Wayne Caudill seconded a motion to earmark \$40,000 of the budget for equipment grants which will include training reimbursement. Motion carried.

Nicole Liberto discussed the troubles Joyce Parman has been having with forcing recipients of grants to send in the necessary receipts of purchase. The Board discussed allowing no further extensions of time to enter receipts for reimbursement. The Board

discussed making those counties who did not comply with the receipt requirement of the grant to be ineligible for application for the next calendar year.

The Board discussed the times in which in-state training occur, and it was pointed out some major trainings had already been missed for the year. Rick Smith asked if the Board still wanted to include training reimbursement with the equipment grants. The Board discussed buying a training video for each county, but then decided against it.

A current statement of funds should be available at the next meeting.

The Board then discussed allocating the budget to be \$40,000 for equipment grants, \$10,000 for training reimbursement, \$10,000 for education, and \$10,000 for Board expenses.

Rick Smith moved and Monica Robinson seconded a motion to alter the budget to \$40,000 for equipment grants, \$10,000 for training reimbursement, \$10,000 for education, and \$10,000 for Board expenses. Motion carried.

The equipment grants will be up to \$1000, but not less than \$500. The deadline will be 60 days after they go out. The Board set a deadline for the grants to come back to be October 15, so that they may be reviewed at the November meeting. Receipt submission deadlines will be set at the November meeting.

The next meeting shall be November 1, 2007 at 10 AM.

Judy Cooke moved and the chair seconded a motion to adjourn. Motion carried

**SEND LETTERS**

**put letter together for submission detailing program request vs. fuinding?**

**ANIMAL CONTROL ADVISORY BOARD MEETING**  
August 2, 2007  
107 Corporate Drive  
Frankfort, Kentucky  
10:00 a.m. (EDT)

**AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

May 3, 2007 Meeting

**OLD BUSINESS**

1. Standards – AG Opinion
2. Training Material
3. County Survey Results
4. Martin County
5. Spay/Neuter Kentucky - PR
6. FY08 Budget

**NEW BUSINESS**

If Any

**NEXT MEETING**

**ADJOURNMENT**

ACAB BOARD MEETING  
August 2, 2007

	<u>NAME</u>	<u>ORGANIZATION</u>
1	Mary Beth Hendricks	KFB
2	Debra Cavall	Ky. Journalist Assoc.
3	Milinda Davis DM	KVMA
4	Jinda Jones DM	KUMK
5	Rick Smith	KMCA
6	John A. Seibel	KCSEA
7	MARK FARROW	KDIT
8	ANN STEWART	KDA
9	Kathy McDaniel	KDR <sup>OKSOP</sup> <sub>Assoc</sub> Visitor
10	Judy Cooke	League of Cities
11	Beebe J. Renter	KACCA
12	Monica Rebin	KACCA
13	Nicole Liberto	KDA
14	Biff Bakker	LRC
15	Cliff Coates	KDA
16	Ellen Sam	

**ADMINAL CONTROL ADVISORY BOARD MEETING**

NOVEMBER 1, 2007  
107 CORPORATE DRIVE  
FRANKFORT, KENTUCKY  
10:00 A.M. (EDT)

**BOARD MEMBERS PRESENT**

Chairman Beckey Reiter  
Rick Smith  
Judy Cooke  
Judge John Settles  
Wayne Caudill  
Ellen Sam  
Monica Glenn  
Dr. Linda Grimes

**BOARD MEMBERS ABSENT**

John Mahan  
Mary Beth Hendricks  
Dr. Malinda Davis

**OTHERS PRESENT**

Clint Quarles, KDA  
Joyce Parman, KDA  
Biff Baker, LRC

**Call to Order**

Chairman Becky Reiter called the meeting to order. Ms. Reiter asked for a motion to approve the minutes of the August 2, 2007, meeting. Rick Smith made a motion to approve the meeting minutes, seconded by Judge Settles. The motion passed.

**ACAB Budget Report**

Mr. Glenn Mitchell, Executive Director, KDA Office of Strategic Planning and Administration, was invited to attend the meeting to discuss the ACAB budget. He provided each member with a complete summary of the budget beginning with FY 2004-05. There are three accounts. The General Fund Account, the "On-Budget" Restricted Fund Account, and "Off-Budget" Restricted Fund Account. Mr. Mitchell discussed each account. He told the members that this program has an unusual statutory continuing appropriation, which means the money does not lapse but carries forward from year to year. Each year the General Fund Appropriation is \$70,000. In the "On-Budget" Restricted Fund account there is a cash balance forward from prior years of \$162,000. Proceeds from the sale of spay/neuter license plates amounts to approximately \$110,000 per year. This account funds spay/neuter grants, vouchers, and veterinarian services. The "Off-Budget" Restricted Fund has a cash balance forward from prior years of \$83,452. These funds come from the old "Dog Law" Account and include interest earnings. Mr. Mitchell said within the next two weeks he will be submitting a new budget. There are three items he will request in

the budget. (1) \$300,000,000 for the capital improvement plan; (2) \$300,000 to supplement the spay/neuter fund; (3) \$50,000 increase for equipment, education and training. Ms. Cooke will submit information regarding the spay/neuter program for Mr. Mitchell to present to the General Assembly.

#### Animal Shelter Standards

Clint Quarles discussed the letter from the Attorney General regarding whether KRS Chapter 258 animal shelter standards apply to privately owned facilities. It is Mr. Quarles understanding that the law is not applicable to privately funded shelters.

#### Legislation

Biff Baker, LRC, discussed a legislative amendment to the definition of an animal shelter, to include "any individual or organization that practices animal rescue or that captures stray, unwanted, or abandoned animals." It would amend KRS 258.195 to remove the language relating to animal shelters meeting minimum standards within 3 years of July 13, 2004 (which was this past July); and create a new section of KRS Chapter 258 to require all animal shelters to meet the minimum standards within 1 year of the new bill, which would be July, 2009. It would further require all animal shelters to register with the County Judge where the shelter is located and to require all animal shelters to report the possession of any stray, unwanted, or abandoned animals to the main county animal shelter. A motion was made by Mr. Smith and seconded by Ms. Glenn to accept the wording of the proposed amendment. The motion passed. MISSING INFO which the shelter is physically located. This 2<sup>nd</sup> motion was made by Mr. Caudill, seconded by Ms. Glenn. Motion passed.

Ms. Reiter reported that Representative Brad Montell, a member of the House Agriculture and Natural Resources Interim Committee has pre-filed legislation concerning spay/neuter.

#### Spay/Neuter Program

Ms. Cooke informed the Board that Bill Clary, KDA Director of Public Relations, is working on the web site for the Spay/Neuter Kentucky program where people can print their applications online and is also working on posters for veterinarian offices and county clerk offices to promote the program and to get people to purchase spay/neuter license plates.

#### Spay/Neuter Voucher Funding

It was discussed that those who requested vouchers which were not previously redeemed would not be eligible again for a year. Ms. Cooke reported that Ann Stewart has organized the spay/neuter program where it is now going to be an on-going program. Dr. Grimes made a motion that \$100,000 be allotted to the voucher program immediately and \$100,000 for the spay/neuter grants to shelters and non-profit organizations; and that all grant applications submitted must be postmarked no later than December 31, 2007. Ms. Cooke seconded the motion. The motion carried.

#### Training

#### Martin County



Mr. Quarles reported that the Martin County non compliance issue has reached conclusion and an Agreed Order will be filed.

Equipment Grants

All eligible requests up to \$1,000 will be granted to each applicant. A letter will be sent to each county listing the type of equipment approved and lists items that will be disapproved. The deadline for submitting equipment receipts will be May 1, 2008. Mr. Smith made a motion to fund the equipment grants in this manner; the motion was seconded by Dr. Grimes. The motion passed.

Ms. Reiter reported that the terms of Dr. Grimes, Ms. Cooke and Mr. Mahan will expire in February, 2008.

The next meeting will be February 7, 2008, at 10:00 a.m., Corporate Drive, Frankfort, KY.

There being no further business, Mr. Smith made a motion to adjourn which was seconded by Ms. Sam.