

**ANIMAL CONTROL ADVISORY BOARD MEETING  
FEBRUARY 2, 2010  
107 CORPORATE DRIVE  
FRANKFORT, KY 40601**

**BOARD MEMBERS PRESENT**

Dr. Linda Grimes, Chairman  
Rick Smith  
Keith Crawford  
Dr. Malinda Davis  
Becky Reiter  
Ellen Sams  
Christina Farthing  
Hon. John Settles  
Jennifer Nagle

**MEMBERS NOT PRESENT**

Mary Beth Hendricks  
Rob Burke  
Danny Wilkinson

**OTHERS PRESENT**

Bryan Alvey, KFB Federation  
Nicole Liberto, KDA  
Clint Quarles, KDA  
Joyce Parman, KDA  
Toni Parker, KDA  
Deanna Clark, KDA

**CALL TO ORDER**

Dr. Linda Grimes, Chairman, called the meeting to order. She asked each member to introduce themselves. She then asked for approval of the December 8, 2009 meeting. A motion was made by Rick Smith for approval of the minutes and seconded by Becky Reiter. The motion was passed.

**LEGISLATION UPDATE**

KY Farm Bureau representative, Bryan Alvey, discussed SB 105. The Bill would create a fourteen member KY Livestock Standards Commission which would be chaired by the KDA Commissioner. The legislation is intended to block efforts to restrict farming in the name of animal welfare. The Bill will clarify that the standards apply to on-farm livestock and poultry care and that the standards shall not preempt local ordinance affecting planning and zoning. Mr. Smith stated that he was the chairman of the Kentucky Association of Counties and that at their meeting, the day before, the Bill had been discussed. KACO was concerned about who will set the guidelines and what the guidelines will be. They were also concerned that animal control officers will be responsible for enforcement of the provisions. Mr. Smith stated

that a lot is being asked of the officers and they do not have the funds for this enforcement. Mr. Smith asked if animal control officers will need to be trained in the care of all livestock.. Mr. Alvey said he did not know but would check on it. Mr. Smith asked Clint Quarles if this Bill becomes law would it supersede anything the counties have in place.. Mr. Quarles said that without looking at the language, he would say it may supersede local ordinances. A motion was made by Ms. Reiter for the Board not to oppose Senate Bill 105; the motion was seconded by Judge Settles. The motion was passed by the Board.

#### **OTHER BILLS**

Ms. Reiter presented information on other animal related Bills being considered in the 2010 Legislative Session: HB169, HB 225, HB 238, HB 241, HR 9, and HR 36.

#### **SPAY/NEUTER GRANT**

Dr. Grimes, along with Spay/Neuter grant review committee members, Ellen. Sams, Jennifer Nagle and Rick. Smith presented their recommendations for funding to shelters and non-profit organizations to the Board. Seventy-four (74) grant applications were received. The amounts requested from these applications totaled \$59,750. The amounts awarded will range from \$500 to \$1,500. A motion was made by Ms. Reiter to accept the grant recommendations of the committee; it was seconded by Rick Smith. The motion passed.

Ms. Reiter will be modifying the grant application so that they are clearer with regard to the deadline date, what information is required and the reporting requirements.

#### **ACO TRAINING**

Clint Quarles presented information on animal control officer training in the Michigan Department of Agriculture. The two major concerns of the Board are (1) actual care of the animal while in custody at a shelter and (2) How to get custody of the animal? Dr. Grimes asked that subcommittee members, Ms. Reiter, Ms. Sams and Mr. Crawford review recommendations for ACO Training and bring their recommendations to the Board at the next meeting.

#### **SPAY/NEUTER POSTERS**

Spay/Neuter posters have been mailed to all veterinarian offices in the state. To make the public more aware of the spay/neuter license plates, posters will be mailed to all county clerk offices for display in their office.

#### **FINANCIAL**

Mr. Quarles reported that the Board will probably not receive the same amount of funding as in the past. He stated that there are other Boards connected to the KDA that are not being funded.

#### **NEW BUSINESS**

Ms. Reiter passed out recommendations for animal shelter standards for the Board to review. These were the original recommendations put together several years ago by the ACAB. There is little difference between these recommendations and KRS 258.119. She said she didn't know if the Board wanted to update the standards or perhaps publish it on the website for general information.

A motion suggested that a committee be formed to develop regulations designed to standardize grant review, guidelines and qualifications. Dr. Grimes, Ms. Reiter and Ms. Farthing will serve on the sub-committee and will report back to the Board. Ms. Liberto suggested that the ACAB demand reimbursement of grants funds that had been received and not spent during the last grant cycle, or that were not accounted for in the mandatory reporting requirement.

A motion was made by Mr. Crawford for the Board to allow counties that have not submitted their reports as of the December 31, 2009 deadline an extension of thirty (30) days to submit their reports from last year's (2009) grant money.

The next meeting will be held on Tuesday, April 20, 2010 @10:00 am, 107 Corporate Dr. Frankfort, KY.

There being no further business Ms. Reiter made a motion to adjourn, which was seconded by Ms. Farthing. The motion passed.

**ANIMAL CONTROL ADVISORY BOARD MEETING  
APRIL 20, 2010  
107 CORPORATE DRIVE  
FRANKFORT, KY 40601**

**Board Members Present**

Dr. Linda Grimes, Chairman  
Keith Crawford  
Beckey Reiter  
Ellen Sam  
Judge John Settles  
Jennifer Nagle  
Rob Burke  
Danny Wilkinson

**Board Members Absent**

Dr. Malinda Davis  
Rick Smith  
Christina Farthing

**Others Present**

Clint Quarles KDA  
Joyce Parman KDA  
Jen Weber – Guest from Columbia, KY

Dr. Grimes, Chairman, called the meeting to order. She asked each member to introduce themselves. Dr. Grimes asked for a motion to approve the minutes of the February 2, 2010, minutes after two corrections were made. Minutes were amended. Motion was made by Judge Settles and seconded by Ms. Reiter to approve changes to the minutes. Motion carried.

**Old Business**

Board members terms: Dr. Grimes asked if any Board member term had expired. Ms. Sam stated that her term expired February 26. A request by the KY League of Cities for her to serve another term has been forwarded to the Governor's office for her re-appointment.

Spay/Neuter grants: All award letters have been sent to shelters informing them the amount of their grant, but no funds have been dispersed at this time. Mr. Quarles stated that during their April 20<sup>th</sup> meeting, the Finance Cabinet will review the grant requests. Dr. Grimes asked if all spay/neuter grantees from the last round of grants had returned their final expenditure reports. Mr. Quarles said that "demand" letters have been sent to shelters that have funds remaining unaccounted for. A new design for spay/neuter license plates was discussed however, Mr. Quarles told them it would cost approximately \$20,000 for a new design. The Board discussed this figure and decided that it would not be financially prudent to pursue a design change. The Board informally discussed this

and concluded a change would not be financially prudent. Dr. Grimes would like a final summary report for the past round of grants.

Shelter Grant Applications: Previous grant issues have been resolved so there are no issues at this time. Since there are several new Board members, Dr. Grimes asked how many Board members had not reviewed a shelter application. Approximately one-half of the members had not reviewed the application. She said the main issue for the shelters is the land for the shelter must be county owned. Ms. Reiter said the purpose for this is the Board is making an investment in the community, and if the shelter is privately owned and they fold or the group no longer functions, the Board loses the investment made. The Board has three million dollars (\$3,000,000) for shelters grants. The grants are for construction or renovation of grants. Each county is responsible for 20% of the overall cost of construction. Shelter applications are due July 15. Copies will be made of all grant applications and will be given to the sub-committee members who will go over each grant to make certain all requirements are met and give their final approval of each grant. Members of the committee are Ms. Reiter, Ms. Nagle, Mr. Crawford, Ms. Sam and Dr. Grimes.

Session 2010 Legislative Update: HB 251 which relates to stray equines was signed into law by Governor Beshear April 8, 2010. SB 105 was attached to SB 398 and signed by the Governor.

ACO Training/Standards: Ms. Reiter stated she was working on a training manual that will cover basic policy procedures and any information a county government would expect an ACO to understand. One prong of the training will include spending one hour with the county judge executive, two hours with the county attorney, and spend time with an experienced ACO in order to learn personal safety. The ideal situation would be to create a list for the ACO as a reminder to cover important topics with the new person that would be training with him or her. The manual will be put on the website for the use of all counties. It was suggested that the Board come up with a general list that covers all requirements that would satisfy the County Judge then the Judge can sign that the ACO has completed these things. In order to meet the statutory obligation they must complete the training prior to becoming an ACO. For the county to hire an ACO there will be a pre-employment test on the information found in the manual and there will be two boxes for them to check. The 1<sup>st</sup> one will be do they have a high school diploma. If yes, they can be hired. If no, they cannot be hired. If yes, the 2<sup>nd</sup> question would be if they have completed the hiring requirements.

ACAB Budget:

Spay/Neuter Fund: Mr. Quarles told the Board that there was a carry forward balance of \$74,000 in the spay/neuter account. After 67 spay/neuter grants were awarded, there is approximately \$14,000 that is expendable. There is approximately \$20,000 in the general fund.

Training: Dr. Grimes asked if there are any training or equipment needs that are high priority. Mr. Quarles was asked if people are still utilizing the DVD Library. He told

them not at the frequency seen during the beginning of the program. Ms. Reiter suggested putting just a general description of the DVD and put the information on the website.

**Equipment:** Ms. Reiter suggested that equipment for the new shelters be decided after the grants are returned and the Board finds how many are new and how many are renovations.

**Training scheduled – Equine/Livestock Abuse:**

There was a livestock abuse training program in Murray, KY in March. There will be livestock abuse training, Level I, at Morehead in May. The training programs were sponsored by the Cattleman's Association, Soybean Producers, KY Animal Association and the Horse Council. There will be Level II training in August in Morehead which will get into more detail in order to show the participants what a good operation looks like. They will be looking for sponsors to help cover all expenses having to do with this program.

**New Business:** All new business was covered during the meeting.

**Adjourn:** The next meeting will be held on Tuesday, August 10, 2010 at 10.00 am, 107 Corporate Dr, Frankfort, KY. There being no further business Ms. Reiter made a motion to adjourn, seconded by Ms. Sam. Motion passed.

**ANIMAL CONTROL ADVISORY BOARD MEETING**  
**APRIL 20, 2010**  
**107 CORPORATE DRIVE**  
**FRANKFORT, KENTUCKY**

**AGENDA**

- I. Call to Order-Introductions
- II. Approval of February 2, 2010 minutes
- III. Board members terms - Any updates needed?
- IV. Spay/Neuter Grant Round 5 – Any issues?  
Spay/Neuter grants 1-4-are all reports in and expenses finalized?
- V. Shelter Grant Applications: Due July 15 2010, any issues?
  - Any outstanding issues from previous grants unresolved-- Pike, Morgan, Martin Counties?
- VI. Session 2010 Legislative Update
- VII. ACO Training/ standards - Clint's draft regarding minimum standards
- VIII. ACAB Budget
  - Spay / Neuter Fund
  - Training
  - Equipment
- IX. Training scheduled - Equine/ Livestock Abuse
  - Euthanasia By injection
  - Shelter Staff/ ACO
- X. New Business
- XI. Adjourn

**ANIMAL CONTROL ADVISORY BOARD MEETING  
AUGUST 10,2010  
107 CORPORATE DRIVE  
FRANKFORT, KY 40601**

**Board Members Present**

Dr. Linda Grimes, Chairman  
Keith Crawford  
Hon. John Settles  
Christina Farthing  
Ellen Sam  
Rick Smith  
Beckey Reiter  
Danny Wilkinson

**Board Members Absent**

Dr. Malinda Davis  
Jennifer Nagle  
Rob Burke

**Others Present**

Clint Quarles, KDA  
Joyce Parman, KDA

**CALL TO ORDER**

Dr. Grimes called the meeting to order. She asked for a motion to approve the minutes of the April 20, 2010 meeting. Christina Farthing made a motion to approve the meeting minutes, which was seconded by Ellen Sam; the motion passed.

**OLD BUSINESS**

**Shelter Grant Applications**

In the 2008-2009 budget the General Assembly awarded the Animal Control Advisory Board (ACAB) \$3,000,000 for construction of new shelters or for the renovation of existing shelters. The applicants must be County or Urban-County Governments and the applications were to include the project cost which detailed the required 80/20 cost share between ACAB and county. The deadline date was July 15. A total of 43 applications were received. The applications were reviewed by sub-committee members Dr. Linda Grimes, Beckey Reiter, Jennifer Nagle, Keith Crawford, Ellen Sam and Judge John Settles. This review was to make certain all requirements were met before final determinations were made by the full Board. Dr. Grimes distributed applications with the sub-committees recommendations to the full Board.

The following applications were approved for new shelters or renovation of the existing shelter:

**Bell Co.; Boone Co.; Calloway Co; Campbell Co.; Christian Co.; Clark Co.;**



**Clinton Co.; Estill Co., Hancock Co.; Harlan Co.; Hopkins Co.; Jessamine Co.; Lincoln Co.; Logan Co; Marshall Co.; Nicholas Co.; Ohio Co.; and Warren Co.**

It was recommended that the following counties be sent letter asking for clarification of their shelter applications:

**Allen Co., Bath Co.; Greenup Co.; McCreary Co.; Morgan Co.; Taylor Co.; Jefferson Co., Menifee Co.; Muhlenberg Co.; Pike Co.; Powell Co.; Rockcastle Co.; and Wolfe Co.**

After detailed discussion and careful evaluation of each application, funds for the following counties were rejected for the following reasons:

**Ballard Co:** No deed; no floor plan; no itemized expenses; incomplete application. A motion to reject was made by Ms. Reiter, and seconded by Mr. Crawford. The motion passed.

**Bullitt Co:** No deed; did not have in-kind explanation; no itemized expenditure list. A motion to reject was made by Ms. Reiter, and seconded by Ms. Farthing. The motion passed.

**Butler Co:** No itemized expenditure list; floor plan not clear. Mr. Crawford made a motion to reject the application, which was seconded by Mr. Wilkinson. The motion passed.

**Caldwell Co:** In-complete application; no itemized expenditure list; reconsider construction materials. Mr. Farthing made a motion to reject the application, which was seconded by Ms. Crawford. The motion passed.

**Carter Co:** No itemized list of expenditures; scope of project too large. Ms. Reiter made a motion to reject the application, which was seconded by Danny Wilkinson. The motion passed.

**Crittenden Co:** No deed; no floor plan; no budget; no 3 year plan. Ms. Farthing made a motion to reject the application as incomplete, which was seconded by Ellen Sam. The motion passed.

**Gallatin Co:** No budget; no itemized expenditure list. Mr. Crawford made a motion to reject the application, which was seconded by Ms. Farthing. The motion passed.

**Harrison Co:** No budget; no itemized expenditure; no in-kind explanation. Keith Crawford made a motion to reject the application, which was seconded by Ms. Reiter. The motion passed.

**Kenton Co:** No narrative, no itemized expenditure list. Mr. Crawford made a motion to reject the application, which was seconded by Ms. Farthing. The motion passed.

**Leslie Co:** No itemized expenditure list. Mr. Wilkinson made a motion to reject the application, which was seconded by Ms. Sam. The motion passed.

**Mason Co:** No budget; no itemized expenditure list; no 20% cost share match. Mr. Crawford made a motion to reject the application, which was seconded by Ms. Farthing. The motion passed.

**Meade Co:** No narrative; no budget; no itemized expenditure list, no 3-year plan; no deed; no floor plan; no photos. Mr. Wilkinson made a motion to reject the application, which was seconded by Ms. Reiter. The motion passed.

**Shelby Co:** No deed; no photos; low need/priority due to previous grants. Mr. Crawford Farthing made a motion to reject the application, which was seconded by Ms. Sam. The motion passed.

Dr. Grimes asked that letters be sent to the counties that need to clarify information on their applications. The counties with incomplete applications will be sent letter saying that they not eligible for this round of grants. There is a balance of \$490,000 for the next round of grants which these counties may apply for in 2011.

#### Board Member Terms

Ms. Sam, representing the KY League of Cities and Judge Settles, representing KY Association of Counties were reappointed to the Animal Control Advisory Board by Governor Beshear. They will each serve a term expiring February 26, 2014. Ms. Sarah Beth Guffey, representing KY Farm Bureau was appointed to the Board for a term expiring February 26, 2014.

#### Board Budget

Mr. Quarles gave the report that there is \$46,000 in the general fund and \$110,000 in the license plate fund.

#### Spay /Neuter License Plates

In response to ACAB questions about a new design for the spay/neuter license plates, Clint Quarles, KDA Staff Attorney, spoke to the Transportation Department. They stated that they will redo the license plates free of charge if the Board expressed an interest. This would provide potential to have design control which may produce more website traffic. The Board will discuss this at the next meeting.

The Board was informed that counties with unaccounted for grant funds were sent letters from Nicole Liberto, KDA Legal Counsel, requesting an accounting of the funds or return of the funds. All but one county returned receipts or refunds.

The next meeting will be held on Tuesday, October 19, at 10:00am, 107 Corporate Drive, Frankfort, KY. There being no further business Dr. Grimes asked for a motion to adjourn. Ms. Farthing made the motion to adjourn, which was seconded by Mr. Crawford. The motion passed.

**Animal Control Advisory Board Meeting**  
**August 10, 2010**  
**107 Corporate Drive**  
**Frankfort, Kentucky**  
Agenda

Introductions

Approval of Minutes, April 20, 2010

Board members terms: any updates needed, Has Governor's office approved a League of Cities member?

Shelter Grant Applications : Subcommittee recommendations and approval-43 applicants

Spay/Neuter Grant Round 5 -2010- Award letters sent, were funds released?

Summaries provided for 2009-Christian Co. outstanding-\$1500  
2008-Wolfe Co. outstanding-\$1000  
2006-Alley Cat Advocates-\$2000

Breckenridge Co. Animal Friends-\$3000  
Humane Society of Calloway Co-\$5000  
Campbell Co. Animal Shelter -\$3000  
Danville/Boyle Co Humane Society-\$2000  
Daviess Co. Animal Control- \$3000  
Estill Co. Fiscal Court- \$4000  
Hopkins Co. Humane Society- \$5000  
Lawrence Co. Humane Society- \$4000  
Rowan Co. Fiscal Court-\$3000  
Shelby Co. Fiscal Court-\$3000  
City of Bedford-\$3000



ACO Training/ standards: May not have time for discussion

Board Budget :

Spay / Neuter Fund  
ACAB General Fund

Training scheduled: Equine/ Livestock Abuse- level II August \_\_ in Morehead  
Euthanasia By injection-? any upcoming  
Shelter Staff/ ACO-DVD is explained on website but is listed under

Spay/Neuter rather than the heading shelter staff training  
Website Update- Need to update reference to 2009 applications

New Business

Next meeting Date

## **Animal Control Advisory Board Meeting**

**November 09, 2010**

**107 Corporate Drive**

**Frankfort Kentucky**

### **Board Members Present**

Dr. Linda Grimes, Chair

Rick Smith

Keith Crawford

Danny Wilkinson

Rob Burke

Beckey Reiter

Judge John Settles

Ellen Sams

Christina Farthing

Dr. Malinda Davis

### **Others Present**

Clint Quarles KDA

Joyce Parman KDA

Biff Baker LRC

Teresa Masters FCHS

Stephanie Bramblet FCHS

### **Call To Order**

Dr. Linda Grimes called the meeting to order. She asked for a motion to approve the minutes of the August 10 meeting after two corrections were made. Motion was made by Judge Settles and seconded by \_\_\_\_\_ to approve changes to the minutes. Motion carried.

### **Shelter Grant Applications**

The Board received 44 applications submitted for Animal Shelter Construction and Improvement Grant. There were 18 applicants approved for new shelters or renovation of the existing shelter. There were 13 applicants denied approval due to incomplete applications but will be eligible to re-apply at the next round of grants. There were 13 counties that needed to clarify information on their applications. Dr. Grimes asked that letters be sent to these counties asking for their clarification. The following counties submitted additional information and the following applications and requests were approved:

**Allen County \$80,000; Bath County \$150,000; Jefferson County \$31,270; Menifee County \$35,000; Muhlenberg County \$50,000; Pike County \$19,715; Powell County \$102, 832; Rockcastle County \$13,440; Taylor County \$150,000; Wolfe County \$103,352.**

**ACO Training/Standards:**

M Reiter passed out to a draft of the Animal Control Training Manual to each Board member for their review. The manual contains information on Animal Identification; Animal Capture and Handling; Animal Transportation; Animal Impoundment; Disposition of Animals; Controlled Substances; Shelter Safety; Sanitation; Animal Health; Rabies; Records; Communication Skills; Court Conduct; Animal Cruelty Investigations and Kentucky Laws.

**Board Budget:**

Mr. Quarles reported that the Spay/Neuter Fund has a balance of \$136,743.04. The Board can spend \$100,000 of this amount in this fiscal year without approval of the Finance & Administration Cabinet. The ACAB General Fund has a balance of \$40,555.

**Spay/Neuter Plate Design**

Mr. Quarles informed the Board that the Transportation Cabinet had sent a letter to all specialty plate groups informing them or needed technical changes. These changes create an opportunity for a free plate redesign for all groups. The Board discussed the desire to possibly update the current plate. To select the new possible plate design, the Board decided to have a contest for drawings ending January 15. The Board would vote for finalists, then allow voting on the website for a winner. The current design would be a finalist. The online voting will become the new plate design. The PR department of the KDA will coordinate the press releases.

**Next Meeting Date:**

The next meeting will be Thursday, January 20, at 10:00 a.m., Corporate Dr. Frankfort, KY

There being no further business, Ms. Reiter made a motion to adjourn. \_\_\_\_\_  
seconded the motion. Motion carried.

# Animal Control Advisory Board Meeting

November 9, 2010

107 Corporate Drive

Frankfort, Kentucky

## Agenda

### Introductions:

New member: Sarah Beth Guffey, Representing KY Farm Bureau  
sbh\_07@hotmail.com

### Approval of Minutes, August 10, 2010

### Shelter Grant Applications : applicants asked for clarification

606-  
-922  
1375

606-  
-473-  
6440

606-  
-376-  
2413

606-  
-465-  
7651

intact  
-SE Carpenter  
606-473-6440

Tary Jones  
606-376-2413

John Harris  
606-465-7651

County	Amount	Status	Funds	Notes
Allen Co.	—	complete	80K	
Bath Co.		Complete	150K	
<del>Greenup Co.</del>		<del>Complete</del>		
<del>McCreary Co.</del>		<del>Complete</del>		will resubmit
Morgan Co.	75	Complete	No - use of wood - see minutes	Jan
<del>Taylor Co.</del>	<del>150</del>			
Jefferson Co.		Complete	131,270	
Menifee Co.	35	Complete	No - similar 3+B	Baker, Keira
Muhlenburg Co.	50	Complete		
Pike Co.	19 715	Complete		
Powell Co.	102 832	Complete		
Rockcastle, Co.	13 440	Complete		
Wolfe Co.	103 352	Complete		

Total for grants approved 8/10/10  
Total approved today:  
Remaining

### ACO Training/ standards:

#### Board Budget :

Spay / Neuter Fund  
ACAB General Fund

136,743.04  
40,555.00

Equine Board  
22nd

Recent Training : Equine/ Livestock Abuse- level II August, Morehead  
KACCA Annual Training Conference 2010, Carrollton

### Training scheduled:

### Spay/Neuter Plate Design:

### New Business:

Livestock Care Standards Commission

### Next meeting Date: