

ANIMAL CONTROL ADVISORY BOARD MEETING

FEBRUARY 8, 2011

107 CORPORATE DRIVE

FRANKFORT, KENTUCKY

Board Members Present

Chairman Dr. Linda Grimes

Rick Smith

Jennifer Nagle

Keith Crawford

Christina Farthing

Jennifer Nagle

Becky Reiter

Rob Burke

Dr. Malinda Davis

Judge John Settles

Ellen Sam

Others Present

Clint Quarles KDA

Joyce Parman KDA

Cathy Gilbert

Chairman Grimes called the meeting to order and welcomed Ms. Cathy Gilbert, Carrollton, KY. She asked each member present to introduce themselves and what organization they represent. She then asked for a motion to approve the minutes of the November 9, 2010 meeting after two corrections were made. Motion was made by Judge Settles and seconded by Ms. Reiter to approve changes to the minutes. The motion passed.

Shelter Grant Applications:

Notification of modification for Nicolas County: Chairman Grimes read a letter from Nicolas County, Judge Kenneth Lyons, requesting minor changes for the new Nicholas County animal shelter due to the contractor who had agreed to provide donated labor and materials for part of the building abruptly moved out of the state. The basic structure and layout will remain as previously presented in the grant application. Chairman Grimes asked for a motion to approve Judge Lyons request. Mr. Smith made a motion to approve, seconded by Ms. Reiter. The motion passed.

Number of grants: There were 28 shelter grants approved for new shelters or renovation of the existing shelter. The amount disbursed for these grants was \$2,037,378.95 leaving \$962,621.05 funds remaining. The General Fund account is \$33,037.67; the Agency Fund (through June) is \$99,969.20. Cash balance is \$169,437.24.

Issue applications for 2011 – changes: Applications for Spay/Neuter grants and Animal Shelter grants will be placed on the website. Each County Judge's office will be sent a letter stating applications are on the website but will be mailed to them at their request.

The application will also require evening phone numbers. Deadline for completing and returning application is July 15, 2011.

Board Budget:

Chairman Grimes asked for a motion to spend \$120,000 for new spay/neuter grants. Ms. Reiter made a motion to approve, seconded by Ms. Farthing. The motion passed. The Board then voted for Mr. Quarles to submit a letter to Commissioner Farmer requesting him to reinstate seventy thousand dollars (\$70,000) to the ACAB for general operating funds for the following fiscal year.

ACO Training/standards: Manuel update, availability

The Animal Control Officer Training Manual has been completed by Ms. Reiter. It consists of the type of training officers are to receive. The training will consist of animal identification, animal capture and handling, animal transportation, animal impoundment, disposition of animals, controlled substances, shelter safety, sanitation, animal health, rabies, records, communications skills, court conduct, animal cruelty investigations and KY laws. This training will include spending one hour with the county judge executive, two hours with the county attorney and spending 24 hours over three year period time with an experienced ACO in order to learn personal safety. Ms. Reiter asked for any final comments or suggestions. There was discussion of on-line training and having practice tests for the county judge to administer to the ACO. The Board voted unanimously to have administrative regulations for minimal training standards for Animal Control Officers ready by the next Board meeting.

Spay/Neuter Plate Design: After discussion by the Board members concerning sample designs for new license plates submitted on the website by the public, four (4) designs were chosen by the Board members. Chairman Grimes asked for a motion to approve placing these four designs on the website to be voted on by the public. The motion to approve designs was made by Ms. Reiter, seconded by Ms. Farthing. Deadline for online voting is March 11.

New Business:

Chairman Grimes introduced Cathy Gilbert, Carrollton, KY. Ms. Gilbert has been involved in Spay/Neuter clinics for many years. She presented a proposal to the Board an outline to reduce dog and cat overpopulation in rural Kentucky and to significantly raise funds by selling more license plates, encouraging donations and finding corporate sponsors. Ms. Gilbert interest is in providing the Board with her services by lowering the pet population in KY resulting in lower costs for county governments. Chairman Grimes asked that this proposal be tabled until Mr. Quarles can research this proposal and report back to the Board.

Kentucky Horse Council: Request for sponsorship funding for: Livestock Investigation Training – levels I & II: Due to the overwhelming demand for country animal control officers to be trained in livestock cases, the KY Horse Council will hold a Level I training conference March 16-18, 2011 at Wilmore KY; Level I -TBA, May or Fall; and Level II – Summer at Morehead, KY. It is the Board's intent to assist as many counties as possible for the livestock investigation training. Each county will be required to complete a grant application for the animal control officer attending the training.. This grant is for reimbursement for travel, tuition, and housing. Fees for this training is \$75 for two days. Ms. Reiter made a motion to allocate \$5,000 with a cap of \$250 per county. Ms. Nagle seconded the motion. The motion passed.

There being no further business, Mr. Crawford made a motion to adjourn, seconded by Ms. Reiter. The motion passed.

The next meeting will be March 31, 2011 at 10:00 a.m., Corporate Drive, Frankfort, KY

ANIMAL CONTROL ADVISORY BOARD

MARCH 31, 2011

107 CORPORATE DRIVE

FRANKFORT, KY

Board Members Present

Chairman Linda Grimes

Sarah Beth Guffey

D. Keith Crawford

Judge John Settles

Christina Farthing

Rick Smith

Ellen Sam

Others Present

Biff Baker LRC

Clint Quarles KDA

Dr. Michael Grant KDA

Joyce Parman KDA

Approval of Minutes

Chairman Grimes called the meeting to order and welcomed the new Board member, Sarah Beth Guffey, representing KY Farm Bureau. She then asked for a motion to approve the minutes of the February 8 meeting after corrections were made regarding the ACO training and clarification of the Board budget. Motion was made by Ms. Farthing to approve the minutes seconded by Ms Sam. The motion passed.

Shelter Grant Applications: Notification of modifications

Mr. Quarles introduced Dr. Grant, who is working with grants in the Agriculture Department. Mr. Quarles and Mr. Grant are looking for guidance from the Board concerning phone calls from recipients wanting to modify their grants. The recipients are bidding out their projects and finding out they do not have as good a deal as they thought and are looking to drop some parts of their project. Dr. Grant said that one county told him the bid was too low and they would like to use their money to buy equipment. He told them that this was something he would have to discuss with the Board. Dr. Grimes said these grants are only for animal shelter construction or improvements. The Board has approximately 9 million dollars in funds remaining for shelter grants. After much discussion concerning shelters and funds, Dr. Grimes asked for a motion to reissue a survey to the counties asking for their shelter needs. Mr. Crawford made the motion to reissue a new survey seconded by Mr. Smith. The motion passed.

Board Budget:

Spay/Neuter Fund \$169,437.24

ACAB General Fund \$ 33,037.67

Judge Settles brought up the situation in Henry, Oldham and Trimble Counties. He said these counties will no longer be served by Jefferson County as they are losing their contract with Jefferson County July 1.

ACO Training/standards: Manual Update
Draft of regulation

Mr. Quarles presented a draft to the Board for minimal requirements for Animal Control Officer regulations. He stated that the requirements the Board set by regulation would be those required to become an ACO. He said everything the Board has talked about revolves around three important things...1. What is the initial hurdle you have to get over to become an ACO? 2. Once you have passed that hurdle, do you want a continuing education component? 3. The people that were an ACO at the time the regulation went live, how do you want to treat those people? After discussions, Mr. Quarles suggested he will come up with requirements each member would like to see included in the regulations.

Cathy Gilbert: Proposal for Spay/Neuter Outreach

Ms. Gilbert proposed that her purpose would be to significantly reduce dog and cat overpopulation in rural Kentucky and to significantly raise funds by selling more license plates, encouraging donations and finding corporate sponsors. Mr. Quarles discussed Ms. Gilbert's proposal with the Department of Agriculture's general counsel. He said it is a thank you but a respectful no on the specific requests she gave us. Dr. Grimes said there are two directions to go – Ms. Gilbert can go on her own or have somebody create a non-profit Friend of Boards or if the Board wants to do a RFP where anyone can apply. Mr. Quarles reminded the Board that it must be for a service that the department could not internally provide. Dr. Grimes will talk to Ms. Gilbert regarding the Board's concerns.

Kentucky Horse Council: Request for sponsorship funding for
Livestock Investigation Training – Levels I & II

Ms. Sam reported that she had talked with Essie Rogers, Director at the KY Horse Council. Ms. Sam said there was a problem with people not showing up for the training and not letting Ms. Rogers know. Ms. Sam said they needed to be sure all information was on the website, that there is scholarship money and a link to the Horse Council for information about the training. The counties must submit grant applications for the animal control officers attending the training to the Board by July 15. Dr. Grimes said she wanted the record to show that it is the Board's intent that the funds allocated for the training at the February 8 Board meeting will run through the calendar year not just for this fiscal year.

Spay/Neuter Plate Design: Selection

The four (4) sample designs for a new license plate were posted on the website to be voted on by the public. There were approximately 3,600 votes cast. The old spay/neuter plate was again chosen by the public with 2,400 votes.

New Business:

Ms. Sam requested that a link be put on the website saying what is involved in the livestock investigation training. Dr. Grimes said she thought the Board members should periodically get on the website and bring for discussion issues that are confusing. Dr. Grimes said that the big issue for the Board right now is funding.

The sub-committee for reviewing grant applications shortly after July 15 will be Dr. Grimes, Ms. Sam, Judge Settles, Ms. Guffey, Ms. Farthing and Mr. Crawford.

There being no further business, Judge Settles made a motion to adjourn, seconded by Ms. Sam. Motion passed.

Next meeting Date:

The next meeting will be August 11, 2011 at 10:00 a.m., Corporate Drive, Frankfort, KY

Animal Control Advisory Board Meeting

March 31, 2011

107 Corporate Drive

Frankfort, Kentucky

Agenda

Introductions:

New member: Sarah Beth Guffey, Representing KY Farm Bureau
sbh_07@hotmail.com
KACA representative
KY Houndsman representative

Approval of Minutes, February 8, 2011

Old Business:

Shelter Grant Applications : Notification of modifications

Applications for 2011-Availability/notification

Board Budget :

Spay / Neuter Fund
ACAB General Fund

ACO Training/ standards: Manual update
Draft of regulation

Cathy Gilbert: Proposal for Spay/Neuter Outreach

Kentucky Horse Council: Request for sponsorship funding for :
Livestock Investigation Training- levels I & II

Scheduled:

Spay/Neuter Plate Design: Selection

Other

New Business:

Next meeting Date:

ANIMAL CONTROL ADVISORY BOARD
AUGUST 30, 2011
107 CORPORATE DRIVE
FRANKFORT, KY

Board Members Present

Chairman Linda Grimes
Duncan Caldwell
Douglas Johnson
Keith Crawford
Jennifer Nagle
Judge John Settles
Connie Below Spencer
Rick Smith
Ellen Sam

Board Member Absent

Christina Farthing
Sarah Beth Guffey
Danny Wilkinson

Others Present

Kathy Chase Nicholas Co. Animal Welfare
Teresa Wright Nicholas Co. Animal Welfare
Dawn Letcher Nicholas Co. Attorney
Kenneth C. Lyons Nicholas Co. Judge Executive
Dr. Michael Grant KDA
Clint Quarles KDA
Joyce Parman KDA

Approval of Minutes

Chairman Grimes called the meeting to order and welcomed new Board members, Duncan Caldwell representing KACCA, Douglas Johnson representing KY Houndsman Assoc. and Connie Below Spencer representing KVMA. She then asked for a motion to approve the minutes of the March 31 meeting after a correction was made regarding the spay/neuter balance. Motion was made by Judge Settles to approve the minutes seconded by Keith Crawford. The motion passed.

Old Business:

Shelter Grant Applications:

Judge Kenneth Lyons, Nicholas Co., attended the meeting to discuss with the Board minor changes to the distribution of funds that are being used to complete their new animal shelter. He said Nicholas Co was not asking for additional money but due to administrative changes and personnel changes they are asking to scale back the project and change the floor plan to use the funds already given to them. The visitors from

NCAWS gave background on Nicholas County Shelter construction to date and showed photos. Dr. Grimes said the Board does not have as much information as they need to be able to make a decision right now but told Judge Lyons this information will have to wait until the Board has time to discuss and meet again. Judge Lyons said he would do whatever the Board tells him to do. Dr. Grimes asked for a motion to table this decision. Motion was made by Mr. Smith seconded by Mr. Crawford. Motion passed.

A request was received from Allen County asking for modifications of their animal shelter. They requested that the building size be reduced from 1866 square feet to 1038 square feet and to reduce indoor kennels from 24 to 12 units. Motion made by Ms. Nagle to approve request seconded by Mr. Caldwell. Motion passed.

The sub-committee members for reviewing Shelter grant applications were Dr. Grimes, Judge Settles, Mr. Crawford, Mr. Smith and Ms. Farthing.

Dr. Grimes asked Mr. Crawford, at the full Board meeting, to take the lead in the discussion of the animal shelter applications for FY 2012. There were 20 counties applying for animal shelter construction grants or shelter improvement grants. Three counties, Adair, Jessamine and Pulaski were not awarded any funds. Adair Co had requested \$91,781.16, but had an incomplete application; Jessamine Co had requested \$200,000. In 2010 they had requested \$150,000 and the Board had given them the full amount. Dr. Grimes said the committee did not feel justified to fund them any more money for the same shelter even though it is a huge project. They have not spent any of the money saying they did not feel they could do the project for that amount of money. Dr. Grimes said there would be no problem with the Board looking at a scale-back project. Pulaski Co had requested \$43,292 for an incinerator but due to limited funding – meant we were spending our limited funds on projects involving construction/renovation directly related to animal sheltering. The Board would recommend that counties not funded or fully funded should encourage their legislators to fund animal shelter projects. Rockcastle Co. requested \$12,547.45. They were given a grant in 2010, some items on their application appeared to be duplicate requests and some of the 2010 expenditures were not related to shelter construction.

The following county shelter grants were fully funded: Greenup - \$9600; Harlan - \$9260; Henry and Trimble - \$150,000; Madison - \$48,183; Muhlenberg - \$25,000; Nelson - \$4,000; Ohio - \$63,175; Simpson \$25,184.

The following projects were partially funded due to insufficient monies for all requests. Anderson - \$55,000; Caldwell - \$103,760; Gallatin - \$19,459 (subtracted cost of storage building); Garrard - \$100,000; Leslie - \$110,000; Mason - \$110,000; Robertson \$60,000; Shelby - \$70,000.

Awards were adjusted so the counties can make significant contributions to the project or a downsizing of the plans or rejection of the grant. All grants were voted on and motions passed by Board members.

Dr. Grimes stated that the Board needs to reissue a new survey to the counties asking for their shelter needs.

Spay/Neuter Grant Applications:

The sub-committee members for reviewing Spay/Neuter grants were Ms. Nagle, Ms. Guffey and Ms. Sam.

Spay/Neuter grants are available to all county and metro governments and non-profit organizations that have held valid 501©3 IRS determination letters for at least three (3) years prior to the July 15, 2011 grant application deadline. There were 57 shelters each applying for S/N grants. Motion was made by Mr. Smith to approve the recommendation of the committee of \$2,000 for each county that qualified, with the exception of Knox-Whitley Animal Shelter (Rockholds) who was awarded \$6,000. This application was for each of three organizations so each was awarded @2,000. Dr. Grimes asked that all members in favor of the recommendation signify by saying "I". Motion passed.

ACO Training/standards:

Dr. Grimes said there is not a specific deadline to approve the ACO manual. Beside the manual they need specific regulations saying these are the requirements for an ACO. The Board has the task to establish those guidelines and regulations but they are not formal yet. No time was available to discuss regulations and a current draft was not available but the current draft of the ACO basic training manual is now accessible on the KACA website so that is may be used and comments generated about it.

The next meeting will be held Thursday, October 13, at 10:00 am, 107 Corporate Drive

There being no further business, Dr. Grimes asked for a motion to adjourn. Mr. Smith made the motion to adjourn, seconded by Mr. Crawford.

**Animal Control Advisory Board Meeting
August 30, 2011
107 Corporate Drive
Frankfort, Kentucky
Agenda**

Introductions:

New members:

KACA representative
KY Houndsman representative
KVMA representative

Approval of Minutes, March 31, 2011

Old Business:

Shelter Grant Applications : Notification of modifications for 2010 Grants

Applications for 2011-subcommittee recommendations

Spay/Neuter Grant Applications:

Applications for 2011-subcommittee recommendations

ACO Training/ standards: Manual update- available online on KACA website
Draft of regulation

Cathy Gilbert: Proposal for Spay/Neuter Outreach-No update

Board Budget :

Spay / Neuter Fund
ACAB General Fund

Other

New Business:

Next meeting Date:

ANIMAL CONTROL BOARD ADVISORY BOARD

**October 13, 2011
107 Corporate Drive
Frankfort, KY**

Board Members Present

Dr. Linda Grimes, Chairman
Duncan Caldwell
Jennifer Nagle
Rick Smith
Danny Wilkinson
Judge John Settles
Keith Crawford
Connie B. Spencer
Douglas K. Johnson
Ellen Sam
Christina Farthing

Board Member Absent

Sarah Beth Guffey

Others Present

Kathy Chase Nicholas Co Animal Welfare
Cynthia Gaskill Nicholas Co Animal Welfare
Kenneth Lyons Nicholas Co Judge Executive
Biff Baker LRC
Clint Quarles KDA
Joyce Parman KDA

Approval of Minutes

Dr. Grimes called the meeting to order. She asked for a motion to approve the minutes of the August 30 meeting. Dr. Grimes said the Board had discussed that Rowan County was going to change their site and as soon as the Board got the deed they would go on with their project but she did not think there was any reference in the minutes to Rowan County. She asked if members of the Board had seen any mention of Rowan Co. in the minutes. It was agreed there was no mention. The Board approved the Rowan Co project pending receiving the deed. The next county mentioned that was not in the minutes was Ohio County. Dr. Grimes said they had both a new application and a modification. She said they had some residual around \$12,000 that they were going to add to their new project by expanding the new shelter site. Mr. Smith made a motion to approve the corrected minutes, seconded by Ms. Farthing. The motion passed.

Shelter Grant Applications: Notification of modifications for 2010 Grants: Nicolas County

Dr. Grimes welcomed Judge Lyons, Katy Chase and Cynthia Gaskill, visitors from Nicholas County. Judge Lyons attended the meeting to discuss with the Board minor changes to the distribution of funds left that are being used to complete their new animal shelter. Dr. Grimes passed around new information received from Judge Lyons regarding changes to the shelter. The shelter has been downsized from the original application. There will be a holding area for cats, an operating room for the spay/neuter clinic, bathroom, utility room and office. The inside walls and ceiling will be covered with metal. Ventilation

and isolation problems were discussed. After all problematical concerns were addressed, Dr. Grimes asked for a motion to approve the modifications of the project. Motion was made by Judge Settles to approve the project seconded by Mr. Crawford. Motion passed.

Updates on county grants not fully funded

Dr. Grimes said she had spoken with someone associated with each County about not being awarded the full amount they requested in the 2011 modifications. Anderson County, Caldwell County, Gallatin County, Garrard County, Leslie County, Mason County and Shelby County all feel they can proceed with their projects by doing additional fund raising – for example Leslie County has the coal severance money, and they all feel that they can move ahead with the money we have provided to them. Dr. Grimes said it was very important that letters be sent to these counties as soon as possible telling them to send in their shelter changes.

Spay/Neuter Grant Applications

Dr. Grimes asked if there were any questions or problems regarding the grants that were sent out. It was clarified that the Knox-Whitley grant was for three separate counties. Dr. Grimes voiced concern that having a July 15th deadline and three different grant programs was over whelming to the committee. She asked if there was a relatively easy way to make a change in that date. Another problem is if the money becomes available a month after the July 15th deadline, everyone must wait another year. Dr. Grimes asked what it would take to legally change the date. Mr. Quarles said they would need to change KRS 258. He said once you open the statute there could be some consequences not intended. Dr. Grimes said the date change warranted opening the statute and it should be kept in mind should there be other changes to KRS 258.

ACO Training/standards: Manual update-available online on KACA website

Draft of regulation: Training Hours

After much discussion regarding ACO required training hours , Dr. Grimes said if the Board had decided that the hours to become an ACO she asked Mr. Quarles if there was anything that the Board had not covered. Mr. Quarles said he thought a Board vote on each requirement would be great. The training requirements being one hour with the County Judge Executive; two hours with the County Attorney; eight hours riding along with the current ACO who has one year experience. Mr. Quarles suggested a vote on each one of those. He said certification and passing the test and the continuing animal officer training should be different votes. #1- Dr. Grimes asked for a motion that a prospective ACO be required to spend an hour with the County Judge or their designee. Motion was made by Mr. Crawford to approve this request, seconded by Ms. Farthing. Motion passed. #2- Again, Dr. Grimes asked for a motion for the prospective ACO to spend two hours with the County Attorney or their designee. The Board approved unanimously this motion. #3-Dr. Grimes asked for a motion to approve that prior to being considered for employment as a ACO , a person must complete 8 hours ride along training with a person currently performing duties as an ACO who has at least a minimum of one year experience in that position. The motion was passed by the Board. #4-There was discussion on different training questions that should be on the ACO test and whether the test should be given in the County Judge's office. Dr. Grimes said they didn't need to make a final decision on any of this until the Board comes up with a test. #5-Continuing education: After much discussion concerning hours of training for an ACO, Dr.Grimes asked for a motion to approve 12 hours of continuing education training every two years for each ACO who has completed 2 years of employment. Motion made by Ms. Nagle to approve motion, seconded by Mr. Crawford. After this motion there was additional discussion and it was decided to modify the previous motion and to change the training to 6 hours every year after the first year as an ACO. Deadline for the yearly training is July 15 each year. Motion made by Ms. Nagle to approve the 6

hour training for each year, motion seconded by Mr. Crawford. Motion passed. Dr. Grimes suggested and asked for input for establishing a sub-committee for reviewing training material on an annual basis. Mr. Crawford made the motion to establish a sub-committee for reviewing training material seconded by Ms. Sam. Motion passed.

Board Budget

Current balance in Spay/Neuter Fund is \$150,000. The balance in the ACAB General Fund is \$30,000. Dr. Grimes asked Mr. Quarles when the Board must make a decision on how much they need to allot for the next round of grants. He said the new budget for the coming year is being drafted now. The Spay/Neuter Fund is a protected fund but must have permission from Finance to spend. The General Fund has to be anticipated as to the amount needed. Dr. Grimes asked for a motion to budget \$100,000 for Spay/Neuter for next year. Motion was made by Ms. Sam to approve this request seconded by Ms. Nagle. Motion passed. Dr. Grimes told the new Board members that the ACAB General Funds have gone for Administration costs, training costs and equipment for shelters. After explanations from Mr. Quarles regarding statutory obligations Dr. Grimes asked Mr. Quarles if the Board should work within the \$30,000 the Board has in the ACAB General Fund. He said yes, as there is no assurance the Board will receive any more funds during the current fiscal year. Dr. Grimes asked for a motion for an estimate the Board would like to budget for the General Fund spending for the next year. Ms. Nagle asked how much it takes to support the Board for a year. Mr. Quarles said it was approximately \$1500. There is a bill for the state audit and \$2,500 in expenses. Dr. Grimes asked for a motion to request \$30,000 for the ACAB General Fund. Motion was made by Mr. Caldwell to request this amount seconded by Ms. Nagle. Motion passed.

Other Old Business:

Livestock Care Standards Commission:

Question was discussed as to who will enforce The Livestock Standards Commission. This will create more duties on the Animal Control Office.....

New Business:

Legislative session 2012:

Next meeting date:

The next meeting will be January 12. 2012, at 10:00 a.m., 107 Corporate Drive, Frankfort, KY.

There being no further business, Mr. Smith made the motion to adjourn, seconded by Ms. Farthing. Motion passed.

**Animal Control Advisory Board Meeting
October 13, 2011
107 Corporate Drive
Frankfort, Kentucky
Agenda**

Introductions:
Visitors

Approval of Minutes, August 30, 2011

Old Business:

Shelter Grant Applications : Notification of modifications for 2010 Grants:
Nicholas County

Applications for 2011

Updates on county grants not fully funded

Spay/Neuter Grant Applications:

ACO Training/ standards: Manual update- available online on KACA website

Draft of regulation : Training Hours
Approve reference material

- CJE - 1 hrs
- Cathy - 2 hrs
- ACO - 8 hrs

ride along w person
currently ACO / ACO
Jul 13
w 1 year exper

Board Budget :
Spay / Neuter Fund
ACAB General Fund

Certify -
Cont. Training -
Test, Manual

Other Old Business:

Livestock Care Standards Commission

KACA website -
under
Training

New Business:

Legislative session 2012

6 yrs yearly

- July 15th Yearly deadline
form for the Judge

Next meeting Date:

sat 12/11