

Kentucky Animal Control Advisory Board
Meeting – January 11, 2018
Office of State Veterinarian
109 Corporate Drive

Minutes for Approval

Board Members Present

Dr. Mark Smith, Dr. Linda Grimes, Donna Herzig, Magistrate Elbert Bennett, Misti Drew, Cathy Gilbert, Gary Foley, Michael McNutt, Brad Rainwater

Board Members Absent

Sara Beth Guffey, Diane Whalen, Terry Rowlett

Department of Agriculture Staff Present

Clint Quarles, Sean Southard, Lance Terrell

Welcome & Call to Order

Donna Herzig called the meeting to order at 1:03 P.M. and welcomed everyone. Donna explained that due to the resignation of Mike Cassidy as Chairmen that she was assuming the duties of the Chair as the Board's Vice Chair.

Media Notification

Angela Blank, KDA Director of Public Relations, confirmed the media was notified.

Roll Call

Clint Quarles called the roll member's attendance as indicated above. Mr. Quarles informed the board a quorum was present.

Introductions

Donna asked everyone to introduce their selves and share a little about their background, as we have a couple new members.

Approval of the July 28, 2016, Minutes

Donna asked the members to review the minutes provided with the meeting notice. Dr. Mark Smith asked that the minutes be amended to show that he was in attendance for the July 28, 2016, meeting. Gerald Foley made a motion to approve the minutes as amended by Mark Smith, Michael McNutt seconded the motion. The motion carried.

KDA Update

Sean Southard, PR Director for the Kentucky Department of Agriculture, welcomed everyone to the KDA's facilities, and updated the Board about the KDA. Sean's comments focused on the 2018 Industrial Hemp Pilot Program, the newly launched KVIP program, and the recent American Farm Bureau Federation Convention.

Review of the duties and authority of the Board

Misti Drew made a motion to skip this section and return to it at the next Board meeting. Gerald Foley seconded the motion, and it carried.

Presentation about Wildlife and Animal Shelters

The Board called upon Ms. Nora Ward to present about Wildlife and Animal Shelters. Ms. Ward discussed the roles and responsibilities of a wildlife rehabilitator and shared her work with rescuing wild rabbits. Ms. Ward further touched upon the lack of wildlife rehabilitators as it is an unpaid volunteer position.

Review and Consideration of Grant Applications

Clint updated the Board that grant applications were down from previous years. Clint further let the Board know that the grant fund had passed the \$75,000 threshold to be audited by the State Auditor's office, and that the fee for the audit was taken from the fund. Michael Grant presented a report of the applications, and how some applicants were behind on their reports. Misti Drew made a motion that all the applications be approved contingent upon those that were behind on their reports complete their documentation. Donna Herzig seconded the motion and it carried. Further, Linda Grimes asked for an update on the fund balance, and Clint offered a report.

Election of a Chair

Donna Herzig designated Clint Quarles to serve as Chair for the purposes of electing a new Chair. Clint opened the floor for nominations. Michael McNutt nominated Donna Herzig for Chair. Mark Smith nominated Linda Grimes for chair. Upon seeing no further nominations Clint called upon each candidate to address the Board. Clint called upon the Board to vote by a show of hands, and by a 4-3 vote Linda Grimes was elected Chair. Dr. Grimes immediately assumed the duties of the Chair

Old Business

Training- Clint gave an update regarding possible training for Animal Control Officers, and possible resources that Officers could use. Misti Drew suggested the Board coordinate with KACo to create a program that would help lower counties' liability insurance.

New Business

Gerald Foley asked the Board to consider granting scholarships to counties for their Animal Control Officers to attend a National Training that will be held in Louisville. Clint was going to

review statue to see if this was possible and what steps would need to be taken if the Board wished to pursue this idea.

Clint reviewed the Board's social media policy, and asked that the policy be reviewed at the next Board meeting in greater detail.

Public Comments & Questions

Kathryn Callahan with HSUS thanked the Board for their work, and offered the data resources to the Board should they ever be of help.

Dr. Cynthia Gaskill with the University of Kentucky stated the counties are seeking ways in which they can better train their officers, and that PetSmart is looking at offering free training resources.

Next Meeting

The next Board meeting was slated for February 21, 2018, 200 Juneau Dr, Louisville, KY 40243.

Adjournment

Having no further business to come before the Board the meeting was declared adjourned.

Kentucky Animal Control Advisory Board
Meeting- February 21, 2018
Louisville, KY

Minutes for Approval

Board Members Present

Dr. Linda Grimes, Dr. Mark Smith, Donna Herzig, Sara Beth Guffey, Cathy Montgomery Gilbert, Misti Drew, Gerald Foley, Terry Allen Rowlett, Michael McNutt

Board Members Absent

Diane Ewing Whalen, Brad Allen Rainwater, Elbert Milton Bennett

Department of Agriculture Staff Present

Clint Quarles, Sean Southard, Keith Rogers, Kathy Harp

Welcome & Call to Order

Dr. Grimes called the meeting to order at 1:00 PM and welcomed those present. Guests were requested to sign the attendance sheet.

Media Notification

Sean Southard, KDA Director of Public Relations, confirmed the media was notified about the meeting.

Roll Call

Roll Call was held and a quorum was present.

Approval of the January 11, 2018 Meeting Minutes

Minutes from January 11, 2018 meeting were approved.

Online Training

Colleen Bray of the Kentucky Animal Care & Control Association (KACCA) described Kentucky-specific Animal Control Officer (ACO) online training, which has a test attached to it. The course can be completed over two days. This ACO training should be on the KACCA website in March 2018. KACCA would offer this training on a trial basis. The annual cost to KACCA would be an estimated \$1,500. Ozzy Gibson, president of KACCA, said it could help ACOs become certified. The ACAB has approved this training. ACAB and KDA members would be allowed to inspect it. Currently, Kentucky Animal Control Officers are not required to be certified. Clint Quarles requested that Colleen Bray enable the Board to review the KACCA online training before the next ACAB meeting.

KDA Update

Sean Southard reported that Commissioner Quarles has visited several county clerks' offices to promote the Ag Tag program. He has also been promoting the Hunger Initiative program and international trade for Kentucky goods.

KDA Report

Keith Rogers introduced himself and reported changes in the Kentucky Department of Agriculture. He pointed out that Animal Control Advisory Board meetings must be held four times annually. Rogers discussed the relationship between the Board and the KDA and the Board's legal duties. He cited Bill #177, which would make updates to the office of State Veterinarian. He also mentioned current budget and employee constraints. Clint Quarles described the KDA's administrative support for the Board. Clint also suggested building a database on county animal control ordinances.

General Discussion

Discussion followed concerning animal control reporting, animal disease reporting, funding, resources, and enforcement at the county level.

Clint Quarles referenced KRS Statute 117 on the duties of the Animal Control Advisory Board, which include:

1. Evaluating applications and disbursing funds
2. Creating training programs
3. "Other duties" relating to animal control

He also cited the mandatory state audit for license plate sales \$75,000 or over that amount. This audit costs the Board \$8,000.

Keith Rogers asked whether the Board wants to devote some of its funding to animal control training. Discussion followed on mandatory training for ACOs, the nature of this training, and whether there would be continuing education requirements for ACOs.

Internet Resources

Keith Rogers suggested KDA share social media resources and manage the Board's internet resources in the future. Cathy Gilbert related the advantages of the Board's Facebook account. Sean Southard discussed the changing nature of Facebook use and its usefulness for the Board's mission. Cathy Gilbert said that the Board's website needs to be updated. Sean Southard said that it would be renovated, and its information updated, which will be reported. There was general agreement that the website be used as a clearinghouse for animal control information.

Code of Ethics

Clint Quarles discussed a required Code of Ethics for Board members. Newly appointed members of the Board need to review the Code. It was moved that the Code of Ethics be approved. The motion was seconded. The motion was approved.

New Business

Travel vouchers for the meeting will be mailed to Board members. The completed vouchers may be emailed as an attachment to the KDA.

Clint Quarles will email Board members on how to access the KACCA website.

Clint will email Board members the Spay/Neuter Grant application form for review.

Public Comment & Questions

An attendee reported a recent open house for animal shelters. She encouraged the Board to consult with animal shelters around state about policies. She also encourage more discussions on shelter funding in future.

Next Meeting

The next Board meeting was slated for May 17, 2018 at 1:00 at 109 Corporate Drive, Frankfort, KY 40601

The meeting after that is proposed for September 20, 2018 at 1:00, location to be determined.

Adjournment

Having no further business to come before the Board the meeting was declared adjourned.

Approval

Signature

Date

Kentucky Animal Control Advisory Board
Meeting- May 17, 2018
Frankfort, KY

Minutes for Approval

Board Members Present

Dr. Linda Grimes, Dr. Mark Smith, Donna Herzig, Misti Drew, Gerald Foley, Terry Allen Rowlett, Michael McNutt, Elbert Milton Bennett, Brad Rainwater

Board Members Absent

Diane Ewing Whalen, Sara Beth Guffey, Cathy Montgomery Gilbert,

Department of Agriculture Staff Present

Keith Rogers, Joe Bilby, Clint Quarles, Sean Southard, Michael Grant

Welcome & Call to Order

Dr. Grimes called the meeting to order at 1:00 PM and welcomed those present. Guests were requested to sign the attendance sheet.

Media Notification

Sean Southard, KDA Director of Public Relations, confirmed the media was notified about the meeting.

Roll Call

Roll Call was held and a quorum was present.

Approval of the February 21, 2018 Meeting Minutes

Minutes from February 21, 2018 meeting were approved with corrections.

Kentucky Department of Agriculture Update

Keith Rogers described the new 2nd Floor facilities at 107 Corporate Drive. With this addition, the entire Frankfort Kentucky Department of Agriculture will now be on one campus. He reported that beginning July 1, 2018 state pension costs will rise, increasing the cost of KDA employees. There are presently 203 KDA employees. One of the new employees will be a Board Coordinator, who will split their time with the Kentucky Board of Veterinary Examiners. Shaylyn Burton has been hired to provide social media support for the KDA. She will also work on the Animal Control Advisory Board websites. Keith Rogers also informed the Board that Commissioner Quarles has gone on an agricultural trade mission to Canada. Finally, Rogers noted that several USDA officials have met recently with the Commissioner.

Online ACO Training Program

Clint Quarles reported on the status of the Animal Control Officer Training Program. He reviewed the terms of the Board's statutory mandates for ACO training. Clint Quarles took the Kentucky Animal Care & Control Association online ACO training program. He reported that this program meets the Board's ACO training requirements. He also commended its breath and thoroughness and recommended that the Board adopt it and pay for some of its total annual cost, projected at \$1,775.

Proposed Regulation for Training

Clint Quarles also presented proposed regulations requiring training for Animal Control Officers operating in Kentucky. He suggested that this training be operated through County Fiscal Courts to be used by candidates for hiring. The county governments would then submit proof of training completion to the state. If the Board approved these proposed regulations, they could be vetted through county governments as well as through the state legislative committee review process. Misti Drew motioned in favor of voting on the proposed regulations. Mark Smith seconded the motion. The motion was approved. Clint Quarles recommended a July 15, 2018 as a filing date for the proposed regulation with the state legislature.

Update on Website & Social Media

Sean Southard reported that the Board's website has been updated and is active. He said the social media support person will review the website resources and will offer formal recommendations. Dr. Grimes suggested that Board members review the website and send in comments to Sean Southard.

New Business

Spay/Neuter Program

Regarding the 2018 Spay/Neuter program, Clint Quarles noted that there is currently \$140,000 in the Board's budget. He recommended that some of these funds be set aside for an audit, Kentucky Animal Care & Control Association (KACCA) training program, and Board meeting costs. Quarles suggested a \$2,000 maximum Spay/Neuter grant to individual counties and cities. He recommended that a match for this grant not be required, but that preference be given to those city/county government applicants offering larger matches. Misti Drew motioned in favor of voting on this proposal. The motion was seconded. The Board approved the motion. Dr. Grimes noted that Spay/Neuter applications might be reviewed at the September Board meeting.

ACO Training Committee

Misti Drew suggested a Board committee form to discuss a Kentucky Association of Counties (KACo) partnership with KACCA regarding the Animal Control Officer training. Clint Quarles reminded the Board that, because of state open records laws, such a committee would be required to email him their notes and to CC him on all committee emails. Misti Drew, Michael McNutt, and Linda Grimes volunteered to serve on this committee. Dr. Grimes will serve as its chair. Keith Rogers said that the KDA could provide this committee with conference call resources if needed.

Animal Cruelty Reporting Overview & Guidelines

Keith Rogers distributed a fact sheet and overview concerning animal cruelty in Kentucky animal shelters. Sean Southard pointed out the public needs educating on the KDA's responsibilities on this matter. Currently, there is no statewide body to monitor animal cruelty in animal shelters. A state law would have to be passed to implement this. A discussion followed on Best Management Practices for ACOs monitoring animal cruelty issues at animal shelters.

September 2018 Board Meeting Location

The next meeting is proposed for September 20, 2018 at 1:00pm. Terry Rowlett offered the Kentucky Farm Bureau headquarters conference room as the location for this meeting.

Public Comment & Questions

Kathryn Callahan of the Humane Society of the United States suggested that there be a mechanism in place by which the KDA may act if future animal cruelty incidents occur in animal shelters.

Adjournment

Having no further business to come before the Board the meeting was declared adjourned.

Approval

Signature

Date