

ANIMAL SHELTER MEETING
MINUTES
January 24, 2023 – 2:00 PM

PRESENT

Tim Fitzgerald, Augusta County Administrator
Mike Hamp, Waynesboro City Manager
Leslie Beauregard, Staunton Interim City Manager
Jon Hilbert, Interim Shelter Director
Candy Hensley, Assistant County Administrator
Shane Ayers, Staunton ACO

1. Minutes were presented and approved. Minutes are attached.
Motion: Hamp Second: Beaureard Approved
2. Mr. Hilbert gave an update on hiring. One full-time kennel attendant has been hired. A full-time Administrative Assistant accepted the position and will start on Friday. The Shelter is currently accepting applications for three part-time kennel attendants.
4. Mr. Hilbert reviewed the draft Intake Policy and answered questions from the owners. The owners acted on the Policy.
Motion: Hamp Second: Beaureard Approved

Mr. Hilbert reviewed the draft Cell Phone Policy. After discussion, the Policy was tabled until the next meeting. There were various questions regarding the Policy. We need to be sure the Policy meets its intended goal and be reviewed by the proper individuals.

5. Mr. Hilbert gave an update on the population report, which is attached.
6. Mr. Hilbert presented the Interim Director's Report, which is attached.
7. The public in attendance had various comments and questions:
 - a. Great save rate!
 - b. What is the status of the director's position? Owners will be discussing today in closed session.
 - c. The Cell Phone Policy should be reviewed by the Human Resources Director and County Attorney.
 - d. Are there adequate openings with SPCA for spay and neuter? Currently, there is ample available. Six to eight animals have appointments per week, some times more. SPCA has additional space, if needed.

- e. Is the SPCA providing other medical care when spay and neuter is taking place? Yes. Other veterinarian care is being conducted, such as cherry eyes. In addition, Dr. Callison and Dr. Reader assist the Shelter with veterinarian care.
- f. There is an adoption event being planned for Expo on March 18, 2023, from 10 AM until 4 PM. Additional information will be forthcoming. Jeremy's Friends is planning the event.
- g. Can there be online electronic payment methods? Yes. It is being planned.
- h. The fees schedule was questioned. Mr. Hilbert stated the current fee structure, which is included in the Intake Policy.
- i. How often are adopted dogs returned? The number was not on hand. Mr. Hilbert indicated that dogs are returned from time to time. Mainly they are returned due to behavior issues.
- j. What is the status of the new shelter at Verona Elementary? Design just began. Lineage Architects will be completing. Plans will not be complete until fall/early winter for bid. Renovations will occur in 2024.
- k. Will there be additional capacity added? We would keep the same capacity. There will be room for future growth.
- l. Will inside/outside runs be provided for dogs at the new facility? Inside/outside runs are not being planned at this time. There are concerns with installing doors in masonry walls which is difficult and expensive. There are also operational concerns with making sure each door is locked. Dogs cannot go in and out during the night due to the proximity to a residential area and security.

8. A closed session followed.

9. Next meeting – February, 2023 at 2:00 PM