

ANIMAL SHELTER MEETING
MINUTES

May 23, 2023 – 2:00 PM

PRESENT

Tim Fitzgerald, County Administrator

Mike Hamp, Waynesboro City Manager

Leslie Beauregard, Staunton City Manager

Jon Hilbert, Shelter Director

Candy Hensley, Assistant County Administrator

1. Minutes were presented and approved for the April 25, 2023 meeting.
Motion: Hamp Second: Beauregard Approved
2. Mr. Hilbert gave an update on hiring. The shelter is currently accepting applications for an Operations Manager, an Administrative Assistant, and a part-time Kennel Attendant. A full-time Kennel Attendant has been hired.
3. Mr. Hilbert gave an update on the population report, which is attached.
4. Mr. Hilbert presented the Director's Report, which is attached.
5. Lineage Architects gave a presentation on the new shelter. Slides are attached.

End Closed Session

Motion: Beauregard

Second: Hamp

Approved & Certified

6. Meeting adjourned.

Next meeting – June 20, 2023 at 2:00 PM

Shenandoah Valley Animal Services Center
Population Report
5/23/23

CAPACITY
46 Dog Runs
104 Cat Cages

Current Animals On Hand

Dogs: 21	Cats: 20	Other: 5
Foster: 30	Foster: 39	Foster: 2
Court Cases: 13	Court Cases: 5	Court Cases: 6

Year To Date Total Intakes

Dogs: 249	Cats: 221	Other: 20	Total: 490
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Year To Date Euthanasia

		PERCENTAGE (live release)
Dogs: 12		95.2%
Cats: 5		97.74%
Other: 0		100%
Total: 17		
96.5%		

Year To Date Adoptions

Dogs: 119	Cats: 108	Other: 9	Total: 236
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Year To Date Transfers

Dogs: 26	Cats: 155	Other: 1	Total: 182
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Year To Date Return To Owner

Dogs: 101	Cats: 9	Other: 1	Total: 111
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Total Intake By Jurisdiction

	YEAR TO DATE TOTAL	PERCENTAGE
Augusta County	301	61.43%
City of Staunton	100	20.41%
City of Waynesboro	87	17.76%

Total Save Rate Year To Date: 96.5%

Directors Report

5/23/23

The closure was very beneficial for both staff and myself. For two days, I worked with Dr. Charlotte Robinson (retired State Vet) on our Policies and Procedures Handbook. We reviewed the current policies and worked on a euthanasia policy and shelter procedures. Tracey and Erin have read through the draft and provided feedback. Last week I submitted the Handbook (70+ pages) to the localities for review. My goal is to have the handbook approved as soon as possible.

I am currently interviewing for the Operations Manager and Admin Assistant position. We just hired a FT kennel attendant who started last week.

Erin Wiles started two weeks ago, and has already made strides in adoptions, fosters, and transfers.

Chris Kirtley visited the shelter to provide behavioral assessments with some of our dogs, and plans to continue to help with assessments as needed.

I reached out to Nylabone and received 40 free Nylabones of various sizes. In order to be eligible to receive this donation we need to post pics of our dogs with the bones and promote on social media. This is a fantastic donation because Nylabones are durable and kennel staff will not have to clean up shredded fabric each morning!

WPL Food Truck Friday 5/19/23. I participated in Food Truck Friday at the Waynesboro Public Library this past Friday. Passing out brochures and showcasing a few of our animals. This is a monthly event held at the library, and my goal is bring animals each month as well as educational materials.

WHSV Interview on 5/22/23 regarding the Petco Love Grant

The Vaccine Clinic is going to be held at the Augusta SPCA. We are still working through the logistics but and will hopefully have a date very soon. The SPCA will be offering Rabies vaccines and we will be offering Distemper and feline HCP (PanLuk) Vaccines.