

## **ANIMAL SHELTER MEETING**

### **MINUTES**

**August 22, 2023 – 2:00 PM**

#### **PRESENT**

**Tim Fitzgerald, County Administrator**

**Mike Hamp, Waynesboro City Manager**

**Leslie Beauregard, Staunton City Manager**

**Jon Hilbert, Shelter Director**

1. Minutes were presented and approved for the July 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 four part-time Kennel Attendant. The Administrative Assistant position was offered to someone but they declined the position because of the commute to Lyndhurst.
3. Mr. Hilbert gave an update on the population report, which is attached.
4. Mr. Hilbert presented SVASC Euthanasia policy for approval.  
Motion: Hamp                      Second: Beauregard                      Approved
5. Mr. Hilbert presented the Director's Report, which is attached.
6. Meeting adjourned.

Next meeting – September 26, 2023 at 2:00 PM

Shenandoah Valley Animal Services Center  
Population Report  
7/25/23

CAPACITY  
46 Dog Runs  
104 Cat Cages

**Current Animals On Hand**

|                 |                 |                |
|-----------------|-----------------|----------------|
| Dogs: 45        | Cats: 89        | Other: 3       |
| Foster: 48      | Foster: 34      | Foster: 4      |
| Court Cases: 41 | Court Cases: 16 | Court Cases: 6 |

**Year To Date Total Intakes**

|       |     |      |     |        |    |        |      |
|-------|-----|------|-----|--------|----|--------|------|
| Dogs: | 465 | Cats | 548 | Other: | 28 | Total: | 1041 |
|-------|-----|------|-----|--------|----|--------|------|

**Year To Date Euthanasia**

|        |    | PERCENTAGE (live release) |
|--------|----|---------------------------|
| Dogs:  | 24 | 94.90%                    |
| Cats:  | 28 | 94.84%                    |
| Other: | 0  | 100%                      |
| Total: | 52 |                           |
|        |    | 96.58%                    |

**Year To Date Adoptions**

|       |     |       |     |        |    |        |     |
|-------|-----|-------|-----|--------|----|--------|-----|
| Dogs: | 202 | Cats: | 178 | Other: | 23 | Total: | 403 |
|-------|-----|-------|-----|--------|----|--------|-----|

**Year To Date Transfers**

|       |    |       |     |        |    |        |     |
|-------|----|-------|-----|--------|----|--------|-----|
| Dogs: | 45 | Cats: | 299 | Other: | 15 | Total: | 359 |
|-------|----|-------|-----|--------|----|--------|-----|

**Year To Date Return To Owner**

|       |     |       |    |        |   |        |     |
|-------|-----|-------|----|--------|---|--------|-----|
| Dogs: | 168 | Cats: | 18 | Other: | 7 | Total: | 193 |
|-------|-----|-------|----|--------|---|--------|-----|

**Total Intake By Jurisdiction**

|                    | YEAR TO DATE          |
|--------------------|-----------------------|
| JURISDICTION       | TOTAL      PERCENTAGE |
| Augusta County     | 675      64.97%       |
| City of Staunton   | 200      19.25%       |
| City of Waynesboro | 157      15.11%       |

Total Save Rate Year To Date: 96.58%

8-22-23

### Director's Report

My Outreach coordinator is currently in the process of restructuring our volunteer program. Volunteer orientation is now being held at the Waynesboro Public Library where volunteers are provided an overview of the program, receive the volunteer handbook and sign the acknowledgment form. When new volunteers finish the orientation, additional training occurs at the shelter for scheduled shifts. We are using a new software program that allows for volunteers to clock in/out via an app on their phone. The total number of volunteer hours are documented and tracked for statistics. We have asked that all current volunteers re-apply and attend the orientation sessions so that we are consistent with the new program. Additionally, seven outreach events are planned for the month of the September, including several off-site adoption events.

The emergency shelter has been in operation for almost three months but hopefully will be able to begin adopting or transferring the animals on Monday, August 28<sup>th</sup>. A few of these animals have been approved for medical foster and are out of the shelter but we are still caring for 37 dogs and puppies, seven cats, and six ducks. The two dogs that escaped on Monday, August 7<sup>th</sup> were located safely. I want to thank Animal Control who helped me locate the two dogs after the severe thunderstorm that occurred in the afternoon; one dog came back to the shelter at 5PM on her own and we located the other dog around 8PM on Monday evening.

Since the last time we met, I interviewed three people for the administrative assistant position and offered the position to one application who declined due to the commute to Lyndhurst. I have not received any applications for the operations manager that are qualified for the position.