

Metro Animal Care and Control Advisory Council Meeting Minutes January 23, 2013

Present:

Members: Dr. Bill Paul, Phran Galante, Jon Cole, Council Lady Karen Bennett, Councilman Phil Claiborne, and Marc Stevenson

Staff: Dr. Brent Hager, Judy Ladebauche, Billy Biggs, and Tom Sharp.
Recording: Martha Bickley

Approval of November 14, 2012 Minutes

Jon Cole made a motion to approve the November 14, 2012 minutes. Phran Galante seconded the motion. The motion passed unanimously.

MACC Update

Judy Ladebauche provided a draft of a Fee and Charges Schedule Proposal (Attachment I).



012313 Impound
Fees Schedule Propos

Discussion was held on appropriate language of the schedule. Councilman Claiborne offered suggestions for revision and Tom Sharp offered to draft verbiage for the ordinance, which would have to be amended, and for the proposed fee schedule. The group approved of the Fee Schedule and the concept of special fees, and it was agreed that the language concerning waiving fees (for animals impounded in emergency situation such as accidents or medical emergencies, and custodial care) should be made clearer.

Mr. Sharp advised that the proposed change could be presented to the Board of Health at the March 14 meeting and Councilman Claiborne noted that were it approved by the Board of Health meeting on March 14 it could be on the first reading in April and be finished by the first reading in May.

Ms. Ladebauche also offered MARS' Annual Report to those present.

Councilman Claiborne suggested reaching out to Miranda Lambert to hold a concert to benefit MACC. Ms. Lambert has previously has worked with MARS.

The group agreed to invite Lisa Stetar, who has helped spearhead the Homeless for Homeless program, and the Crossroads program, to speak at the March 13 meeting. Judy noted that Ms. Stetar and several from her program would be at MACC on February 20.

Council Lady Bennett requested that MACC intakes and adoptions be included with the previously agreed on numbers in the MACC update at each Advisory Council meeting.

Dr. Hager and Billy Biggs reported that MACC will begin using the Virtual Kennel component of the Chameleon software to keep kennel inventory current and manage the kennel spaces better.

Legislative Update

Council Lady Bennett complimented MACC on participation in the Christmas parades.

Council Lady Bennett is also working on the tethering ordinance. Once she has a draft she will share with the group to get feedback before introducing to Council.

UPAW Update

Ms. Galante reported that she and Janis Sontany would be meeting with Councilmember Megan Barry the following day to discuss differential licensing and she hopes to have a report at the March 13 meeting.

Discussion was held on the Red, White and Blue Adoption Event UPAW proposed for July. Ms. Ladebauche noted that reduction of fees for special events requires Board of Health and Metro Council approval (see discussion in MACC update).

Update on Partnership Between Pets and People

In Ms. Beach's absence Ms. Ladebauche reported that Nashville Humane Association had been bringing the Rover spay/neuter van to MACC each month, and 38 animals were altered by Rover at MACC on January 18. She noted that the NHA Rover team is very skilled and efficient and expressed her appreciation for the partnership.

Nominations for New Members

Dr. Paul announced that Dr. Phillips had resigned from the Advisory Council and that Dr. Phillips had offered to see if the Davidson County Veterinary Association would nominate another veterinarian to participate on the Council.

David Collins had been invited to join as a member [note: Mr. Collins has subsequently accepted].

The Guidelines for Operation (July 2009) of the Advisory Council were consulted.



GUIDELINES FOR
OPERATION.pdf

Billy Biggs recommended Shannon Poindexter, an attorney in the District Attorney's office and member of East C.A.N. rescue group, as a member. It was agreed in later discussion that Ms. Poindexter would be invited to join as a member without further deliberation, as she fulfilled the Metro's D.A.'s office affiliation of membership.

Ms. Galante recommended that Lisa Stetar be considered as a potential member of the Council. It was agreed that Ms. Stetar would be invited to attend and present on the

Crossroads program and the Homeless for Homeless program at the March 13 Advisory Council meeting.

Ms. Ladebauche recommended asking the Neighborhood Association if they might suggest potential members.

Mr. Stevenson recommended Emmylou Harris as a member.

Ms. Galante recommended Angel May of MARS as a member.

Ms. Galante recommended Leighann McCollum, the Humane Society of the United States' Tennessee state director, as a member. Ms. Ladebauche noted that Ms. McCollum does not reside in Davidson County.

Ms. Galante recommended Leslie Rudloff, Esq., senior counsel for the Physicians' Committee for Responsible Medicine, as a member.

Ms. Galante recommended Dr. Kathleen Kunkel of Little House Animal Hospital in Franklin as a member.

Ms. Galante recommended that someone with ties to education be considered.

Councilman Claiborne recommended Dr. Alice Emberton as a member.

Mr. Cole recommended that the Advisory Council include representatives from many walks and not overloaded with like-minded members. A cross-section of members could enhance consideration of topics from many points of view. Dr. Paul agreed and recalled that the original intent of specifying the fields from which members would be drawn was to ensure representation of public safety, animal welfare and neighborhood quality of life interests as they relate to MACC's mission.

Ms. Ladebauche said she would like to contact the Mayor's Office of Neighborhoods to see if they might suggest or send a representative from their group.

Dr. Paul noted that retention of representatives from neighborhood associations and law enforcement would be facilitated by ensuring that the agendas are worth law enforcement and veterinarians' time at each meeting, and suggested alternative meeting times to make the meetings more convenient. Ms. Ladebauche thought morning meetings would be easier for law enforcement to attend. Councilmembers Bennett and Claiborne noted that the current time of the meetings (3:00 p.m.) was a convenient time for them to meet. A brown bag lunch meeting was suggested by Councilman Claiborne. Councilman Claiborne suggested that the agendas be able to be completed within an hour.

It was agreed that those who had made recommendations would approach those they had recommended to gauge their interest, and ask them to provide the biographical information, which would be reviewed at the March 13 meeting. Dr. Paul identified Tom Sharp as the point person for disseminating the questionnaires and Mr. Sharp agreed to send members a list of questions for nominees to answer.



Questions for
Potential MACC Memk

Dr. Paul recommended reviewing the guidelines at the next meeting, and discussion of converting the guidelines to bylaws. Dr. Paul instructed that the guidelines be e-mailed to members before the next meeting. Tom Sharp noted that there were topics other than membership in the guidelines.

Evaluation/Other Business

Dr. Paul announced that Ms. Sontany has taken a position with the County Clerk.

The meeting adjourned at 4:30 p.m.

Next Meeting

The next meeting of the Advisory Council is scheduled on **Wednesday, March 13, 2012** at 3:00 p.m. in Room 212 of the Lentz Public Health Center.

Please mark your calendar for the 2013 meeting dates:

January 23

March 13

May 8

July 17 (please note this meeting was originally scheduled on July 10)

September 11

November 13



**Metro Animal Care and Control
Fee and Charges Schedule Proposal
Effective July 2013**

DRAFT

Impound Fees		Fees	
Dogs	For each offense of running at large	\$50.00	Per Animal
Cats		\$50.00	
All Others	If impounded for animal ordinance violation	\$50.00	
Accident Victims, Medical Emergency, Custodial Care, etc.	Must have either MACC Director or Line of Business Director's approval		
Boarding Fees/Day			
Dogs		\$18.00	Per Day
Cats		\$4.00	
All Others		\$4.00	
Accident Victims, Medical Emergency, Custodial Care, etc.	Must have either MACC Director or Line of Business Director's approval		
Special Fees must be documented and approved by MACC Director or Line of Business Director			
Adoption Fees			
Dogs- Single Adoption*		\$90.00	
Dogs – Litter Mates and double adoptions*		\$135.00	
Cats – Single Adoption*		\$60.00	
Cats – Litter Mates and double adoptions*		\$90.00	
Birds	Exotic birds are an additional charge	\$15.00	
Rabbits		\$5.00	
Ferrets		\$10.00	
Snakes and Lizards		\$10.00	
Guinea Pigs and Hamsters		\$5.00	
Livestock		\$50.00	
Seniors for Seniors – Dogs	Senior Citizens - 60+ Dogs - 5+ years	\$50.00	
Seniors for Seniors – Cats	Senior Citizens - 60+ Cats - 5+ years	\$45.00	
Special Community Adoption Events		\$30.00	
Special Needs Animals require MACC Director or Line of Business Director's approval			
*Adoption fees include spay/neuter, rabies vaccination, medication and first series of shots			
Duplicate Tag		\$2.00	Per Animal
Rabies Vaccination		\$14.00	Per Animal
Only for adoptions and dogs returned to owner			
Microchip Implant		\$25.00	
Microchip implant is required by law for dogs impounded for running at large, at the owner's expense.			
Animal Trap Security Deposit			
Dogs		\$100.00	Per Trap
Cats		\$50.00	
Fee refunded upon return of trap			

**Metro Nashville Public Health Department
Animal Care and Control Advisory Council
Guidelines for Operation**

Mission: The mission of the Metro Animal Care and Control Advisory Council is to promote safety and wellbeing for people and animals in Nashville by advising the Director of Health and recommending actions and policies that will improve the ability of Metro Animal Care and Control (MACC) to accomplish its mission.

SECTION 1: PURPOSE

The Metro Animal Care and Control Advisory Council (herein referred to as Advisory Council) was established by the Director of Health (DOH) to provide advice to the DOH upon request, at scheduled intervals and as indicated by community trends and issues that may arise. The purpose of the Advisory Council is as follows:

- A) To represent public safety, animal welfare, and neighborhood quality of life interests in Nashville and Davidson County as they relate to MACC's mission.
- B) To review county-wide and neighborhood trends in problems and events related to the care and control of animals.
- C) To review information about the performance of MACC as a program.
- D) To make recommendations regarding changes in MACC policies and processes as requested.
- E) To promote and advocate improvements in laws, regulations, and systems that may improve MACC's ability to fulfill its mission and that promote broader community goals relating to the care and control of animals.

SECTION 2: DUTIES

The Advisory Council has the following duties and responsibilities:

- A) Provide advice to the Director of Health regarding continuous improvement of MACC Program efforts.
- B) Identify gaps in services and make recommendations to the Director of Health.
- C) Identify community issues relative to animal safety and welfare as they pertain to MACC, and make recommendations for resolution of these issues.

- D) Foster relationships between MACC and other agencies/organizations/community members with interests in public safety, neighborhood quality of life, and animal welfare.
- E) Represent the Advisory Council at events related to MACC's mission when available.
- F) Conduct quarterly meetings as well as 'special session' meetings as indicated.
- G) The Advisory Council shall not be responsible for the day-to-day operations of the MACC Program and shall refer those matters to appropriate staff members.

SECTION 3: MEMBERSHIP

The Advisory Council consists of not less than 9 or more than 15 members. Members are appointed by the Director of Health. A majority of the members must live in Davidson County. Appointments shall attempt to include the following affiliations and categories. Such interests should represent, but are not limited to:

- A) An attorney or a representative from the Metro DA's office
- B) A veterinarian practicing in Davidson County
- C) A representative of the Nashville Humane Association
- D) Director of MACC (non-voting member)
- E) One or more elected officials (Metro Council and/or State Legislature)
- F) Law enforcement
- G) One or more representatives of neighborhood organizations
- H) One representative of the United Partnership for Animal Welfare (UPAW)
- I) One representative of Friends of MACC
- J) One or more representatives of pet-related businesses operating in Davidson County

SECTION 4: TERMS OF OFFICE

Except for initial appointees, each member serves for a term of three years or until the member's successor has been appointed. A member may not serve more than two consecutive terms. In the case of a vacancy for any reason, the Director of Health shall appoint a member representing the same interest to fill the unexpired term.

SECTION 5: INITIAL TERMS OF OFFICE

Initially, seven (50 % of membership) appointed members serve for two years and seven members serve for three years.

SECTION 6: ADMINISTRATION AND MEETINGS

As specific issues and actions require, the Advisory Council shall elect one of its voting members as the primary spokesperson for that issue or action.

Election of officers shall be held at a quarterly meeting.

The Advisory Council shall hold regular quarterly meetings. The Director of Health shall call special meetings of the Council whenever requested in writing by two or more members or by the Director of Health.

Members shall send agenda items to the staff person at least one month prior to the quarterly meeting. Staff will send the agenda to members at least 10 days prior to the meeting.

A majority of the voting board members serving shall constitute a quorum.

Only one Health Department staff person will be a voting member; the Director of Health will select this staff person.

The Advisory Council shall keep written record of meetings, resolutions, recommendations, findings, etc., which shall be a public record.

Resolutions and recommendations may be put forth by any member (voting and non-voting). Members shall be notified of up-coming voting issues at least 10 days prior to the date of the meeting. A majority vote by those in attendance is required for approval of resolutions and recommendations. Action to be taken as a result of a resolution will be determined and approved by a majority of the members at the time the resolution is passed.

Spokespersons for the Advisory Council shall be the Chairman and the Director of Health.

SECTION 7: VACANCIES

Vacancies may be declared when any member misses two consecutive regular meetings without notifying the staff person or chairman of the Advisory Council. Reasonable effort will be made to determine the member's continued interest before the vacancy is declared.

SECTION 8: PARLIAMENTARY AUTHORITY

All meetings of the Advisory Council shall be conducted utilizing Roberts Rules of Order Newly Revised as a nonbinding guide.

- 1) What is your primary area of interest as it regards animals and Metro Animal Care and Control?
- 2) Do you deal with animals or animal issues professionally? If so, in what capacity?
- 3) One of the purposes of the MACC Advisory Council to ``represent public safety, animal welfare and neighborhood quality of life interests ... as they relate to MACC's mission.'' Where do you see yourself fitting into this design?
- 4) What would you say is the proper balance when ``public safety'' and ``animal welfare'' come into conflict?
- 5) Are you associated with or work with an animal rescue group? If so, which one?
- 6) In regard to meeting times, what times of the week are best for you as well as times you are generally not available?
- 7) Have you served in an advisory role committee in the past and, if so, in what role did you play?