

**Animal Shelter Advisory Board Minutes March 6, 2013**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**CITY OF BEDFORD       §**

The Animal Shelter Advisory Board of the City of Bedford, Texas, met in regular session at 4:30 p.m. in the Training Room of the Bedford Police Department, 2121 L. Don Dodson Drive, on the 6th day of March, 2013, with the following members present:

Les Hawkins	Deputy Police Chief
Mark Bellinghausen	Animal Control Supervisor
Dr. Rebecca Purchase (previously Dr. Epps)	Chairman
Dawn Orr	Vice-Chairman
Karen Killian	Board Members
Sandy Osburn	
Connie Ziegler-Stout	

Constituting a quorum. Also present:

Sherri Olsen	Council Liaison
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(The following items were considered in accordance with the official agenda posted on the 28th day of February, 2013.)

CALL TO ORDER

Animal Control Supervisor Mark Bellinghausen called the meeting to order at 4:31 p.m.

ROLL CALL

APPROVAL OF MINUTES

1. Consider approval of the Animal Shelter Advisory Board Minutes:  
January 9, 2013, Regular Meeting
  - Board Member Connie Ziegler-Stout made the motion to approve the minutes of the January 9, 2013 board meeting.

Chairman Dr. Rebecca Purchase seconded the motion.

The minutes were unanimously approved. No opposition was recorded.

OLD BUSINESS

2. Discussion regarding the Animal Shelter Volunteer Program:
  - Deputy Police Chief Les Hawkins distributed copies of the Volunteer Handbook. Chief Hawkins advised approval has been received for volunteers to work at offsite adoption events without staff being present. Volunteers will be required to meet criteria of attending six previous offsite adoption events as an assistant and meeting staff approval

of their qualifications. Three levels of volunteers have been established. Level I applies to the occasional volunteer who comes in every once in a while. Level II and Level III are volunteers who come to the Shelter on a regular basis and establish a long term relationship. Level II and Level III volunteers will be provided with a Volunteer Manual and attend an orientation session. A designated staff member will conduct the orientation or eventually a Volunteer Coordinator would fulfill this function. Chief Hawkins stated that one application for a Volunteer Coordinator has been received.

Chairman Dr. Purchase stated that she is aware of two other people who are interested in the Volunteer Coordinator position; Janelle Wilson and Lisa Anderson who both currently volunteer at the Shelter. Ms. Anderson has previous experience as a Volunteer Coordinator for the City of Grapevine.

Chief Hawkins explained each person interested in the position will fill out an application and a date will be set by the end of the month for interviews.

Council Liaison Sherri Olsen asked if the Volunteer Coordinator would be responsible for orientation and training for volunteers.

Chief Hawkins stated the goal for the Volunteer Coordinator is to conduct orientation sessions and scheduling; training would be a combination between Shelter staff and the Volunteer Coordinator.

Chairman Dr. Purchase stated she has volunteers at her clinic who give medications and felt this is something that could be assigned to a Level II or Level III volunteer.

Chief Hawkins stated he would meet with Animal Control Supervisor Mark Bellinghausen to set up guidelines and submit them to Chairman Dr. Purchase for review.

Chairman Dr. Purchase asked if volunteers should go through behavioral training and if it could be presented by video.

Board Member Dawn Orr advised that she had talked to staff about setting up a behavioral training class soon and she would record it.

Chief Hawkins stated the video could be included during orientation or quarterly training sessions could be set up to coordinate with orientation.

### NEW BUSINESS

#### 3. Discussion on 2013 Shelter Statistics:

- The January and February, 2013 monthly reports were distributed to Board Members for review. Mr. Bellinghausen requested Board Members to inform him of any additional or different statistics they would like included in the monthly reports.

Chief Hawkins informed the Board that a new form is being developed that will be easier to read and provide a more in depth breakdown of statistics. The new form should be available by the next Board meeting or if it is available earlier a copy will be emailed to Board Members.

Chairman Dr. Purchase stated she would like to see last year's statistics included for comparison.

#### 4. Pet Fair Update:

- Mr. Bellinghausen advised to date twenty-two vendors have signed up. In addition, the Fire Department dog, K-9 dog, pet photographer, face painter and balloon artist, and Carter Blood Care will be in attendance. Rebecca Asher, Marketing Specialist for the City, will be putting together a press release before the event. The Spring Pet Fair will be held Saturday, April 13, 2013.

5. Preview of the New Volunteer Shirt:

- A shirt was presented to the Board for review. Chief Hawkins explained the shirt was obtained through West Creations in Bedford and will be funded from the Animal Shelter donation account. The shirt will be given to Level II and Level III volunteers.
- Mr. Bellinghausen added that an apron with the same design has also been considered for use by the Level I volunteers while at the Shelter.

6. Discussion on Goals of the Board:

- Chairman Dr. Purchase requested Board Members to submit, within the next month, any goals or ideas they would like the Board to accomplish in the coming year. Chairman Dr. Purchase will combine the suggestions and present them to the Board for discussion and/or follow-up action.

Chief Hawkins distributed copies of Chapter 823 – Animal Shelters - of the Health and Safety Code. Chief Hawkins stated one of the main objectives of this Board is compliance with the requirements of the Code, which is mandated by the State. The Board ensures the Shelter is run correctly, adheres to inspections and Officers are current on mandated training.

Chief Hawkins also provided a handout showing Mission Statements and Purposes from Boards in other cities. Chief Hawkins explained Bedford's Purpose begins on the second page and the last page contains a yellow highlighted section pertaining to permitting that use to be a function of the Animal Control Board, but will now the responsibility of this Board.

Chairman Dr. Purchase asked how the Board can better serve the Shelter? Does the Board wait for something to be brought to them by Staff or Administration or does the Board initiate ideas and activity?

Chief Hawkins replied that it will be a combination of both. First priority will be to adhere to state law. Secondly, when Staff or Administration initiates changes or new programs they will be presented to the Board for discussion and suggestions. When the Board initiates suggestions, Chief Hawkins requested that he would like to see the Board research and follow up on the ideas and not have it fall back on Staff or Administration as it has in the past.

The Board discussed the need for future fund raisers and increasing donations for the Shelter. These items will be added to the agenda and discussed further at the next regular meeting.

7. Set Date and Time for next Regular Meeting:

- The next Regular Meeting of the Animal Control Advisory Board will be Wednesday, May 1, at 4:30 p. m.

ADJOURNMENT

- Vice-Chairman Orr motioned to adjourn the meeting and Board Member Karen Killian seconded the motion. There was no opposition and the meeting was adjourned at 5:50 p.m.