

**Animal Control Advisory Board
Tuesday, February 11, 2020**

1. CALL TO ORDER

Dr. Pat Richardson, Chairperson called the meeting to order at 18:00.

2. ROLL CALL

Members Present:

Drema Ballengee-Grunst, Chair of Animal Control Advisory Board, Animal Welfare Representative

Aubrey Briggs, Animal Welfare Representative

Rita Weaver, Animal Welfare Representative

Melissa Carnes, Citizen Member

Melinda Brown, Secretary of Animal Control Advisory Board, Animal Welfare Representative

Dr David Langford, Retired Veterinarian

Dr Pat Richardson, Vice-Chairperson of Animal Control Advisory Board, Citizen Member

Susan Morris, Environmental Health Division

Joy Wilson, Animal Control Supervisor

3. PRESENTATION(S)

A. Shelter Update/Staffing Study

Michael Frank from Frank & Associates Consulting Group and Steve Walker, Director of Emergency Services provided a presentation on the staffing study. Dr. Pat Richardson summarized the main points that the advisory board had regarding the staffing study. First is having a full-time veterinarian on staff. The second is the determination of what certificates are available and needed for the different positions. These should be added to the job descriptions. The third item has to do with the volunteer program, which is essential. The fourth is the use of a reliable system of tracking statistics. Finally, it is recommended that the animal shelter division manager start prior to the shelter opening so they can assist with the selection of staff and organizing the programs.

I move to endorse and forward the Animal Shelter staffing study conducted by Frank & Associates Consulting Group submitted to the Department of Emergency Services on January 17, 2020 to the Commissioners of St. Mary's County with recommendations from the Animal Control Advisory Board.

Motion by Melinda Brown, second by Dr David Langford.

Final Resolution: Motion Carries

Yea: Drema Ballengee-Grunst, Aubrey Briggs, Rita Weaver, Melissa Carnes, Melinda Brown, Dr David Langford, Susan Morris, Dr Pat Richardson

4. ADJOURN

A. Motion to Adjourn

I move to adjourn the meeting.

Motion by Dr David Langford, second by Melinda Brown.

Final Resolution: Motion Carries

Yea: Drema Ballengee-Grunst, Aubrey Briggs, Rita Weaver, Melissa Carnes, Melinda Brown,
Dr David Langford, Susan Morris, Dr Pat Richardson

Angelique Clem, recorder

Minutes approved by the Animal Control Advisory Board on March 4, 2020.