

Minutes of Lewisburg Animal Shelter Oversight Committee Meeting

Marshall County Courthouse Annex, Room 2212

November 13, 2019

Members Present: Tony Nichols, Greg Donahue, Tresha Grissom

Others Present: Mayor Jim Bingham and numerous members of the public

1. The meeting was called to order at 6:14 pm by Chairman Nichols.
2. Tresha moved to approve the minutes of the October 2, 2019 meeting. Tony seconded. Motion passed unanimously.
3. Old Business:
 - a. Update on purchase of supplies at shelter
 - i. Garden Sprayer to be ordered from Rural King by Donna Park
 - ii. Deck Brush can be ordered at same time
 - iii. Laptop, ID bands, and muzzles have been delivered
 - iv. Minimum operating system is not required for Animal Shelter Manager Software as it is web based. It should work provided there is an internet connection at the shelter.
 - b. Standard operating Procedures distribution: The revised and approved Shelter Standard Operating Procedures have been distributed to both Mayors, the employees of the shelter, the Animal Welfare Officers, and to the shelter for review by employees and the public.
 - c. Progress of Cleaning and Reorganization meeting on September 21, 2019
 - i. Blinds have been purchased but have not been installed.
 - ii. Gravel to block hole in fence has been donated by Rogers Group. Jeff Poarch has volunteered to spread it. However, the city does not own the land where the gravel will be spread. The land belongs to an elderly woman in Nashville, who has a relative that lives locally. Mayor Bingham plans to meet the relative at the shelter to try to obtain permission to spread gravel to create a drive and provide a solution to block the hole under the gate.
 - iii. Light in puppy room will soon be replaced by Lewisburg Public Works.
 - iv. The outside faucet has been repaired.
 - d. Progress of Build-out of new addition to house additional animals at the shelter. Jeff Poarch, Buck Beard, and Mayor Bingham plan to meet at the shelter to formulate a plan for building and drainage needs. Tresha Grissom requested to be present for this meeting. Mayor Bingham will contact Tresha and the board prior to the meeting.
 - e. Status of leaning out old records at the shelter. Alina reported this has not been done yet. We will save any records less than four years old. We will also save building maintenance records.
 - f. Cat Adoption Program: The program has now been ended by the shelter volunteers. The shelter volunteers have requested to remove the catio from the outside of the

shelter. Chairman Nichols referred them to the City of Lewisburg as it is the City's property.

4. New business:

- a. Possible work session for staff training/collaboration – Once the new sprayer is purchased, Tresha Grissom plans to have a training meeting for the employees and animal welfare officers of the shelter. This training session will include proper disinfection techniques as well as vaccine administration techniques.
- b. Proposal of full-time manager along with retaining the 2 current part-time employees: Tony moved that our board make the recommendation to the City Council and County Commission that we add a full-time qualified Animal Shelter Manager as well as retain the two part-time employees. Tresha seconded the motion. Motion passed unanimously. Tony will meet with Mayors Bingham and Keny to determine when to submit the request and how much research should be done prior to submitting the request. If necessary, Tresha volunteered to research typical salaries, benefits, and qualifications for shelter managers in our immediate area.
- c. Budget: Tresha spoke with Donna Park about clarifying the budget and has requested figures on how much we are paying per animal as far as vaccines, etc. She is awaiting this report.
- d. Key policy: A key policy was written by Tresha Grissom to clear up confusion as to acceptable practices for shelter key holders. Chairman Nichols moved to accept the policy and Greg seconded. Motion passed unanimously. The key policy states the following:

Door keys are assigned to employees and other officials who may require access to the shelter. It is the key holder's sole responsibility to inform the Chairman or another member of the Lewisburg Animal Shelter Oversight Committee immediately if a key is lost or stolen. Lewisburg Animal Shelter keys are not to be duplicated. Violation of this policy will result in termination of employee or revocation of status as a Lewisburg Animal Shelter Volunteer.

It is a violation of this policy to allow access to the shelter to people other than employees of the City of Lewisburg or an approved Lewisburg Animal Shelter Volunteer. Due to potential liability, family members, friends, etc. are not to enter the shelter unless they have been approved as a volunteer by the City of Lewisburg.

Shelter keys should not be left outside the shelter building on the premises for other people to gain access to the shelter. The key should always be in the keyholder's possession or placed directly with another person who has approval to enter the shelter.

I have read the above policy and agree to abide by the policy. Failure to abide to policy may result in revocation of key or termination.

- e. Alina and Debra made the board aware of a hole in the outside left inner exercise kennel. The shelter managers should contact public works to repair the hole to prevent animals from escaping.
- f. Resignation of Brandy Fox as Shelter Volunteer Coordinator. With her resignation, Brandy requested clarification of the capacity the shelter volunteers are to work with the Lewisburg Animal Shelter. The board will work to develop a document outlining expectations and review it at the next meeting. We will research how other local shelters work with their volunteers.
- g. Rescue Partner agreement: A rescue partner agreement was developed and approved by the board. Susan Ragsdale suggested uploading the document to the shelter website to facilitate Rescue organizations being able to easily submit the form. We can also email the document to rescues that would like to work with our shelter. She also suggested instituting the form after the first of the year.

- h. Next meeting date: December 11, 2019 at 6:30 pm in room 2212 of Marshall County Courthouse Annex
- i. Tresha motioned to adjourn. Second by Greg. Meeting adjourned.