

Carbon County Animal Shelter Advisory Board
March 1, 2022 Meeting Minutes



The inaugural meeting of the Carbon County Animal Shelter Advisory Board convened on this date in the meeting room of 44 Susquehanna St., Jim Thorpe, PA with live stream for the public on the Carbon County Commissioner's Facebook Page.

<p><u>Present:</u> Kristina Czwakiel Peggy Dart Terrilynn Maher Dawn Mriss Tom Connors, <i>CCAS Director</i> Commissioner Lukasevich</p>	<p><u>Absent:</u> Frank Migneco - excused</p>	<p><u>Guests:</u> None</p>
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Call to Order: Commissioner Lukasevich called the meeting to order at 6:02pm

Pledge of Allegiance: The meeting opened with the Pledge of Allegiance.

Commissioner Lukasevich stated that the meeting is being recorded for the sole purpose of constituting the accuracy of written minutes. Tapes are re-used eliminating recorded records of these proceedings. The meeting will be in perpetuity on Facebook.

I. Election of Officers:

Chairman - Motion made by Ms. Terrilynn Maher to nominate Mr. Frank Migneco
- seconded by Dr. Dawn Mriss

Vice-chairman – Motion made by Ms. Terrilynn Maher to nominate herself
- Seconded by Ms. Kristina Czwakiel
- All voted in favor

Commissioner Lukasevich turned the meeting over to newly elected vice-chair Ms. Terrilynn Maher

Secretary - Motion made by Mrs. Peggy Dart to nominate herself
- Seconded by Ms. Kristina Czwakiel
- All voted in favor

II. Consideration of Adoption:

1. To use Roberts Rules of Order for Meeting Procedures:
- Motion made by Ms. Terrilynn Maher. Seconded by Dr. Dawn Mriss. All voted in Favor.
2. Establishment of By-Laws Committee:
- Motion made by Dr. Dawn Mriss nominate by Ms. Terrilynn Maher and Mr. Frank Migneco
Seconded by Mrs. Peggy Dart. All voted in favor.
3. Establish Meeting Time & Frequency:
- Motion made by Ms. Terrilynn Maher to hold regular meeting on the first Tuesday of each month at 6:00pm. Seconded by Mrs. Peggy Dart. All voted in Favor. Commissioner Lukasevich clarified that the meeting location will be at 44 Susquehanna St., Jim Thorpe, PA.

Public Comments: none

III. Director's Report: by Mr. Tom Connors Connors, director of the Carbon County Anima Shelter:

Personnel Status:

- 1) Tom Connors – Director - Full Time – 40+ hours/week
- 2) Ariel Murphy – Part Time – 20+ hours/ week. Employee for about 1 ½ year
- She's a very good worker; unfortunately she is not interested in full time
- 3) Julie Stefanowicz – part time 20 hours/week
- is only available weekends but not every weekend

Mr. Tom Connors stated that he is optimistic that things are going to get better. He spoke to a gentleman interested in the part time position, and received a few applications for the other position. Commissioner Lukasevich asked Mr. Connors how many positions the shelter is authorized? Mr. Tom Connors responded that the shelter is authorized for 2 full time (which includes himself) and he thinks 3 part-time workers. Commissioner Lukasevich said he will check on that number. Commissioner Lukasevich pointed out that the shelter is short one full time worker and one part timer plus.

Financial Status: Mr. Tom Connors stated most bills go directly to the Commissioner's office. Any bills that come to the shelter (i.e. propane / vet), he makes a copy of the bill, sends the original to the office for payment, & on his copy he writes the date that the original bill is sent to the office. Throughout the month, he gets sheets from the office with a list of bills that were paid.

Commissioner Lukasevich said he will get a copy of what the Park's Director provides at their meetings so Mr. Tom Connors can prepare financial information for future shelter board meetings. Commissioner Lukasevich explained that it is basically expenditures & revenues outside donations. Mr. Tom Connors stated he will also be able to provide a listing of the monthly donations.

Ms. Terrilynn Maher questioned about obtaining a "green sheet". Mr. Tom Connors explained that "green sheets" are used for different things. The example he brought is used to record donations. He also has one for adoptions, hold & release, and one for the annual dues collected from the different towns. When a donation comes in, on the "green sheet" he writes the name of the person donating, the amount, and the check number. The "green sheet" along with the donation are sent to the office. The office will send back a copy marked "received" so if it doesn't come back, he can question. The paperwork goes out without a signature but comes back with one. Mr. Tom Connors stated that anything that comes in Monday goes out Tuesday. He stressed that nothing is held at the shelter for any length of time. Commissioner Lukasevich clarified that the "green sheet" is just an internal process and the county still uses paper for some recordkeeping.

Mr. Tom Connors also distributed a listing of February Donations. He added that some of these donations were from the "Betty White Challenge".

2/1	\$	85
2/3	\$	126,544.38 (Estate of Jean C. Balliet)
2/3	\$	170
2/5	\$	100
2/5	\$	230
2/7	\$	155
2/9	\$	25
2/9	\$	150
2/13	\$	1,353
2/15	\$	25
2/17	\$	200
2/17	\$	25
2/22	\$	135
2/22	\$	175
2/24	\$	150
2/26	\$	250

\$ 129,772.38

Director's Report Cont.

Animal Status: Currently there are 10 dogs in the shelter. In February: 4 dogs were returned 4 to owner & there were 7 adoptions. Adoptions due to Covid19 are pretty slow & monthly adoptions are down. Usually there are 10-15 adoptions / month and now we're lucky to have 5. He's very happy with 7. This number doesn't include owner release. All adopters took advantage of the Feb 1/2 price adoption fee special. Some folks, as in past years, pre-paid a dog's adoption fee for an adopter. Mr. Tom Connors said he didn't tell anyone until the adoption was being finalized. He said that he surprises the adopter that the adoption fee was sponsored and instead, they can use the money toward a dog bed or supplies. Mr. Tom Connors further elaborated that there's one gentleman who does this every year in memory of his wife, and when the dog is adopted, he calls to tell him the news. Some businesses contribute too. *Construction Clearance* in Lansford prepaid for one adoption. A gentleman from Drums pays 3 adoptions each year. Mr. Tom Connors expressed that it is really nice when our supporters do this for our dogs & the new owner.

Facility Report: Mr. Tom Connors reported that maintenance came this week to install oversight lighting. There are still sensors still needed on the side that maintenance has to finish.

During the shelter visit with the board members, Mr. Tom Connors said they discussed the need to turn the former garage area into the main entrance. This would better serve the staff and dogs as well as providing a safer environment for visitors. The reason being visitors are coming in the same door that staff are walking out dogs.

Also during the shelter tour, they discussed the need for a commercial washer & dryer. While the washer is only about 1/2 years old, it does not handle the heavy blankets. One out of three washes do not rinse out. Sometimes it does not drain. This machine is made for residential use, not shelter use. The dryer we currently have was given to us second hand and does not dry the blankets properly anymore. Mr. Tom Connors stressed the priority of a new washer because "we are going to be the only shelter where dogs are laying on the cement floor because we don't have any clean blankets."

Commissioner Lukasevich questioned if we ever budgeted for a commercial washer and dryer? Mr. Tom Connors replied, "never". Commissioner Lukasevich recommended the shelter board communicate to the Board of Commissioners requesting purchasing to look into procuring a commercial washer & dryer by using contingency funds since it is a non-budgeted expense.

* Motion made by Dr. Dawn Mriss to the above, seconded by Ms. Terrilynn Maher. All voted in favor. Commissioner Lukasevich offered to convey the request to the Commissioners.

Mr. Tom Connors distributed a copy of the job descriptions to the board. He requires a potential employee to volunteer an hour to clean kennels (not handle dogs) so he/she experiences what the job entails. Mr. Tom Connors also distributed copies of the adoption form. He said there is a more recent form that has been updated at the request of the insurance company to include the statement that once a dog is adopted, liability is the new owner's and the County is not liable. He stated that the application can be adjusted to what the board recommends. Mr. Tom Connors further explained that he is not aware of ever having a volunteer application. He is getting calls asking if the shelter is excepting volunteers but he's holding back since he hopes the board can put something official together. Ms. Kristina Czwakiel said that a volunteer program is something that she has been looking into.

* Motion made by Ms. Terrilynn Maher that Ms. Kristina Czwakiel be responsible for putting together a volunteer program & application. Motion seconded by Dr. Dawn Mriss. Commissioner Lukasevich recommended that after Ms. Kristina Czwakiel has a draft approved by the board, it needs to be reviewed by the solicitor. All voted in Favor.

* Motion made by Ms. Terrilynn Maher to accept Mr. Tom Connor's Director's Report. Seconded by Dr. Dawn Mriss. All voted in favor.

IV. Reports of Committees: none

V. Correspondence: none

VI. Discussion of Animal Shelter Visit:

Ms. Terrilynn Maher commented that she found the visit to be very helpful because it has been a very long time since she has been in the building. She thinks that we all agree that there is a lot of room in improvement.

Ms. Kristina Czwakiel suggested the dogs need more enrichment. Ms. Terrilynn Maher supported enrichment because anytime you can provide enrichment for a dog, it makes that dog more adoptable & Mr. Tom Connors agreed.

* Motion made by Ms. Terrilynn Maher to establish an Enrichment Committee comprised of Ms. Kristina Czwakiel & Ms. Terrilynn Maher to come up with an enrichment plan to be implemented once staff/volunteers are in place. Seconded by Dr. Dawn Mriss. All voted in favor.

Dr. Dawn Mriss suggested a Facility Upgrade Committee to address storage, water issues, improvements etc. Commissioner Lukasevich explained Aug/Sept starts the budget process where Mr. Tom Connors will start looking at what he needs for the shelter. The process runs through November when the proposed budget is published for public review. Budget approval is in December. Commissioner Lukasevich further explained that this is the process, unless it's an emergency or critical need (like the washer and dryer), and clarified that basically what's going to happen is the expense is pushed into the next year. Commissioners will bring in department heads, look over budget requests, and then ask the department heads to justify the purchase/expense. Final decisions are then made.

* Motion made by Ms. Terrilynn Maher to nominate Dr. Dawn Mriss & Mrs. Peggy Dart as members of the Facility Upgrade Committee. Seconded by Ms. Kristina Czwakiel. All voted in Favor.

Mr. Tom Connors mentioned that board members may call him any time or stop for a visit. He suggests calling ahead before visiting only because sometimes he has to close for vet trips or to pick up a dog.

Ms. Terrilynn Maher asked about staff training. Mr. Tom Connors said that we need to work on everything. When he was first hired, there were no books or guidance. The shelter was on the verge of losing the state license because it kept failing inspections. Many times he has been the only full time worker. That's why many times the Commissioner's office helps with things that normally would be his responsibility because they realize the shelter is short staffed and it always is short staffed. Mr. Tom Connors explained, "It's a 7 day a week operation and has turned into a 24 hour day operation because we support our police." Mr. Connors added that any type of training is positive. He further explained that we have a lot of good people in the community willing to support us. He elaborated that he has a really good trainer who offered to train the staff. He set it up and it was free of charge. The part time staff was to go on shelter time with their personal dogs (that they were comfortable with) to learn from the trainer for an hour. After attending twice, both employees said they didn't want to go anymore because they knew more than the trainer. Mr. Tom Connors said that this offer from the trainer is such a nice gift. If you have a trainer that works with a staff, that staff comes back and shows him or another staff/volunteer what he/she has learned, and we all learn. Mr. Tom Connors stated that as of now, he trains all staff and volunteers.

Ms. Terrilynn Maher said that her expertise is noticing the subtle signs of stress before a dog bites. She would be willing to volunteer to help train the staff and volunteers. She suggested that maybe this training be a stipulation of employment. She further explained that the dogs come first and people have to learn the signs to not get bit which will help with the liability issue.

Commissioner Lukasevich added that Lehigh Valley Humane Society will share policy, procedures, training programs they have so our board has something to start with.

Dr. Dawn Mriss suggested a Form Committee. Mrs. Peggy Dart commented that after the Lehigh Valley Report came out, she took their suggestions and drafted forms. She distributed the forms for the board to review and to make any changes / suggestions.

*Motion was made by Ms. Terrilynn Maher for Ms. Kristina Czwakiel and Mrs. Peggy Dart to be on the Administrative Forms Committee. Seconded by Dr. Dawn Mriss. All voted in Favor.

Animal Shelter Visit Discussion Cont.

Ms. Terrilynn Maher asked that all committees have reports for the next meeting. Ms. Terrilynn Maher asked if there was any other discussion on the shelter visit. No one had any further comments.

*Motion made by Ms. Terrilynn Maher to accept the report and discussion of visit. Seconded by Mrs. Peggy Dart. All voted in Favor.

VII. Future Speaker Consideration: Commissioner Lukasevich recommended setting up the following:

May 2022 – Lehigh County Humane Society – Overviews & Discussion of Animal Shelter Operations & Risk management Review. Hal Warner, CEO, (Hal@lehighhumane.org) and Steven Martucci, Board Chair, (Steven.Martucci@gmail.com)

June 2022 – Pennsylvania Counties Risk Pool (county liability insurance provider). Kelly Kyser, Risk Control Specialist (KKyzer@pacounties.org)

July 2022 Lehigh County Humane Society – Public and not-profit partnerships - Hal Warner, CEO, (Hal@lehighhumane.org) and Steven Martucci, Board Chair, (Steven.Martucci@gmail.com)

Commissioner Lukasevich added that the board may also invite & set up any other speakers, education, etc. * Motion made by Ms. Terrilynn Maher to accept the itinerary of speakers. Seconded by Ms. Kristina Czwakiel. All voted in Favor. Commissioner Lukasevich said he will solidify the above arrangements.

VIII. Old Business: none

IX. New Business: no additional

X. Work Session: none

XI. Further Business: Commissioner Lukasevich explained that “further business” is the time when additional motions needed be made, but only for something very minor. Once the agenda is published, law requires it to be followed unless there is something minor. A motion could be made at this time to modify the agenda so the board is able to vote on something minor during this time. Ms. Terrilynn Maher stated there is no further business.

XII. Next Meeting Time & Place: April 5, 2022 at 6pm. Location: 44 Susquehanna St., Jim Thorpe, PA

* Commissioner Lukasevich pointed out that when the nomination was made for Mr. Migneco as chairman, there was a motion and second, but no vote. Ms. Terrilynn Maher asked for a vote for Mr. Frank Migneco as chairman. All voted in Favor.

XIII. Adjournment:

Motion made at 6:50pm by Ms. Terrilynn Maher to adjourn meeting. Seconded by Ms. Kristina Czwakiel. All board members were in favor.

Respectfully Submitted,

Peggy Dart, Secretary

Frank Migneco, Chairman