

ANIMAL CONTROL BOARD  
SEMINOLE COUNTY, FLORIDA

REGULAR MEETING AGENDA

Tuesday March 24, 2015 7:00 PM

Sheriff's Office/Public Safety Building  
Community Room (Room #1-152)  
150 Bush Boulevard  
(Seminole County Operations Center)  
Sanford, Florida 32773

- I. Call to Order.
- II. Roll Call.
- III. Minutes: December 11, 2014.
- IV. Public Commentary.
  - o Limited to 3 Minutes Per Speaker
  - o Speaker Request Form Required
- V. Old Business.
  - A. Review of yearly mandatory training on *The Florida Sunshine Law, Ethics and Public Records Law*. (Tentative – pending attendance of full Animal Control Board)
- VI. New Business.
  - A. Nomination of Officers.
  - B. Adopt Rules of Procedure.
  - C. Upcoming Animal Services and Community Events.
  - D. Future Agenda Items.
- VII. Reports.
  - A. Kennel Statistics (Intakes & Outcomes).
  - B. Pet Data, Inc. Statistics. – County Tag/License Purchases.

VIII. Confirmation of Next Meeting(s).

- o Thursday June 11, 2015
- o Thursday September 10, 2015
- o Thursday December 10, 2015

IX. Adjournment.

FOR ADDITIONAL INFORMATION REGARDING THIS NOTICE, PLEASE CONTACT BOB HUNTER, ANIMAL SERVICES MANAGER, AT 407-665-5202. PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING, AT 407-665-7941.

PURSUANT TO FLORIDA LAW, THE PUBLIC HAS THE RIGHT TO BE HEARD ON ALL PROPOSITIONS. PUBLIC COMMENT TIME ON PROPOSITIONS SHALL BE THREE (3) MINUTES FOR INDIVIDUALS AND SIX (6) MINUTES FOR GROUP REPRESENTATIVES. PROPER DECORUM WILL BE OBSERVED.

PERSONS ARE ADVISED THAT, IF THEY DECIDE TO APPEAL ANY DECISION MADE AT THESE MEETINGS/HEARINGS, THEY WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSES, THEY MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, PER SECTION 286.0105, FLORIDA STATUTES.

PLEASE NOTE THAT WHILE MEETINGS OF THE ANIMAL CONTROL BOARD ARE SUBJECT TO THE SUNSHINE LAW AND ALL ARE WELCOME TO ATTEND, NEITHER THE FACILITY NOR, IN MANY CASES, THE MATTERS DISCUSSED BY THE BOARD ARE SUITABLE FOR YOUNG CHILDREN. WE WOULD REQUEST THAT, UNLESS YOUR CHILDREN ARE TESTIFYING BEFORE THE BOARD, THEY REMAIN EITHER AT HOME OR OUTSIDE THE HEARING ROOM, WITH APPROPRIATE ADULT SUPERVISION.

Kennel Statistics Report  
Intakes from 10/01/13 to 9/30/14

	CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
BORN IN THE SHELTER	12	0	0	25	0	21	58
DISPOSAL REQUESTED	341	119	0	6	1186	1	1653
EUTHANASIA REQUESTED	134	263	2	0	13	2	414
FOSTER	79	57	0	286	0	25	447
OWNER SURRENDER	913	426	2	334	77	33	1785
PROTECTIVE CUSTODY	7	53	0	2	6	2	70
QUARANTINE	98	115	0	9	29	0	251
RETURN	40	186	0	14	1	6	247
STRAY	2941	1854	2	418	1194	142	6551
<b>FERAL</b>	<b>1176</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>1194</b>
TRANSFER	0	4	0	0	0	0	4
<b>TOTAL</b>	<b>4565</b>	<b>3077</b>	<b>6</b>	<b>1094</b>	<b>2506</b>	<b>232</b>	<b>11480</b>

Kennel Statistics Report  
Outcomes from 10/01/13 to 9/30/14

	CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
ADOPTION	390	1095	0	395	13	100	1993
DIED	73	10	0	46	67	4	200
DISPOSAL	357	122	0	7	1204	1	1691
EUTH	3592	779	2	255	580	6	5214
FOSTER	64	52	0	307	0	22	445
LOST/ESCAPED	4	1	0	0	0	0	5
MISSING	1	0	0	0	0	0	1
RELOCATE	0	0	0	0	78	0	78
RTO	134	858	0	8	9	15	1024
TRANSFER	54	203	4	21	545	47	874
<b>TOTAL</b>	<b>4669</b>	<b>3120</b>	<b>6</b>	<b>1039</b>	<b>2496</b>	<b>195</b>	<b>11525</b>

	CAT	DOG
TOTAL INTAKE	4565	3077
TOTAL ADOPTION	390	1095
TOTAL RECLAIMED	134	858
TOTAL EUTHANIZED	3592	779

Kennel Statistics Report  
Intakes from 10/01/14 to 2/28/15

	CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
BORN IN THE SHELTER	2	0	0	7	0	0	9
DISPOSAL REQUESTED	121	53	0	0	327	0	501
EUTHANASIA REQUESTED	66	101	0	1	2	0	170
FOSTER	51	15	0	95	0	2	163
OWNER SURRENDER	209	116	1	74	21	8	429
PROTECTIVE CUSTODY	7	19	0	0	3	1	30
QUARANTINE	21	41	0	6	15	0	83
RETURN	24	74	0	3	0	2	103
STRAY	1001	645	4	103	326	29	2108
<b>FERAL</b>	<b>435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>435</b>
TRANSFER	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>1502</b>	<b>1065</b>	<b>5</b>	<b>289</b>	<b>694</b>	<b>42</b>	<b>3597</b>

Kennel Statistics Report  
Outcomes from 10/01/14 to 2/28/15

	CAT	DOG	FERRET	KITTEN	OTHER	PUPPY	TOTAL
ADOPTION	216	404	0	125	4	22	771
DIED	10	4	0	7	13	0	34
DISPOSAL	126	63	0	0	332	0	521
EUTH	1105	240	1	84	189	0	1619
FOSTER	37	10	0	65	0	3	115
LOST/ESCAPED	0	0	0	0	0	0	0
MISSING	1	0	0	0	0	0	1
RELOCATE	0	0	0	0	23	0	23
RTO	47	330	0	2	4	4	387
TRANSFER	48	66	4	12	141	2	273
<b>TOTAL</b>	<b>1590</b>	<b>1117</b>	<b>5</b>	<b>295</b>	<b>706</b>	<b>31</b>	<b>3744</b>

	CAT	DOG
TOTAL INTAKE	1502	1065
TOTAL ADOPTION	216	404
TOTAL RECLAIMED	47	330
TOTAL EUTHANIZED	1105	240

Licensing Summary Report From PetData FY2015  
TOTAL LICENESES PURCHASED

	UNALTERED CAT	UNALTERED DOG	ALTERED CAT	ALTERED DOG	TOTAL
OCTOBER	13	156	387	1050	1606
NOVEMBER	5	114	455	1152	1726
DECEMBER	34	143	498	1307	1982
JANUARY	20	146	557	1455	2158
FEBRUARY	10	180	511	1625	2326
MARCH					
APRIL					0
MAY					0
JUNE					0
JULY					0
AUGUST					0
SEPTEMBER					0
<b>TOTAL</b>	<b>62</b>	<b>739</b>	<b>2408</b>	<b>6589</b>	<b>9798</b>

**SEMINOLE COUNTY  
ANIMAL CONTROL BOARD  
REGULAR MEETING MINUTES**

**December 11, 2014  
7:00 PM**

MEMBERS PRESENT: Stephen Browne, Chairman  
Gayle Hair  
Marianne King  
Heather Smith  
Therese Dickinson

MEMBERS ABSENT: Bryan Wilson, Vice Chairman  
Dr. Robert Moja

OTHERS: Bob Hunter, Animal Services Manager  
Ann Colby, Assistant County Attorney  
Catherine Scanlon, Clerk to the Board  
Carole Coleman, Animal Services Field Supervisor

The following is a non-verbatim transcript of the Seminole County Animal Control Board meeting held December 11, 2014 at 7:00 PM, at the Sheriff's Office/Public Safety Building, 150 Bush Boulevard, Sanford, Florida.

I. Call to Order.

Stephen Browne called the meeting to order at 7:03 PM.

II. Roll Call.

Roll Call was taken by the Clerk. A quorum was met.

III. Minutes: September 11, 2014

Marianne King motioned to approve the minutes. Gayle Hair seconded the motion. Motion passed unanimously.

IV. Public Commentary.

Stephen Browne announced the Board would take public commentary and called for the first speaker.

There were no public speakers.

V. Old Business.

- A. Review of yearly mandatory training of *The Florida Sunshine Law, Ethics and Public Records Law*.

Ann Colby, Assistant County Attorney, addressed the board and its new members regarding *The Florida Sunshine Law, Ethics and Public Records Law*. Ann Colby distributed packets containing related material(s) to new members and provided a brief review of the material. She advised she would conduct the full training at the next board meeting that there is a full Animal Control Board in order to benefit all new members as the review is quite substantial will take some time.

Therese Dickinson asked for clarification on what is considered a 'conflict of interest' and Ann Colby addressed the issue and clarified for the board.

VI. New Business.

- A. Welcome and introduce new board members.

The board welcomed new member Therese Dickinson. Ms. Dickinson took a moment to share her background with the board.

- B. Upcoming Animal Services and Community Events.

Bob Hunter, Animal Services Manager, reviewed the upcoming shelter events. Seminole County Animal Services is participating in the \$12 adoption special for the month of December; other local agencies and shelters such as Pet Alliance of Greater Orlando, Orange County Animal Services and Animal Services of Osceola County are also participating. Seminole County Animal Services will also be holding their annual Home for the Holidays event at the shelter. Through the shelter's friends group T.E.A.R.S., in partnership with Mastro Subaru, SCAS will be participating in special off-site adoption events at Mastro Subaru through 2014 and 2015. Mr. Hunter also touched on the Kuranda Bed donations that the shelter has recently received, as well as provided a review of the shelter's Pet Pals Program for the County's elderly and disabled citizens.

- C. Future Agenda Items.

Gayle Hair asked about the Seminole County Code revisions; Bob Hunter re-addressed the board on the issue, advising that the revisions are moving forward. The board was provided an old copy of the 2011 attempted revisions for their review and reference. Those revisions were rejected previously by the Board of County Commissioners, so any and all revisions moving forward will be

starting from a clean slate. As the revisions move forward they will be presented to the ACB for review.

## VII. Reports.

### A. Kennel Statistics (Intakes & Outcomes).

Stephen Browne asked about the owner surrender statistics. Carole Coleman helped to explain that this number is generally high due to the fact that while nearby Pet Alliance of Greater Orlando will only take in owned animals, they also have the option of being selective; any animal that PAGO does not take in usually comes into SCAS.

Bob Hunter shared the news that Dolly's Foundation will be working with the Pet Alliance of Greater Orlando to assist all animals that are redeemed to their owners from Seminole County Animal Services. This new program is only for redeemed animals, and offers free spay/neuter, a free rabies vaccine and a free microchip. This program will start sometime in early 2015.

### B. Pet Data, Inc. Statistics. – County Tag/License Purchases.

Heather Smith asked about different opportunities that would offer microchipping to the community. Carole Coleman answered, explaining that SCAS had offered microchips in the past to the public but that there was conflict with local veterinary offices and the practice stopped.

Stephen Browne asked if the shelter would consider participating in a 'dog parade' like the one that is held through the City of Deland. Bob Hunter advised he would bring the idea to the shelter's event coordinator Diane Gagliano.

Heather Smith posed the idea of whether or not different veterinarians could partner with the shelter in order to provide microchipping to the public at a lower cost, or that maybe the shelter's friends group T.E.A.R.S. could get involved.

Stephen Browne asked what % of dogs are microchipped. Staff was unable to provide an exact % and Catherine Scanlon advised that even though the number may be high, many microchips are not updated with correct information and usually lead to a dead end when trying to trace the chip and locate an owner.

Gayle Hair asked for clarification on the term 'PC'. Carole Coleman explained that this relates to animals that were taken into the shelter under 'Protective Custody'.

VIII. Confirmation of Next Meeting.

- Tuesday March 24, 2015
- Thursday June 11, 2015
- Thursday September 10, 2015
- Thursday December 10, 2015

IX. Adjournment.

Marianne King motioned to adjourn the meeting. Heather Smith seconded the motion. The motion passed unanimously. Meeting was adjourned at 7:54pm.

Respectfully submitted,

Clerk to the Board

UNOFFICIAL

SEMINOLE COUNTY  
ANIMAL CONTROL BOARD

RULES OF PROCEDURE

1. **NAME**

The name of this Board shall be the "Seminole County Animal Control Board."

2. **JURISDICTION**

The Board has jurisdiction over those matters which are set forth in Chapter 20 of the Seminole County Code.

3. **OFFICERS AND THEIR DUTIES**

(a) The officers shall be a Chairman and a Vice Chairman.

(b) The Chairman shall preside at all meetings and hearings of the Board and shall have the duties normally conferred by parliamentary usage of such officers.

(c) The Chairman shall be one of the members of the Board. The Chairman shall have the privilege of discussing all matters before the Board and shall have the same voting rights as all Board members.

4. **ELECTION OF OFFICERS**

(a) Nomination of officers shall be made from the members at the annual organizational meeting in March of each year, and the election shall be held immediately thereafter.

(b) A candidate receiving a majority of the votes cast shall be declared elected and shall serve a term of one (1) year or until a successor shall take office.

(c) Vacancies in the office of Chairman or Vice Chairman shall be filled by an election at the next regular meeting.

5. **MEETINGS**

(a) Regular Meetings.

Regular meetings should be held at least every three (3) months. The Board may set meetings more frequently, if necessary. Regular meetings

shall be held at 7:00 PM, on the date set at the previous Animal Control Board meeting. Meetings will be held at a Seminole County public location to be determined by the Director of Public Safety.

(b) Special Meetings.

Special meetings may be called by the Director of Public Safety or the Animal Control Official or the Chairman or the Vice Chairman.

(c) Notice.

Notice of all regular scheduled meetings shall be provided to the Board of County Commission Office for inclusion on the County's schedule of meetings and events.

(d) Attendance.

(1) Members shall notify the Clerk to the Board if they cannot attend a meeting. The Clerk will notify the Chairman to obtain approval for the member(s) not attending the meeting.

(2) If a member misses two (2) out of three (3) successive meetings without cause and without prior approval of the Chairman, the Board shall declare the member's office vacant, and shall notify the Board of County Commissioners of such action. The vacancy on the Board shall be filled by appointment by the Board of County Commissioners.

(e) Quorum.

A quorum of the Board shall consist of four (4) or more members. It takes a majority of the Board, or four (4) votes, to make recommendations to the Director of Public Safety regarding animal care and regulations consistent with the Florida Statutes and Chapter 20, Seminole County Code. All other matters to be voted on by the Board take a simple majority of the present quorum.

(f) Voting.

Voting shall be by voice vote and shall be recorded by an individual "yes" or "no."

(g) Abstention.

Each member shall cast a "yes" or "no" vote on each question before the Board, except that if any member has a conflict of interest in a matter, he may vote or may abstain from participating as a member of the Board in a matter. In either event, he must file a Memorandum of Voting Conflict with the

Secretary of the Board, as prescribed by the Florida “Code of Ethics for Public Officers and Employees” (Chapter 112, Part III, Florida Statutes).

(h) Procedure.

Parliamentary procedure in Board meetings shall be governed by the Rules of Procedure contained herein.

6. **ORDER OF BUSINESS**

- (I) Call to Order
- (II) Roll Call
- (III) Minutes of Previous Meeting(s) (approval)
- (IV) Public Commentary
  - Limited to 3 Minutes Per Speaker
  - Speaker Request Form Required
- (V) Old Business
- (VI) New Business
  - Future Agenda Items
- (VII) Reports
- (VIII) Confirmation of Next Meeting Date
- (IX) Adjournment

The order of business may be suspended by a vote of the majority of those members present.

7. **INITIATION OF ACTIONS BEFORE THE BOARD**

(a) All actions before the Board shall be initiated by an Animal Services Officer filing Statement of Violation and Request for a Hearing with the Clerk to the Board.

(b) The Clerk to the Board shall assign a complaint number. When the complaint is ready for Board action, the Clerk shall set the case for a hearing to be held at a subsequent meeting of the Board.

(c) After a case is set for hearing, the Clerk shall notify the alleged violator in a manner consistent with law.

(d) The Clerk to the Board shall read the Statement of Violation and Request for Hearing.

(e) The Board may question any witness presented by the County or the respondent.

(f) The alleged violator shall be entitled to present evidence and testimony to the Board during the hearing, call witnesses in his/her own behalf, testify in his/her own behalf, and cross-examine any witnesses called by the County or the Board during the Hearing.

(g) Upon completion of all of the evidence, the Chairman shall close the hearing.

(h) The Board shall immediately deliberate in open, public session.

(i) The Board shall orally issue an Order which is approved by a majority of the Board (at least four (4) members of the Board must vote). The Order shall contain findings of fact and conclusions of law and state the affirmative relief granted by the Board. Said Order shall be reduced to writing within ten (10) working days after the hearing, signed by the Chairman, or Vice Chairman in his absence, and be sent to the respondent by certified mail, return receipt requested.

## 8. **ENFORCEMENT**

(a) The Board shall hold hearings, as necessary, to insure the effectiveness of any Order issued by the Board.

## 9. **MISCELLANEOUS**

(a) The Rules of Procedure may be amended, in a manner consistent with County Code, during a regular meeting by the affirmative vote of at least four (4) members of the Board, providing notice of the proposed change is given to the Board at a preceding regular meeting.

(b) The provision of these Rules of Procedure shall be discussed and/or adopted or readopted by the Board annually at its regular organizational meeting.

(c) All meetings, regular or special, and all hearings shall be open to the public in accordance with the provisions of the Florida "Sunshine Law" (Chapter 286, Florida Statutes).

(d) All records of the Board shall be open to public inspection and copying in accordance with the provisions of Florida Statutes (Chapter 28).

(e) Animal Control Board members and officials are subject to yearly mandatory training on *The Florida Sunshine Law, Ethics and Public Records Law*. This training will be provided by the County Attorney's Office.

(f) All Orders issued by the Animal Control Board shall be mailed to the respondent(s) by certified mail, return receipt requested.

THESE RULES OF PROCEDURE ARE ADOPTED THIS 24th DAY OF MARCH, 2015.

**ANIMAL CONTROL BOARD  
SEMINOLE COUNTY, FLORIDA**

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Clerk to the Board