



ANIMAL SHELTER ADVISORY BOARD

Prince Frederick, Maryland

MEETING NOTICE

The Animal Shelter Advisory Board (ASAB) conducted an open meeting on Wednesday, June 1, 2022, at 5:00 p.m. at the Linda L. Kelley Animal Shelter, 5055 Hallowing Point Road, Prince Frederick, Maryland.

Members:	Elizabeth Ashley, Vice-Chair	Present	Michelle Salta	Present
	Susan Deegan	Present	Dawn Shonkwiler, Chair	Present
	Crystal Dowd	Present	Anna Vermillion	Present
			Katie Ward	Present

Staff: Francie Rose, Executive Administrative Aide, Department of Public Safety

OPEN MINUTES

General Business & Administrative Matters

1. Meeting was called to order at 5:00 p.m.
2. Quorum was determined.
3. Open minutes from April 6, 2022 were reviewed. A motion was made by Elizabeth Ashley to approve the minutes, seconded by Anna Vermillion, and carried unanimously by all members in attendance without further discussion.
4. Open agenda was reviewed. A motion was made by Crystal Dowd, seconded by Katie Ward, to add member introductions to the agenda, and carried unanimously by all members in attendance. Introductions were made. A motion was made by Crystal Dowd to approve the agenda, seconded by Sue Deegan, and carried unanimously by all members in attendance without further discussion.

Old Business

- Five Year Strategic Plan – Crystal advised that there is a video meeting set with a vendor, Adisa Group, to discuss our needs for the plan. Elizabeth Ashley advised that Laura of Adisa Group is originally from LaPlata, Maryland. Dawn Shonkwiler asked if the Board could be invited to attend the meeting if they are able, and maybe also to record the meeting. Dawn Shonkwiler asked if there were funds in the budget for the plan or if Friends of the Linda L. Kelley Animal Shelter would be able to fundraise to help cover the cost. Crystal advised that she consult with FOLLKAS. Michelle Salta inquired about the Parks and Recreation Department’s five-year strategic plan. It was noted that they constructed their plan themselves, but that there are also departments that have outsourced their plans.

New Business

None

Public Comment

- Crystal provided an update on the shelter. We have a new dogfighting case and have obtained dogs from that case that is being built. In addition, we have more dogs than cats currently, which is very out of the ordinary for this time of year. Additionally, our Animal Care Supervisor is out on maternity leave, so management has been spread quite thin. Also, Animal Control has also lost an officer to another county. We are still trying to get the veterinary area set up.
- Crystal talked about a process that have begun with the County's outdoor cats. If someone has a cat that they would like to keep outside, they can surrender it to the shelter. We will take care of the spay/neuter, ear tip, and vaccines and the person can adopt the cat back through the Linda's Working Cats Program.
- In addition, there are many feral cats that come to us that become nicer with employee interaction. Some even graduate the working cat program and become available to be adopted to homes.
- Crystal advised that we have been approved for a donate button for FOLLKAS on our website.
- Several sites were discussed that provide extra help to place animals in need, and our Amazon wish list was discussed as well.
- Dawn Shonkwiler inquired about the rescue meeting that will occur next week. Crystal advised that it is to promote communication and help between the County's rescue organizations, so that we can all assist one another and keep lines of communication open.
- Elizabeth mentioned and listed off the duties of the ASAB and a brief discussion occurred regarding same. Crystal advised that if there are any questions on the duties of the board, to let Dawn or Francie know and we will put them on the agenda for discussion.
- Anna Vermillion asked about FIP cats and vaccines for treatment. Katie Ward offered some insight, and a brief discussion occurred regarding same and of other vaccines for dogs and cats.

Announcements

The ASAB will hold regular meetings on a monthly basis on the first Wednesday of every month; this regular schedule is duly advertised. Information and agendas for all meetings forward may be found on the ASAB webpage: <http://www.co.cal.md.us/index.aspx?nid=2089>.

Adjournment

A motion was made by Dawn Shonkwiler and seconded by Crystal Dowd at 5:47 p.m. to adjourn the meeting and to conduct a brief tour of the shelter for anyone who wished to join. The Board voted unanimously in favor of the motion without further discussion.

Adopted on the _____ day of _____ 2022 – minutes transcribed by Francie Rose.

Signed Dawn Shonkwiler

Date 7/12/2022

Signed Crystal Dowd

Date 7/12/22