

February 26, 2020

**BURKE COUNTY ANIMAL ADVISORY BOARD  
REGULAR MEETING**

The Burke County Animal Advisory Board met in regular session on Wednesday, February 26, 2020, at 5:00 p.m. The meeting was held in the Burke County Board of Commissioners' Chambers, located at 110 N. Green Street in Morganton, North Carolina. Members present were:

<b>PRESENT:</b>	Debbie Hawkins Gwen Stephens Amy Burnette Megan Bradley Dr. Linda Schilkowsky
<b>ABSENT:</b>	Jeff Robinson Allen Keller
<b>ALSO PRESENT:</b>	Kaitlin Settlemyre, Animal Services Director
<b>ALSO ABSENT:</b>	Rebecca McLeod, Health Director (Resource for AAB)

**CALL TO ORDER**

Debbie Hawkins called the meeting to order at 6:03pm.

**APPROVAL OF AGENDA**

**Motion: To approve the agenda for Wednesday, February 26, 2020 as presented.**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Amy Burnette</b>
<b>SECONDER: Gwen Stephens</b>
<b>AYES: Debbie Hawkins, Dr. Linda Schilkowsky, Megan Bradley</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

**APPROVAL OF AGENDA**

**Motion: To approve the addition of the resolution concerning the establishment of a non-profit 501c3**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Amy Burnette</b>
<b>SECONDER: Gwen Stephens</b>
<b>AYES: Debbie Hawkins, Dr. Linda Schilkowsky, Megan Bradley</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

**APPROVAL OF MINUTES**

**Motion: To approve the minutes of January 29, 2020 as presented.**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Gwen Stephens</b>
<b>SECONDER: Dr. Linda Schilkowsky</b>
<b>AYES: Debbie Hawkins, Amy Burnette, Megan Bradley</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

**PUBLIC COMMENTS - NONE**

**ACTION ITEMS**

**APPOINTMENT OF SECRETARY**

**Motion: To approve the election of Megan Bradley to Secretary, as tabled on Wednesday, January 29, 2020**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Amy Burnette</b>
<b>SECONDER: Dr. Linda Schilkowsky</b>
<b>AYES: Debbie Hawkins, Gwen Stephens, Megan Bradley</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

**RESOLUTION**

**Motion: To endorse the resolutions for the establishment of a nonprofit foundation for the Burke County Animal Services Center**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Amy Burnette</b>
<b>SECONDER: Gwen Stephens</b>
<b>AYES: Debbie Hawkins, Dr. Linda Schilkowsky, Megan Bradley</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

Kay Draughn, Clerk to the Board of Commissioners, voiced ideas to garner interest in persons to accomplish the establishment of a non-profit for BCAS including utilizing social media and word of mouth.

**ORDINANCE REVISIONS**

**AUDITING**

**Motion: To approve the section in the ordinance regarding the rescue requirements of audits to reflect the additions to provide all requested documentation to evaluate the health and welfare of the animal for rescue groups and the addition of performing random auditing of Burke County Animal Services and Burke County Animal Control.**

<b>RESULT: APPROVED (UNANIMOUS)</b>
<b>MOVER: Amy Burnette</b>
<b>SECONDER: Megan Bradley</b>
<b>AYES: Debbie Hawkins, Dr. Linda Schilkowsky, Gwen Stephens</b>
<b>ABSENT: Allen Keller and Jeff Robinson</b>

**DEFINITIONS AND STANDARDS OF CARE**

**Motion: To approve the suggested revisions of the section(s) in the ordinance regarding Definitions, Standards of Care, and Citations.**

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** Amy Burnette

**SECONDER:** Gwen Stephens

**AYES:** Debbie Hawkins, Dr. Linda Schilkowsky, Megan Bradley

**ABSENT:** Allen Keller and Jeff Robinson

**REMEDIES**

**Motion: To approve the revisions to Article 5, Sec. 6-131 A.1**

**RESULT: APPROVED (UNANIMOUS)**

**MOVER:** Amy Burnette

**SECONDER:** Megan Bradley

**AYES:** Debbie Hawkins, Dr. Linda Schilkowsky, Gwen Stephens

**ABSENT:** Allen Keller and Jeff Robinson

Remedies, Article 5, Sec. 6-131 A.1, First offense would be a warning, Second would be a \$50.00 citation, Third would be a \$100.00 citation, Fourth would be a \$200.00 citation and all consecutive offenses would be a \$200.00 citation.

**UPDATE: PUBLIC SERVICE ANNOUNCEMENT SUB-GROUP**

Jeff Robinson was not present to give an update for handouts/posters at the Sheriff's Office

Gwen Stephens reported on the progress of the public service announcement (PSA) sub-group. She said that Kaitlin Settlemyre, Shelter Director has the PSAs back from Kay. Kaitlin is forwarding the PSAs to Bryan Steen, County Manager for approval. Gwen said that a contact list has been given to Kaitlin to proceed with PSAs being dispersed. Kaitlin must initiate contact but can delegate to a volunteer after initial contact. Kaitlin reached out to Tyler Shatley to assist with PSAs but has not received a response. Gwen said that Kaitlin can type up the PSAs and ask for radio stations to read them. PSA will stand as a "Did you know?" format and will be looking at education/definition material. Gwen said there will be multiple phases to the PSA project.

Gwen said that there needs to be separation between Burke County Animal Services, Burke County Animal Control, and Burke County Friends for Animals. She voiced concern that several citizens in the county believe that Burke County Friends for Animals is a county managed entity and that there should be some way to clarify that it is not affiliated with county government and management. Debbie Hawkins said she would email Bryan in regard to the clarification and what authority he and the county have.

**UPDATE: COMMUNITY CAT PILOT GROUP**

Kaitlin said that the meeting for February had to be postponed and the next meeting is scheduled for February 4, 2020 at 10:00am at Burke County Animal Services Center.

**ANIMAL SERVICES UPDATE**

- Best Friends Animal Society Shelter Assessment: Will provide a lengthy report within 2-4 weeks. Key points noted were the need for more shelter staff (recommendation for 7 staff), launching an awareness campaign throughout the county, and the need to build on the foster and volunteer programs. BFAS were scheduled to do an assessment of Animal Control as well but were unable due to Animal Control not responding to correspondence.

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- Panleukopenia Outbreak: Cats quarantined for 7 days to prevent spread of disease. Shelter has also been disinfected.

**AGENDA ITEMS FOR NEXT MEETING**

- Dangerous Animals Committee
- Public Service Announcement Update
- Commissioner's Meeting Update

**ADJOURNED AT 6:22P.M.**

There was no further business to come before the Board.

**Motion: To adjourn.**

<b>RESULT:</b>	<b>APPROVED</b>
<b>MOVER:</b>	<b>Amy Burnette</b>
<b>SECONDER:</b>	<b>Megan Bradley</b>
<b>AYES:</b>	<b>Debbie Hawkins, Dr. Linda Schilkowsky, Gwen Stephens</b>
<b>ABSENT:</b>	<b>Allen Keller and Jeff Robinson</b>

The next meeting will be Wednesday, March 25, 2020 at 5:00 p.m.

Approved this 14<sup>th</sup> day of February 2020.



Debbie Hawkins  
Chairperson, Animal Advisory Board