

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

ANIMAL SHELTER BOARD

MINUTES

JANUARY 25, 2022 – 1:30PM – TC COURTHOUSE

Board Member Present:

Mayor Stephen Chambers

Ginny Gregory

Teresa Turner

Mark Presley

Cliff Sallee

Linda Sue Johnson

Rebecca Troutt, Shelter Director

Members Absent:

Debbie Jenkins

1. Call to order – 1:30pm by Stephen Chambers
2. Review of Minutes – Minutes from September 9, 2021, were reviewed.
Motion to approve by Cliff Sallee, seconded by Linda Sue Johnson. **Motion Carried**
3. Financial Summary – Available balance of 45,895.85, shelter has spent approximately 26.93% of budget. This is due in part to labor cost; shelter director not coming on board until December and still having a part-time position vacant.
One line item to keep track of is Veterinary Services as veterinary cost have gone up and the shelter having more animals come into the shelter. Motion to approve financial report as presented by Mark Presley, seconded by Linda Sue Johnson. **Motion Carried**
4. Mayor Chambers introduced the new Animal Shelter Director, Rebecca Troutt. Ms. Troutt started at the shelter December 2, 2021.
5. Rebecca Troutt's status report on shelter: Currently the shelter has six dogs, four at the shelter, two in foster homes and seven have been adopted. The shelter has received thirty phone calls regarding strays (dogs & cats), twelve calls for owner surrender, seven calls for missing pets and five other calls (neglect).
Ms. Troutt has been doing networking with surrounding counties to get a feel on how other shelters are run and what their structure is, also discussing making the shelter an Animal Control Shelter.
Ms. Troutt is talking with Macon County Spay and Neuter Assistance with hopes to collaborate with a non-profit to help with vaccines.
Ms. Troutt's current goals are hiring a part-time employee, getting a vehicle, doing renovations to shelter and acquiring a 501C-3
6. Donations received - \$751.00 adoption fees, \$1751.00 donations for total of \$2205.00. These funds will go into the Animal Shelter reserve and will only be used for the shelter.
7. Shelter Policy – There is no way for individuals to donate online due to us being a Government entity, this is one of the reasons there is a need for a 501C-3. Donations can be made directly to the Animal Shelter or the Mayor's office at this time.
8. Adoption Fees – Currently the shelter sends animals to the Vets office at a cost of \$135.00 per animal for spaying and neutering. Ms. Troutt has the availability to do some in house services with equipment and medication she has obtained which will help keep the cost down. The shelter would like to maintain the adoption fee of \$125.00, all Board Members in agreement.

9. Ownership of Animals – There is nothing in our codes or policy to determine when someone becomes owner. Other city ordinances consider ownership after 3 days of taking care of an animal. Going forward, after meeting with the County Attorney, Mayor Chambers and Ms. Troutt will get a proposal together for the Board to review on changes in the future.
10. Proposed Document – Ms. Troutt has prepared several documents for the Board to review and approve. Two of the documents (surrender agreement and adoption contract) are legal documents and the County Attorney has reviewed them.

- a. Intake Visit – Motion to approve by Mark Presley, seconded by Teresa Tuner.

Motion Carried

- b. Surrender Agreement (legal document) – Motion to approve by Teresa Turner, seconded by Linda Sue Johnson. **Motion Carried**

- c. Adoption Application – This is a change from current application. Motion to approve by Linda Sue Johnson, seconded by Mark Presley. **Motion Carried**

- d. Adoption Contract (legal document) – Motion to approve Teresa Turner, seconded by Mark Presley. **Motion Carried**

11. Expenditure Request – Ms. Troutt is requesting business cards (to be put in adoption packets) and shelter apparel. Also requested is shelter software, to help organize all documents in one place.

Cliff Sallee with public works has a vehicle in his department that will be available once his department purchases a new vehicle.

Ms. Troutt is networking with a non-profit organization that renovates shelters with a 100% funding.

12. Adoption Fair – Ms. Troutt hopes to get animals sponsored to offset the adoption fee and 1-2 months of dog food.

The adoption fairs will be on the property of Farmers Produce at the 231–25 crossroad.

Shelter Address - Ms. Troutt is looking into getting a physical address (actual number) for the shelter because people are having a tough time finding the building.

Non-Profit Assistance – Ms. Troutt hopes to set up a non-profit in the lines of “Friends of” model. Mayor Chambers stated that this needs to be a private group, this is not a county project. Get a group of local people together that are interested in this project, produce a mission statement, get an attorney and have a Board oversee it.

13. Other – Cliff Sallee addressed concerns about Friends of Hartsville Tennessee Animal Shelter and any donations intended for the Shelter mistakenly going to the Friends of Hartsville. Ms. Troutt has tried to contact this organization with resistance. Mayor Chambers stated that the county is not affiliated with this organization.

Teresa Turner has asked to resign from secretary of the Animal Shelter Board. Mayor Chambers has asked for nominations for position available. Ginny Gregory nominated Linda Sue Johnson, she declined. Mark Presley nominated Ginny Gregory, seconded by Linda Sue Johnson. **Motion Carried**

Motion to adjourn by Cliff Sallee, seconded by Linda Sue Johnson.