



# **Spay and Neuter Grant Program Advisory Board**

## **Meeting Agenda**

October 26, 2016  
11:00 AM-2:00PM

**Type of Meeting:** The Spay and Neuter Advisory Board will meet Wednesday October 26, from 11:00AM to 2:00PM at the Maryland Department of Agriculture (MDA), 50 Harry S. Truman Parkway, Annapolis – Room 206.

**Meeting Facilitator:** Jane Mallory

Invitees: Amy Hanigan, Dr. Amy Carney (Veterinarian), Robin Catlett (Anne Arundel County Animal Control), Tami Santelli (Humane Society of US-Interim Chair), Caroline Griffin, Steve Connelly (MDA), Mark Powell (MDA) Craig Nielsen (MDA) Vanessa Orlando (MDA), and public.

### **Introductions**

- I. Brief Summary of last meeting (T. Santelli)**
- II. Minutes Approval for July 29 2016 meeting and September 26 2016 meeting (T. Santelli)**

### **Program Business (T. Santelli)**

**Continuation of program improvements focusing on the Capital Expense application and guidelines.**

#### **b. New Business**

**Offer of Laurel Cats Presentation on Trap Banks (J. Mallory)**

- III. Public Comments/questions if any**
- IV. Confirm next meeting date as November 17, 11:00-2:00 PM.**
- V. Adjournment**



## Spay and Neuter Advisory Board Meeting Minutes For October 26, 2016

Spay/Neuter Advisory Board Minutes of Meeting held on October 26, 2016, 11:00 a.m., at the Maryland Department of Agriculture.

Advisory Board Members present:

Amy Hanigan-AH (by phone)

Tami Santelli (HSUS-Chair)-TS

Steve Connelly (MDA)-SC

Caroline Griffin-CG

Amy Carney

Board Members not present: Robin Catlett and representative of Pet Food Industry (seat vacant)

Additional Attendees: Emily Hovermale (HSUS)

Staff Support Spay/Neuter Program: Jane Mallory (MDA) -JM

### **Introduction:**

Meeting called to order by Chair T. Santelli (Chair). TS- Welcomed all and introduced visitors to the board. Board member Amy Hanigan joined via phone. Member Robin Catlett was absent.

### **I. Summary of last meeting (TS):**

TS- gave a brief summary of last meeting: covered positions, extra expense such as traps, and surgery costs.

AC- suggested attempting to tie position to number of surgeries proposed.

### **II. Program Business**

**Re: Trap Bank discussion:** moved this up in the agenda from II-b. New Business.

JM-let board know that Rude Ranch would be amenable to hosting trap bank with minimal operating cost (TBD later date if still a viable idea) from Program. Helen Woods of Laurel Cats offered to give a presentation on her trap bank at a future meeting.

The board agreed that this would be good to have and that she should be invited to the Feb 2017 meeting (specific date still to be determined). JM also told the board that she emailed questions about the possibility of a trap bank and the utility of it to various project managers in charge of feral projects. JM agreed to send the responses to the board members for the review before the next meeting.

AC: suggested when the topic is revisited to consider a scattering of small banks throughout the state to make use easier.

All agreed to defer discussion until future meeting.

### **Approve meeting minutes from July 29<sup>th</sup> and September 26 2016 meetings:**

TS-mentioned a couple of additions to September minutes to add-discussion of using some program funds for state-wide advertising campaign and stronger encouragement to applicants to consider using closer surgical providers to reduce distance and cost to providers far away. JM-trap cost (tentatively)



was agreed as \$55/trap. AH-Application 228 additional surgeries referenced must be additional to surgeries funded for each year of the period of performance.

SC-Motion to approve both sets of minutes as amended by AH & TS. Seconded by CG. All in favor, none opposed. Motion Passed.

**Re: Good Stand in MD (Dept of Assessment and Taxation Form 1).**

SC-for all types of application, add statement that 501c3 organizations must be current in their filing of Form 1 with MD Dept of Assessment and Taxation and ask applicants to certify that they have complied with State requirement. Certificate not required but will be part of due diligence to check by FTIDN on Dept of Assessment and Taxation website. All agreed to add this to guidelines and application form. JM agreed to post information, forms and links on Program website.

**Discussion on Capital Expense Application and Guidelines Improvements**

**Re: HQHV SN training requirement for Cap Exp application:** Discussed that either applicant has a MD licensed vet with training (added later: or experience equivalent to training or, if not), then require training be part of the grant request to include staff. All agreed that JM include this in the application and guidelines.

**RE: Provide better guidance on % of free procedures expected over 5 year period:** Discussed the need for more guidance. Agreed to requirement of 3,000 procedures within the first 2 years and then 3,000 procedures (public animals/not shelter animals) in each subsequent year.

**Re: If Cap Exp for startups be restricted to areas with dense populations:** SC does not support this and feels program goal is to serve all of MD and this could exclude rural areas. All agreed.

**Re: Start ups and expansion 75% on owned pets or unowned with 25% on shelter pets:** Agree that in lieu of this, just stipulate that the commitment of 3,000 animals must be public animals and not shelter animals (see above).

**Re: Only funding shelters that alter shelter animals prior to adoption:** Agreed to hold this discussion until next meeting when RC could attend.

**Re: Information to add to business plan requirements:** Agreed to make sure information about building specifics (such as building progress or lease information) is included in description of business plan including timeline of inspections. Also include verification that applicant has funds available for 3 months of operating funds to demonstrate solvency.

**Re: Should Cap Exp be a stand alone or can be concurrent with other applications (one for equipment and funding for surgeries):** Agreed to add language to guidelines and application that program does not encourage multiple applications but applicant should identify if applications are contingent on getting both and discuss if one application can be done without approval of the other.

**Re: Should organizations that we funded for cap exp be allowed to apply for future funding to do surgeries:** Agreed to strengthen guidelines not to prohibit this but to specify that organization must meet their cap exp obligations regardless of approval or denial of other applications.



### **III. New Business:**

Trap Bank already discussed at beginning of meeting.

**Re: Our next step forward:** JM-Will try to circulate edits to cap exp materials before the next meeting with Board providing edits through to December 31<sup>st</sup>. TS- Feral subcommittee will circulate subcommittee recommendations to feral documents before the Nov. meeting.

**Re: Rest of Tickler list:** TS and JM-will compile list of items still on Tickler list, prioritize and (if time permits during our next meeting after the feral discussion) cover items as time permits.

### **IV. Public Comments:**

None.

### **V. Next Meeting Date:**

Scheduled for 11-17-16, 11:00 AM

### **VI. Adjourned.**

SC-Motion to adjourn. TS-Seconded. All in favor. None opposed. Passed.