



**Spay and Neuter Grant Program Advisory Board  
Meeting Agenda  
November 5<sup>th</sup>, 2019  
11AM-1PM**

**Type of Meeting:** The Spay and Neuter Advisory Board will meet Tuesday, November 5<sup>th</sup> from 11:00AM to 1:00 PM at the Maryland Department of Agriculture (MDA), 50 Harry S. Truman Parkway, Annapolis – Room 206.

**Meeting Facilitator:** Nathaniel Boan

Invitees: Amy Hanigan, Dr. Amy Holstein (Veterinarian), Robin Catlett (Anne Arundel County Animal Control), Emily Hovermale (Humane Society of US), Caroline Griffin (Chair), Steve Connelly (MDA), Kim Skillman (Pet Valu), Patty Crankshaw-Quimby (Talbot Humane), and the Public.

- I. Welcome and Introductions (C. Griffin)**
- II. Review and Approval of Minutes from July 12<sup>th</sup> Meeting.**
- III. Program Business**
  - a. Status of Program.**
  - b. New Board Member to Replace Robin Catlett as Animal Control Representative Member.**
  - c. Review Application and Review Procedures.**
- IV. New Business**
- V. Adjournment**



# Maryland Department of Agriculture

Office of Marketing  
Animal Industries and Consumer Services

Larry Hogan, Governor

Boyd K. Rutherford, Lt. Governor

Joseph Bartenfelder, Secretary

Julianne A. Oberg, Deputy Secretary

Spay and Neuter Grants Program

The Wayne A. Cawley, Jr. Building

50 Harry S. Truman Parkway

Annapolis, Maryland 21401

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## Spay Neuter Advisory Board Meeting Minutes November 5th, 2019

Spay/Neuter Advisory Board Minutes of Meeting held on November 5th, 2019 at the Maryland Department of Agriculture

### Advisory Board Members Present:

Caroline Griffin

Amy Hanigan

Amy Holstein

Robin Catlett (Anne Arundel Co Animal Care and Control)

Steve Connelly (MDA)

Emily Hovermale (HSUS Representative)

Nathaniel Boan (Program Coordinator: Non-Voting)

### Advisory Board Members Absent:

Kim Skillman (Pet Food Representative: Pet Valu)

### Guests:

Patty Crankshaw-Quimby – (Talbot Humane/Talbot County Chief of Animal Control/Maryland State Veterinary Board/President PAWS)

- I. Meeting Called to Order 11:10 AM
- II. Introductions
  - a. History of Taskforce and Members – Amy Hanigan
- III. Approval of the Minutes
  - a. Discussion of Typos and Changes
    - i. Correction to Emily Hovermale on Pages 2 and 4 from Amy Holstein
    - ii. Correction to Animal Care and Control on Page 1
    - iii. Correction to Valu on Page 1
  - b. Motion to Approve with Corrections – Amy Hanigan
    - i. Seconded by Robin Catlett
    - ii. Minutes Approved – All in Favor.
- IV. Discussion of Changes and Improvements in Program
  - a. Modernization Initiative through Sales Force
  - b. Status of FY2020 Projects
    - i. Checks started going out September 1, 2019.

- ii. Checks go out 15 days before the beginning of the proposed project dates.
    - iii. Funding Returns
  - c. Requests of Materials for future cycles.
    - i. Report of program statuses at end of fiscal year.
    - ii. Report with requests by area and type of project requested (feral/pet)
  - d. Application Changes
    - i. More direct questions and less discussion.
    - ii. Issue of Clearer information about Expectations for discussion on grant applications for organizations that have been funded in the past.
    - iii. Word limit on some application sections.
    - iv. Disqualification from grant cycle for repeat offenders of late or non-responsive programs.
    - v. No back and forth with the organizations after the application deadline.
    - vi. Add type of shelter onto the Grant Application. (Open Admission vs. Limited Admission and Foster Based vs. Brick and Mortar)
  - e. Appointing of New Board Member
    - i. Robin to Submit Letter of Resignation
    - ii. Motion to recommend Patty Crankshaw-Quimby as replacement for Robin Catlett representing Animal Control Shelter – Steve Connelly
      - 1. Motion Seconded – Emily Hovermale
      - 2. Motion Passed Unanimously
  - f. Discussion about the Review Form
  - g. Discussion About the Estimator Tools
    - i. Removal of the Feral Cat Estimation Tool
    - ii. Revert to the Old Pet Estimation Tool – Only Enter the Population of Target Area.
    - iii. Add area in Application to discuss if a program funded in past has changed the results in the pet estimation tool.
  - h. Update website link to add the Law/Statute – Current has only the Marked up Bill
  - i. Discussion about Outreach Materials
  - j. Discussion about Due Diligence
    - i. More Detail about Past performance
    - ii. Cost Effectiveness Calculator Score
    - iii.



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