



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

## **Meeting Agenda**

April 26, 2017  
11:00 AM-2:00PM

**Type of Meeting:** The Spay and Neuter Advisory Board will meet Wednesday April 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), Helen Woods (Laurel Cats Inc) and public.

### **Introductions**

**I. Minutes Approval for October 26, 2016 and November 17, 2016 meetings (T. Santelli)**

**II. Trap Bank Presentation-Helen Woods**

**a. Presentation detailing management of existing bank**

**b. Questions and answer period**

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

**a. Update on FY17 Projects – J. Mallory**

**b. Upcoming Review Process of Applications-T. Santelli and J. Mallory**

**c. Remaining Issues for Discussion-T. Santelli**

**d. Outreach Campaign Follow-up-S. Connelly and J. Mallory**

**III. Public Comments/Questions**

**IV. Scheduling Review Meetings in June**

**V. Adjournment**

Agenda may be subject to change



## Spay and Neuter Advisory Board Meeting Minutes For April 26, 2017

Spay/Neuter Advisory Board Minutes of Meeting held on April 26, 2017, 11:00 a.m., at the Maryland Department of Agriculture.

Advisory Board Members present:

Amy Hanigan-AH (by phone)

Steve Connelly (MDA)-SC

Robin Catlett

Tami Santelli (HSUS-Chair)-TS

Caroline Griffin-CG

Board Members not present: Amy Carney and representative of Pet Food Industry (seat vacant)

Additional Attendees: Helen Woods (Laurel Cats Inc) and 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 Amy Carney was absent. TS-Introduced guest speaker Helen Woods from Laurel Cats Inc

### **I. TNR Trap and Trap Bank Presentation**

Helen Woods from Laurel Cats Inc gave a presentation that covered her organization, traps and other equipment used to in TNR and provided information and answered questions regarding the operation of the Spay Now Trap Bank, managed by Laurel Cats.

### **II. Program Business**

#### **a. Projects Update**

JM-gave an update on the 59 projects funded to date. FY 15 all but 1 (Laurel Cats project still active) project is completed. Discussed why project received extensions. Greenbelt project closed with about 41% of target reached and will be returning 41K. FY16 cycle 17 have been completed. Discussed the Allegany project. FY 17 cycle projects all started.

AH requested that JM send her the project file for Laurel Cats FY15 project to review the use of the pet estimation tool.

#### **b. Outreach Campaign Update**

JM and SC-Although board did recommend 50K of program budget be approved for funding a statewide outreach campaign for Spay/Neuter and the program, the department decided to defer this action for now due to the drop in program revenue.

AH requested that the department ask the State Chemist Office if other states have noted a decline in pet food registration. SC responded that we would ask.

SC then excused himself for the remainder of the meeting.



### **c. Review Process Discussion**

JM summarized how the individual review process was set up, the use of the weighted score sheets and the master spreadsheet and how to use each item.

TS lead a discussion about the Review Meeting process and how to avoid making unnecessary budget cuts to projects for the sake of the overall program budget and how to maximize our meeting time so the total review meeting process is not so lengthy as in past years.

Proposed back to back meetings instead of spread out over several months, avoid trimming budgets during the meetings. TS mentioned as a possible option that budgets might be scaled back by the Department subsequent to the meeting and opened floor for discussion.

The board discussed this possibility but decided to have specific budget items discussed by the board. RC wanted to make sure the board still had the opportunity to suggest cuts of specific items. The board concurred.

Board decided to have 2 back to back review meetings and then having a subsequent meeting to discuss budgets.

Board discussed interaction with applicants attending the meeting and decided that any guests would not be allowed to comment until at the end of the 2<sup>nd</sup> meeting and likewise the board members would hold any specific questions to applicants in attendance until the end of the second meeting.

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

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

None.

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

JM to send a doodle poll to find 2 back to back meetings dates (all day meetings) in June and a date for a 3 hour budget meeting in late June.

### **VI. Adjourned.**

CG-Motion to adjourn. RC-Seconded. All in favor. None opposed. Passed.