

**MINUTES**  
**Advisory Board to**  
**Memphis Animal Services**

**December 11, 2008**

The Board convened at 10:00 a.m. in Room 205 at Memphis City Hall, Ken Moody presiding. Present were:

Board Members:

Ken Moody  
Stephen Schwartz  
Franklin James  
Michelle Buckalew  
Carol Katz  
Tara Walsh  
Allen Iskiwitz  
Janice Taylor Vaughn

Visitors:

Gail Phillips  
Amy Kalkbrenner  
Nick Kenny (Channel 5 News)

First order of business was to elect a Chairperson and Secretary. Ken advised that the Mayor had delegated this task to the Board at large. Michelle Buckalew was nominated as Chairperson and approved by unanimous acclamation. Carol Katz was nominated as Secretary and likewise approved.

The board discussed the article that appeared on December 10, 2008, in Commercial Appeal by Cindy Wolff, entitled "Problems reported at animal shelter." The article indicated that insufficient vaccination supplies had been reportedly corrected. Volunteers were concerned that animals being offered for adoption did not have proper vaccinations. Ken stated that although there had been a shortage, all supplies are currently fully stocked and that the shortage had arisen due to a procurement problem. He stated that all purchases in excess of \$2,500 with a single vendor must be put out for bids. Hill's Science Diet was providing pet food free of cost, but shipping was more than \$2,500. Carol questioned the \$100,000 shipping cost reported in the newspaper article. Ken said that figure was incorrect. Carol asked whether quality was considered along with cost. Ken said it was. Ken said that the food would be nutritionally considered and that "we're going to treat every animal as if they were going to be adopted out." Steve said that he would provide an analysis of "quality" in pet food (nutritional value) at the next meeting. Frank however felt there was no need to provide costly food if most of the animals are ultimately killed.

Carol made a request for the policy and procedure manual since it is a function of the board to make recommendations. She felt that the board should know what current policies were in place. Ken said that there are no set policies in effect and that he and Ernest Alexander were currently in the process of developing policy and procedures for operation of the shelter. Ken said that as policy and procedures are developed, they will be provided to the board and that those currently in place will be provided to the Board at the next meeting.

Michelle stated that the 501(c)(3) that is in the planning stage should be involved in building pride in our shelter. Michelle will provide us with a presentation of what is being done in New York City by their non-profit support group.

Alan advised that he has an artist that can repaint the shelter in a more user-friendly theme, and he can get the paint provided free of cost.

The meeting was then opened for public comment. Gail Phillips said that ACAT is working on a national standard of care for animal control, and is seeking legislation to make this mandatory on public shelters. Ken indicated that MAS is participating in this.

Amy Kalkbrenner expressed concern that the volunteers at the shelter have regarding being retaliated against for talking with the media (re Wolff article). Ken said that he is working with their legal department as to privacy issues with the volunteers.

Allen reported that people are selling animals on street corners and parking lots. Ken said that this is reportable criminal matter and should be reported to 545-COPS if observed.

There being no further business, the meeting adjourned at 11:45 p.m.

Respectfully submitted,

Carol Smith Katz, Secretary