

MINUTES OF THE MEETING OF COLLIER COUNTY
DOMESTIC ANIMAL SERVICES ADVISORY BOARD

Naples, Florida, March 16, 2021

LET IT BE REMEMBERED, that the Collier County Domestic Animal Services Advisory Board in and for the County of Collier, having conducted business herein, met on this date at 6:00 PM in REGULAR SESSION at the South Regional Library, 8065 Lely Cultural Parkway, Naples, Florida, with the following members present:

CHAIRMAN: Jim Rich
VICE CHAIRMAN: Sarah Baeckler-Davis (Excused)
SECRETARY: Dr. Michael Gordon
Marjorie Bloom
Cpl. James A. Spartz
Mary Baker
Kelly Hyland

ALSO PRESENT: Kyra Lynch, Shelter Operations Manager
James French, Department Head, Public Services Department
Colleen Greene, County Attorney's Office
Kellie Carroll, Administrative Assistant, DAS

I. Call to Order

Chairman Jim Rich called the meeting to order at 6:02 p.m. and then read a prepared statement and welcomed **Kelly Hyland** to the Board.

II. Attendance

A quorum was established.

III. Approval of Agenda

Dr. Gordon made a motion to approve the agenda, there was a second and the motion carried 6-0.

IV. Approval of Minutes

Mary Baker made a motion to approve the minutes of the January 19, 2021 meeting, there was a second and the motion passed, 6-0.

V. Public Comments

There were no public comments.

V. Director's Report

Kyra Lynch advised the Board that monthly vaccine clinics will resume in April and will require online registration to help ensure that all social distancing guidelines are maintained during the clinic.

Ms. Lynch informed the Board that the first monthly TNR Workshop was held at DAS on March 13, 2021.

VI. New Business

A. Sunshine Law and Public Records

Colleen Greene gave a presentation on the Sunshine Law and public records as they pertain to members of Advisory Boards and answered questions from the Board members.

Jim Rich stated that his rescue group For the Love of Cats and the Humane Society Naples have occasion to have discussions with one another. **Mr. Rich** said that he has spoken to the County Attorney and was advised that they could speak to one another provided that the conversation is not specific to things at DAS.

Kelly Hyland asked is she could post the next agenda on her personal social media and was advised by **Colleen Greene** that she could, but it may solicit comments that are unwanted and that the post becomes a public record.

B. Article VIII

Board members were given a copy of Article VIII that governs advisory boards as part of the agenda packet.

C. Agenda Request

Board members were given a copy of the new 'Request for Presentation' to be placed on agenda form as part of the agenda packet. This form is available on the DAS webpage so that members of the public can request to make a presentation before the Animal Services Advisory Board.

D. DAS Meeting Schedule

Kelly Hyland stated that monthly meetings could be brought back, and **Jim Rich** stated that he is in favor of monthly meetings.

Kelly Hyland made a motion to for monthly meetings, there was a second and after discussion, the motion was amended to holding a meeting in April 2021.

The motion was to hold a meeting in April 2021 was approved 6-0.

E. Order of Public Comments

Kelly Hyland made a motion to move public comments to the end of future meetings, there was a second and the motion passed 6-0.

F. Live Stream for ASAB Meetings

Kellie Carroll advised that authorization from Communications and Customer Relations would be required and that there is a budgetary concern because this activity is not funded. **Ms. Hyland** advised that she wants to work with **Jamie French** to make it happen. **Mr. French** discussed the staffing and equipment that would be needed and advised that it was unlikely that future meetings would be live streamed.

G. Procedures for After Hours Complaints

Kyra Lynch advised that people could make complaints after hours by calling the Sheriff's Department non-emergency number. She also advised that Animal Control Officers respond to after hours complaints based on priority. **Ms. Hyland** asked if complainants could take photos and videos and was advised that they could.

H. Donated X-ray Machine

Ms. Hyland stated that she had read a Facebook post about the x-ray machine that was donated to DAS. **Ms. Hyland** wanted to know what has happened to funds that were donated to purchase a machine and why the machine cannot be installed at DAS.

Jamie French advised the Board that the project was approved, funds were being used to build the necessary enclosure for the machine and that he had signed off on a budget amendment for that purpose. The project is now in design phase and would need to go through the procurement process. **Mr. French** estimated that project completion is expected to be 5 or 6 months.

I. Presentation by SNIP Collier

Mr. Tom Kepp passed a copy of Activity A21-000613 to the Board members. **Mr. Kepp** stated that Officer Olivia Martinez did a good job of documenting what was there. **Mr. Kepp** also stated that ASAB meetings used to be recorded and he believes that should be done again.

Lt. Goldhorn from the Collier County Sheriff's Department stated that he has been working with **Darcy Andrade** and **Jamie French** in creating an animal cruelty task force to include education, enforcement, and prevention.

VII. Old Business

Top Three List

Chairman Rich read a prepared statement regarding the functions, duties, and powers of the Animal Services Advisory Board. **Mr. Rich** then discussed the spreadsheet and mentioned that there several duplicate ideas and that there were some that he did not believe are under the Board's purview. He recommended that the list be condensed by eliminating duplicate ideas and removing items that are not under the Board's purview. **Mr. Rich** suggested that the condensed list could be sent out to the Board prior to the next meeting and the Board could vote on it at the April meeting and the Board agreed.

Mr. French advised the Board that the enforcement piece is not going to go away and that he can commit the staff and himself to the enforcement piece.

Lt. Goldhorn offered to come to the next meeting for a presentation on the task force.

Ms. Marjorie Bloom exited the meeting.

VIII. Advisory Board Member Comments

Dr. Gordon thanked **Kyra Lynch** for re-starting the vaccine clinics.

Cpl. Spartz thanked **Jim Rich** for the reminder on functions, duties, and powers. He stated that he believes that enforcement, fines and ACO activities may not be under the Board's purview.


Kelly Hyland stated that the Board has always been asked to be involved in cases and regulations. She also mentioned that **Tom Kepp** is working hard to get his clinics open and that he has an Amazon Wish List. **Chairman Rich** advised **Ms. Hyland** that this is not an ASAB topic.

***Dr. Michael Gordon** made a motion to adjourn, there was a second and the motion passed 5-0.*

The next regularly scheduled Advisory Board Meeting will be on Tuesday, April 20, 2021 at 6:00 p.m. in the Meeting Room at the South Regional Library, Lely Cultural Parkway, Naples, Florida.

There being no further business for the good of the County, the meeting was concluded at 8:03 p.m.

March 16, 2021



Chairman Jim Rich

These minutes approved by Board/Committee on 4-30-22 as presented or as amended _____.