



Shenandoah Valley Animal Services Center Owners' Meeting:

4/25/23

2:00pm

Augusta County Government Center

1. Approval of Minutes from 3/28/23 Meeting
2. Hiring Update
  - a. Accepting applications for: Operations Manager, Administrative Assistant, FT Kennel Attendant, and PT Kennel Attendant
3. Policy Approval
  - a. Social Media Use policy
  - b. Volunteer Handbook
4. Population Update
5. Director's Report
6. Public Comment

# ANIMAL SHELTER MEETING

## MINUTES

March 28, 2023 – 2:00 PM

### PRESENT

**Tim Fitzgerald, County Administrator**

**Mike Hamp, Waynesboro City Manager**

**Leslie Beauregard, Staunton City Manager**

**Jon Hilbert, Shelter Director**

**Candy Hensley, Assistant County Administrator**

**Shane Ayers, Staunton ACO**

1. Minutes were presented and approved. Minutes are attached.  
Motion: Hamp                      Second: Beauregard                      Approved
2. Mr. Hilbert gave an update on hiring. The shelter is currently accepting applications for an Outreach Coordinator, an Administrative Assistant, a Lead Kennel Attendant (dogs), a part-time Kennel Attendant, and a part-time Facilities Attendant.
3. Mr. Hilbert gave an update on the population report, which is attached.
4. Ms. Hensley presented a summary of the revised FY23 and proposed FY24 budget, which is attached.

#### Operating Budget

Current FY23 - \$650,042

Revised FY23 - \$894,245

Proposed FY24 - \$1,010,794

#### Revenue

Current FY23 - \$85,362 (3/2023)

Revised FY23 projected - \$95,654

Proposed FY24 projected - \$85,772

#### Locality Contribution

##### Revised FY23

Augusta County - \$459,190

Staunton - \$187,030

Waynesboro - \$152,371

##### Proposed FY24

Augusta County - \$526,338

Staunton - \$235,881  
Waynesboro - \$162,804

5. Ms. Hensley presented information on the new shelter and its status. She presented the feasibility study that was completed in fall of 2022 and showed the layout. She indicated what is being planned for the pods and the administration building. A bullet point list was provided to the public to indicate the bases of design and the strategies of particular components, which is attached.

Additional information will be presented at the next meeting.

Many comments were received from those in attendance.

- Current capacity is not working. Need more capacity.
- Population is increasing therefore additional animal space is needed.
- Would like cost for expanding as a phase 2.
- Work release inmates should be considered.
- Boy scouts could help.
- Corporates sponsoring kennels could help with costs.
- Would like capacity and not real life rooms in the lobby.
- Need more space for cats.

6. Mr. Hilbert presented the Interim Director's Report, which is attached.

7. Public Comments:

- The return to owner policy need to be looked at. It is hard for citizens to get their animals back. People do not understand the process. Residents have to go to the locality to pay fees then go to the shelter to get their animals.
- Ear tipped cats are being picked up and they should not be. They have been spayed or neutered and should be left alone.
- Would like information on the number of animals, animal control brings brought to the shelter.
- Animals should be returned to owners without an expense.
- Fees should not be charged for dogs that are taken to the shelter because of thunderstorms or fireworks. Animals are scared.
- It is not legal to charge fees.
- Rescue groups and advocates would like the shelter meetings to be at night so more can attend.
- There needs to be a volunteer plan and program.

9. Meeting adjourned.

Next meeting – March 25, 2023 at 2:00 PM