Animal Care and Control Oversight Commission
Meeting Minutes November 8, 2013
6:30 p.m.

ACCOC MEMBERS PRESENT: Veronica Dougherty, Kerrianne Hanlin, Ricky Lewis, and Lyn Yelton (Chair)

ACCOC MEMBERS ABSENT: Laura Hudson

COUNTY STAFF PRESENT: None

Meeting called to order at 6:30 p.m.

The meeting began with a vote from commission members to determine whether or not to recommend that amendments be made to Animal Control Ordinance Chapter 142, Articles VII, VIII, and X (Kennel and Cattery Applications, Licensing, and Fees); specifically, Chapters 142-23 through 142-35 and Chapter 142-39, which relate to licensing fees, applications, and fines. The members present voted three to one in favor of recommending changes to these sections. Members in favor of recommending changes were Veronica Dougherty, Kerrianne Hanlin, and Lyn Yelton. Members opposed to recommending changes were Ricky Lewis. Mrs. Hudson was not present at the meeting but wanted to make a proxy vote against changes being made. After reviewing proxy voting policy with the county attorney Jason Allison, Lyn Yelton informed the Commission that proxy votes were not permitted and a proxy vote by Mrs. Hudson would not be allowed.

The Commission then continued to review kennel license applications for clarity and to recommend agreed upon changes. Veronica Dougherty led the discussion for the application review.

The Commission recommends the following revisions to the applications:

Section 142-31

Appendix 1
Add a statement to clarify that only breeding stock should be counted when filling out this section and that litters should be counted from the date of birth.

Appendix 3
Add a line for applicants to indicate whether the business is being run in a kennel or residence.

In sections 2 and 3, replace the word “kennel” with “site“.

Add to each section a box for “not applicable” so a business that operates out of a residence may check “not applicable” for questions that do not apply to their facility.

The kennel wall height requirement should include the following statement: “Wall heights should be of sufficient height to provide a safety barrier between each kennel.”

Section 22
Add the following statement: “Cages with hard wire frame bottoms are not acceptable for use as dog housing.”
Section 37
Remove the question, “Is there enough staff on hand to take care of the animals?” The Commission believes this question will be addressed during observation of the conditions of the facility and not defined by a set number of staff.

Section 42
Remove the question, “De-worming on a regular basis?” The Commission believes this question could be removed because parasite control is covered in the Veterinarian Care portion of the application.

Appendix 4
There is a typo on page six, in note #2, where the applicant is referred to “the document above“. Change the word “above“ to “below“.

Add a note informing the kennel owner that inspectors will take precautions to avoid transferring infectious diseases to there facility, such as wearing clean boot covers, gloves, and sterile medical gowns.

Note #4 Time of Inspections
Add a statement informing the operator that kennel inspections as well as visits resulting from a complaint will only be scheduled or investigated during normal Animal Care and Control operating hours, unless it is an emergency situation. Inspection appointments will be made at a mutually agreed upon time.

Appendix 5
In the paragraph after section one, add the following statement: “This section applies to commercial and hobby kennels only.”

In the request for veterinarian information, change “Maryland veterinarian” to “licensed veterinarian“.

Add a statement informing the kennel operator that the program of veterinarian care documents (including rabies documentation and licensing) should be made available when the animal is four months of age.

Remove the question concerning rodent control. This item is covered in the inspection process by the animal control officer.

Add a statement indicating that the requirement for six-month veterinarian exams applies only to breeding stock and special needs animals on site. All other non-breeding stock would require annual exams.

Section 3B
Correct the spelling of “Ehrlichia”.

Section 3E
Remove the section provided for Other comments.

Section 7. Euthanasia
Add a signature block so the operator can verify that s/he understands that euthanasia can only be performed by a licensed veterinarian or a certified euthanasia technician. The statement and signature block would replace the existing question about euthanasia practices.

Add a statement informing the kennel operator that veterinarian records should be kept on site.

Appendix 6
Section 3
This section asks for information about the kennel. Replace the word “kennel” with the word “site”. This would better describe both hobby and commercial businesses.

There is a typo on page four where the applicant is referred to “the document above“. Change the word “above” to “below“.

Add a note informing the kennel owner that inspectors will take precautions to avoid transferring infectious diseases to their facility, such as wearing clean boot covers, gloves, and sterile medical gowns.

Time of Inspections
Add a statement informing the operator that kennel inspections as well as visits resulting from a complaint will only be scheduled or investigated during normal Animal Care and Control operating hours, unless it is an emergency situation. Inspection appointments will be made at a mutually agreed upon time.

Appendix 7

In this section requesting veterinarian information, change “Maryland veterinarian” to “licensed veterinarian“.

Section 2. Exercise Program
Consolidate parts A, B, and C into a single description of the exercise program. Add a statement indicating that the description needs to include the average frequency and duration of exercise.

Appendix 13

Cat /y Operators
In this section requesting veterinarian information, change “Maryland veterinarian” to “licensed veterinarian“.

Add a statement indicating that the requirement for six-month veterinarian exams applies only to breeding stock and special needs animals on site. All other non-breeding stock would require annual exams.

Remove the question concerning rodent control. This item is covered in the inspection process by the animal control officer.

Section 7. Euthanasia
Add a signature block so the operator can verify that s/he understands that euthanasia can only be performed by a licensed veterinarian or a certified euthanasia technician. The statement and signature block would replace the existing question about euthanasia practices.

Add a statement informing the cattery operator that veterinarian records should be kept on site.

Appendix 15
Remove Section 6 and Section 19, as these are identical to Section 1.

Section 36. Kittens

Add a statement indicating that kittens should be housed separate from other animals until 15 weeks of
age in order to ensure proper vaccine regiments and avoid any cross-contamination with unvaccinated animals.

Add the following question for all applications: “Have you ever been convicted of a felony or violent criminal act?”

Operators of catteries or kennels should be required to provide proof of an application process for foster homes that includes, at minimum, a background check and documented home visit by the operator to ensure proper sanitary conditions.

Lyn Yelton informed the group that she would be meeting with A Buddy for Life and Al Wein to go over the inspection checklist for the facility.

The members of the Commission felt that the ACCA inspection checklist should include the same items found on the county kennel and cattery inspection forms.

The meeting was adjourned at 7:45 pm.