MEETING NOTICE

The Animal Shelter Advisory Board (ASAB) conducted an open meeting on Wednesday, February 2, 2022, at 5:00 p.m. via video conference with Zoom.

Members:
- Elizabeth Ashley: Present
- Sue Delegan: Present
- Vicki Dopler: Absent
- Crystal Dowd: Present
- Michelle Salta: Present
- Dawn Shonkwiler: Present

Staff: Francie Rose, Executive Administrative Aide, Department of Public Safety

OPEN MINUTES

General Business & Administrative Matters

1. Meeting was called to order at 5:02 p.m.
2. Quorum was determined.
3. Open minutes from December 1, 2021 were reviewed and approved unanimously by members in attendance without further discussion upon motion by Dawn Shonkwiler, seconded by Michelle Salta.
4. Open agenda was reviewed. Crystal Dowd made a motion to add a new business item called “Select Chair and Vice-Chair”. The motion was seconded by Elizabeth Ashley, and the amended agenda was approved unanimously by members in attendance without further discussion.

Old Business

- Position Statement – Crystal Dowd advised that we met with the volunteer coordinator, and that we decided to add language into the volunteer handbook in support of positive reinforcement training. Further, she advised that we will add the actual position statement into training information provided to volunteers.
- Annual Report – Michelle Salta and Dawn Shonkwiler will put the finishing touches on the final draft of the report and forward it to the clerk so that it may be sent out to the ASAB for review.
- Five Year Strategic Plan – a few members indicated that they would prefer some outside assistance with the Five Year Strategic Plan. Elizabeth Ashley and Sue Delegan agreed to research outside companies, and Crystal Dowd will ask Park and Recreation who they used to assist them with their Strategic Plan.

New Business

- Select Chair and Vice-Chair – Crystal Dowd made a motion to nominate Dawn Shonkwiler to the Chair position. The motion was seconded by Elizabeth Ashley and passed unanimously by all members present without further discussion. Dawn Shonkwiler made a motion to nominate Elizabeth Ashley to the Vice-Chair position. The motion was seconded by Michelle Salta, and passed unanimously by all members present without further discussion.
Public Comment

None

Announcements

None

The ASAB will hold regular meetings on a monthly basis on the first Wednesday of every month; this regular schedule is duly advertised. Information and agendas for all meetings forward may be found on the ASAB webpage: http://www.co.cal.md.us/index.aspx?nid=2089.

Recess, subject to Motion of Privilege for Closed Meeting:
Motion made by Crystal Dowd at 5:15 p.m., seconded by Sue Delegan, all board members present in favor, none opposed to enter into closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction. Closed to the public pursuant to General Provisions Article §3-305 of the Annotated Code of Maryland.

Adjournment

A motion was made by Crystal Dowd, and seconded by Sue Delegan at 5:29 p.m. to end the closed session and adjourn the meeting. The Board voted unanimously in favor of the motion without further discussion.

Adopted on the __________ day of __________ 2022 – minutes transcribed by Francie Rose.

Signed ___________________ Date 3/1/22

Signed ___________________ Date ___________________
ANIMAL SHELTER ADVISORY BOARD
Written Statement for Closing a Meeting under the Open Meetings Act

Date: 02/02/2022 Time: 5:15 p.m. Location: Virtual via Zoom Platform

Motion to close meeting by Crystal Dowd Seconded By: Sue Delegan:

Vote to Close Session:  

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STATUTORY AUTHORITY TO CLOSE SESSION

☐ (1) Personnel matters: to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

☐ (2) Privacy or reputation: to protect the privacy or reputation of individuals concerning a matter not related to public business;

☐ (3) Real property acquisition: to consider the acquisition of real property for a public purpose and matters directly related thereto;

☐ (4) Business location: to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

☐ (5) Investment of public funds: to consider the investment of public funds;

☐ (6) Marketing of public securities: to consider the marketing of public securities;

☐ (7) Legal advice: to consult with counsel to obtain legal advice on a legal matter;

☐ (8) Pending or potential litigation: to consult with staff, consultants, or other individuals about pending or potential litigation;

☐ (9) Collective bargaining: to conduct collective bargaining negotiations or consider matters that relate to the negotiations;

☐ (10) Public security: to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;

☐ (11) Scholastic, licensing, and examination: to prepare, administer, or grade a scholastic, licensing, or qualifying examination;

☐ (12) Investigate proceeding regarding criminal conduct: to conduct or discuss an investigative proceeding on actual or possible criminal conduct;

☐ (13) Other law: to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

☐ (14) Procurement: before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECK ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED

§3-305(b) ( )

§3-305(b) ( )

§3-305(b) ( )

Additional persons attending closed session: Francie Rose, Clerk

This statement is made by Crystal Dowd, Chair Presiding Officer Signature

****************************** FOR USE IN MINUTES OF NEXT REGULAR OPEN MEETING ******************************

Time Closed Session Adjourned: 5:29 p.m.
TO: File
FROM: Frances E. Rose, Clerk to Animal Shelter Advisory Board
DATE: February 2, 2022
SUBJECT: February 2, 2022

At 5:15 p.m., Wednesday, February 2, 2022, five (5) Animal Shelter Advisory Board (ASAB) members present voted to enter into Executive Session to discuss a personnel matter pursuant to General Provisions Article, §3-305(b)(1) of the Annotated Code of Maryland. The Executive Session was held using the Zoom virtual platform.

Those present to discuss the personnel matter included the five (5) ASAB members present and the Clerk to the ASAB. Upon a motion made by Crystal Dowd and seconded by Dawn Shonkwiler, the members present voted five (5) in favor and none opposed to recommend Anna Vermillion to the veterinary position. Upon a motion made by Dawn Shonkwiler and seconded by Sue Delegan, the members present voted five (5) in favor and none opposed to recommend Katlynn Ward to Vicki Dopler’s open position, before recessing at 5:29 p.m. and adjourning the meeting.