



State of Louisiana Animal Welfare Commission

Office of the Governor

P. O. Box 60630, New Orleans, LA 70160

(504) 568-8315

Meeting Minutes

June 1, 2011

I. Call to order

Gary Balsamo called to order the regular meeting of the Louisiana Animal Welfare Commission at 1:00 PM on June 1, 2011, in the Pensacola Room of the Galvez State Office Building, Baton Rouge, LA.

II. Roll call

The following members were present: Ms. Amy Burris (at-large), Ms. Mary Lee Oliphant-Wood (commercial breeder representative), Ms. Joelle Rupert (humane organization representative), Dr. Gary Balsamo (Governor's Office of Community Programs representative), Dr. Brian Melius (small animal practice), Mr. Pinckney Wood (humane organization representative), Mr. Hilton Cole (Animal control representative), Ms. Margaret George (humane organization representative), Dr. Amy Grayson (LVMA representative), and Mr. J.T. Lane (DHH representative).

Absent were Lt. Paul Edmondson, Louisiana State Police Representative, Dr. A. Phillip Dupont (LVMA representative), and Ms. Susan Schneider (Louisiana Quarter Horse Association representative).

The Louisiana Thoroughbred Breeders' Association slot remains vacant.

III. Approval of minutes from last meeting

The minutes from the last meeting were read. The minutes were then approved unanimously by vote of the Commission as read. Motion for approval was made by Ms. Amy Burris, seconded by Ms. Rupert.

IV. Open issues

(a) Ms. Amy Burris presented the recommendations of the LAWC website committee for a vendor to create the LAWC website. Five vendors had been considered by the committee. Four of the five vendors were approved by the website committee, with instructions that the commission select one. Appendix 1 is the document that was submitted to the membership. Ms. Burris also stated that, although four vendors were recommended to the commission, Covalent Logic was the number one choice of two of the three committee members. The only vendor that was not recommended was Michelle Pakron. Ms. Burris stated that Ms. Pakron's résumé was impeccable and her work was very impressive, but

that this was a part-time enterprise for Ms. Pakron due to her employment with Stewart Enterprises. Several members of the commission pointed out that LAWC would need to have a web creator that could respond “on demand”, not at the programmer’s convenience. Mr. Pinckney Wood was not happy with the work of the committee and had ceased to participate. Due to the perception by Mr. Wood that his opinions were not considered seriously by the website committee, Mr. Wood had asked the chair for permission to present an alternative proposal. Mr. Wood was, therefore, permitted to give a presentation in which he recommended himself as the website developer, citing his expertise in computer programming. At the conclusion of the presentation, Dr. Melius moved that the commission select one of the four vendors recommended by the committee. His motion was seconded by Dr. Grayson. A substitute motion by Mr. Wood was then made to reconsider all of the proposals, including Mr. Wood’s and the proposal of Ms. Pakron. The substitute motion was seconded by Ms. Oliphant-Wood and after a question was called by the chairman, the substitute motion was withdrawn by Mr. Wood. Dr. Grayson then moved that IAO’s proposal be accepted by the commission. The motion was seconded by Dr. Melius and the commission approved the selection, after discussion, by an eight (8) to two (2) vote. The two dissenting votes were Mr. Wood and Ms. Oliphant-Wood.

(b) Dr. Balsamo presented the committee with a tentative agenda for a law enforcement seminar to be conducted at State Police Headquarters. The agenda was created by an ad hoc committee of animal advocates that had conducted a similar seminar in Natchitoches, LA in fall 2010. Mr. Hilton Cole had suggested that the chair contact the group to initiate creation of the seminar. Dr. Balsamo asked the commission to tentatively approve the agenda and to suggest changes and to commit to sponsoring a meal or refreshments for participants.

Commission members suggested that the tentative agenda be accepted with the exception that the time allotted to “professionalism” be eliminated or shortened, since this meeting is primarily for law enforcement personnel, not animal control personnel. Mr. Wood pointed out that the commission already has \$3000 dedicated toward this type of training and that the chair should continue planning assuming that LAWC would later approve minimal funding for the meeting, after the commission learns of the anticipated number of participants. The commission unanimously approved Mr. Wood’s suggestion that the chairman continue planning the event with a guarantee of LAWC support.

V. New business

(a) The chairman then presented a proposal for a spay/neuter grant program to be administered by LAWC. He suggested that the grant program proposal be amended so as not to preclude organizations that include members of LAWC on the organization’s Boards of Directors or governing boards. He suggested instead that language be included in the grant program that any member of LAWC associated with a grant applicant withdraw from any discussion or decision in awarding the specific grant.

Mr. Lane suggested that LAWC lock in dates pursuant to the grant. Lists of potential grant recipients and a list of media outlets should be completed by July

31, 2011, and the proposal should be circulated by August 31, 2011. Dates for grant application submissions and LAWC approval are included in the text of the grant proposal. Mr. Lane moved that the proposal be accepted as amended and that time requirements be strictly followed. The motion was seconded by Ms. Oliphant-Wood and passed unanimously. The proposal is included in the minutes as Appendix 2.

A discussion regarding a committee to consider awards of grants ensued. The chairman stated that, for the time being, the *grant committee* should consist of any member of LAWC that volunteered to serve. Several members volunteered to serve on the committee. The commissioners agreed to consider the process at the next meeting, perhaps having the entire commission act as a selection committee. Final grants would be awarded by vote of the entire commission.

(b) An amendment was brought forward by Mr. Wood to require changes to the bylaws when considering fiscal issues. Mr. Wood's proposal is attached to the minutes as Appendix 3. Dr. Balsamo immediately suggested that Mr. Wood's proposal be amended as is indicated in Appendix 4 (note strikethroughs). A discussion ensued in which concern was expressed that if a two-thirds vote of appointed commissioners was required on all fiscal issues, which would at present require nine votes, the commission would never be able to expend funds. A suggestion was made that the bylaws be amended to require a two-thirds vote of the members present at a regular meeting. Objections were brought forth that since a quorum consists of seven members, then five members, not even a majority of the appointed commissioners, could approve expenditures of large sums of money. Commissioners agreed to table the proposal until the next regular meeting and encouraged the proponents to attempt to draft a reasonable proposal that addresses all concerns.

VI. Adjournment

Ms. Rupert moved that the meeting be adjourned, seconded by Ms. George. After a vote by the Commission the meeting was adjourned at 3:20 PM.

Minutes submitted by: Gary Balsamo

Minutes are to be approved at the ensuing Commission meeting.

Appendix 1

LAWC Website Committee (LAWCWC) Recommendations

Name:	Michelle Pakron
Cost:	\$2000
Pros:	Nice website, "animal friendly", lowest cost proposal
Cons:	Is an individual NOT a company, will work on website during "off hours", accountability
Website:	ARNO
LAWCWC Recommendation:	AGAINST
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Name:	Accolades IT
Cost:	\$4850
Pros:	Already on state contract
Cons:	No state contract website submitted
Websites:	Dieseltech, Pro Patents
LAWCWC Recommendation:	FOR
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Name:	Covalent Logic
Cost:	\$10,500
Pros:	Already on state contract, very professional website, used among many state agencies/boards/commissions
Cons:	Highest cost proposal
Websites:	Governor's Office, DOA, DSS, GOHSEP, DNR, UL System
LAWCWC Recommendation:	FOR
<hr/>	
Name:	IAO Partners
Cost:	\$4450
Pros:	Already on state contract
Cons:	X
Websites:	The Town of Woodlands Texas, LDVA redesign
LAWCWC Recommendation:	FOR
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Name:	Paratech
Cost:	\$4495
Pros:	Already on state contract, offers calendar of events
Cons:	X
Websites:	New Orleans Public Belt, SDT Waste
LAWCWC Recommendation:	FOR
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All companies recommended by the LAWCWC will:

- Register our domain www.lawc.la.gov with the state
- Build a custom website with 5-8 pages
- Will allow authorized LAWC members to update the site
- Provide links for social media
- Offer email capability (if we choose to go this route)

Appendix 2

LAWC Spay/Neuter Program Grant

INTRODUCTION:

The Louisiana Animal Welfare Commission (LAWC) was created within the Office of the Governor for the purpose of assisting the Governor's Office of Community Programs to ensure and promote the proper treatment and well-being of animals. The commission receives no direct funding from the state, but receives contributions from the public to be used to promote animal welfare. \$40,000 in LAWC funds will be made available to local or parish governments, law enforcement agencies, educational institutions, tribal entities, or non-profit private humane organizations to be used in spay/neuter programs in Louisiana communities. Grants will be awarded in the amounts of \$1000, \$2000, \$3000, or \$4000, depending on the population served and the number of spays/neuters that will be performed. Only one grant will be awarded per eligible entry.

The grant is intended to help your community build an effective program to reduce the number of stray and feral dogs and cats in your community. Organizations that are awarded the grant should demonstrate efficiency in the intended use of the funds, must provide an accurate projection of expenditures and the projected number of animals that are to be spayed or neutered, and explain how use of the funds will assist in the creation of a sustainable program in the future, independent of LAWC funds.

Applicants are being asked to provide in-depth information explaining the extent of the problem with pet overpopulation in your community, the plan to expend funds, and the method(s) that will be used in evaluating the results of the program. Additional information about the group, its board of directors and financial status will also be requested. After action reports will be required by the grantee at the conclusion of the program and information in the reports should reflect the size and scope of the spay/neuter program and the impact that was made on the stray or feral dog or cat population in the target community.

Baseline statistics should be submitted with your grant application and information on how you plan to measure the impact you are making in your targeted area.

One agency is required to act as the lead agency/fiscal agent and applicant for the proposed program. Organizations can work together in conducting the spay/neuter program. If multiple organizations are involved, please list all organizations, however only the lead agency/fiscal agent is required to submit financial information. Responsibilities of the collaborating organizations and the roles they support in the targeted proposal may be further detailed in the application proposal to illustrate the collaboration.

ELIGIBILITY:

Applicants must meet one of the following criteria:

-Humane organizations that function exclusively within the state of Louisiana and are 501 (c) 3 organizations in good standing with the Louisiana Secretary of State's office.

- Government, law-enforcement, educational institutions or tribal entities with a budget for animal care/control.

-Humane organizations that are contracted by a parish or municipality to operate an animal control shelter for that respective parish or municipality

Note: Any organization, private or public, that has on its board of directors or governing body a member of LAWC is eligible for application, however the LAWC member or members that maintain such a position shall recuse themselves from any discussion of the grant application or any decision to award the grant to the applicant on whose board of directors or governing board the LAWC member may serve.

DEADLINE FOR APPLYING:

Proposals must be postmarked no later than December 31, 2011. Grants will be awarded by April 1, 2012. The original application must be included and mailed to:

Dr. Gary A. Balsamo, State Public Health Veterinarian
DHH Infectious Disease Epidemiology Section
P.O. Box 60630
New Orleans, LA 70160

LAWC will send an acknowledgment email within two weeks of receiving the application. Please address all questions related to the grant process to Dr. Gary Balsamo at gary.balsamo@la.gov.

Grant Application:

Section 1

Organization name:

Street of Post Office Box (mailing) address :

City:

Zip:

Provide physical address (if different than mailing address):

City:

Zip:

Contact person:

Title:

Telephone:

Email address* (*an email address MUST be provided):

Section 2 (required for private non-profit applicants. Government, law enforcement agencies, and educational institutions need not complete this section.)

Organization's mission statement:

Annual operating budget for this fiscal year:

List of board of directors with titles and contact information:

Section 3

Project Description

Please provide a brief description of your spay/neuter project. Include primary objectives, measurable goals, target dates, price breakdown per estimated surgery, and how the funds will be used. Please be advised that all animals surgically altered by funds used through this grant must be micro chipped prior to release.

This spay/neuter grant program should identify a segment of the community (geographic, demographic or animal specific) that has a critical need for low-cost spay/neuter services. This critical need must be documented by a combination of indicators that may include shelter intake and/or euthanasia data or other assessments. We may also consider anecdotal evidence of a need if you can provide an explanation on how you plan to measure the impact.

Include the number of employees and/or volunteers that will participate. If the volunteer program or volunteers who are participating are not volunteers trained and overseen by the organization requesting the grant, then you are correct in stating the number of volunteers is zero. If you are relying on volunteers from another organization you would want to include this critical information in your program description and also include how your organization would handle a need for volunteer support if the other organization did not have enough volunteers.

Grantee organizations will be required to supply data at the beginning and the end of the project and for a specified timeframe following the grant to help determine the ongoing effects of the targeted program. You should be specific in identifying your targeted area. Rather than stating "low income pet parents." consider being more specific in exactly which area you are targeting (e.g. ZIP codes, county name(s), neighborhoods, dogs or cats, etc) so you can provide the detailed data to show the need and impact.

In addition to the above, the final program proposal must include a detailed plan to reach the targeted community, the resources in place to provide the surgeries and the plan to make the outreach to the targeted community sustainable beyond the timeframe of the grant. Your proposal should take into consideration the scope and size of the area you are proposing to target and your organization's resources available to manage the proposed program.

If low-income pet owners or those on public assistance are eligible for your program, please use the following criteria: Those pet owners benefiting from the Food Stamp Program, the Supplemental Security Income Program, the Temporary Assistance for Needy Families Program, the Family Independence Temporary Assistance Program, or any other similar public assistance program.

If military pet owners are eligible for your program, please use the following criteria: a valid active duty or reserve military identification card.

Grants will be awarded in the amounts of \$1,000, \$2,000, \$3,000, and \$4,000 based on sum requested in addition to review and merit.

Section IV

Enclosures

1. Please provide the organizational flow-chart to show staff members and volunteers in charge of project
2. Copy of organization's 501 (c) 3 determination letter and Articles of Incorporation.
3. Copy of most current fiscal report (audited or non-audited)

If applicant is a nonprofit 501(c)(3) organization with income during the last fiscal year of \$500,000 or more, you are required to submit audited financial statements with your application.

Section V

Review Process

Each completed grant application will be reviewed by members of the LAWC. Grants will be awarded based on merit, need and the potential for sustainability in the future.

Section VI.

Signature

By submitting this application, the applicant organization agrees that LAWC is permitted to use the name of the grant recipient in any promotional and marketing materials that might be designed and distributed to promote the mission of LAWC.

Authorized Signature: _____ Date Signed: _____

Printed Name and Official Title:

Please complete and return to:
Dr. Gary A. Balsamo, State Public Health Veterinarian
DHH Infectious Disease Epidemiology Section
P.O. Box 60630
New Orleans, LA 70160

Section VIII

Project

Description of Project (This can be submitted on a separate document):

Projected cost per surgery:

Dog (male) \$ Weight range

\$ Weight range

\$ Weight range

Dog (female) \$ Weight range

Cat: (male) \$

Cat: (female) \$

Date of start and end of project.

Section IX

Enclosure

Please attach copy of current business license

Appendix 3

A MOTION (AMENDMENT PROPOSAL)

Title: Amendment to the LAWC By-laws Pertaining to the Allocation of Funds

Date of Motion: 2011-04-09

Purpose: To amend the by-laws of the LAWC to provide for the means by which the LAWC shall decide matters pertaining to the allocation of funds.

Section 1.

Amendment 1. Allocation of Funds

This amendment supersedes the paragraph in the existing by-laws which states:

"Any appropriation of money to be transferred from the LAWF and spent directly in support of the actions and activities of the LAWC shall be made upon agreement by vote of a majority of the membership of the commission."

Forthwith, any funds allocated by the LAWC shall be in accordance with the following:

A. When the amount of the total actual or anticipated allocation of funds for any LAWC project is three thousand dollars (\$3,000) or more:

1. The matter shall be accepted for consideration upon the affirmative vote of five members; and no such vote shall be taken until after each member of the LAWC has received, or has been provided reasonable access to, a written motion requesting the allocation, together with all relevant information, proposals, bids, etc. pertaining to the project at least ten (10) days before the vote is taken.

2. If accepted for consideration the matter shall be ratified by at least two-thirds of the members.

3. The process of ratification shall be completed within a period of ratification which shall expire ninety (90) days after acceptance for consideration; and, failing ratification, the motion shall be deemed unapproved and abandoned.

4. Following the making of the motion requesting the allocation, and until the expiration of the period of ratification, any commentary pertaining to the motion, and offered for the record by any member, shall be made part of the record and provided to each member by the secretary.

B. When the amount of the total actual or anticipated allocation of funds is less than three thousand dollars (\$3,000), but more than five hundred dollars (\$500), the funds may be allocated with the consent of the chairman, vice-chairman, and treasurer, and without objection from two or more members; however, with such objection, no allocation shall be made except as provided by paragraphs 1 through 4 of sub-Section(A) of this Amendment.

C. When the amount of the total actual or anticipated allocation of funds is five hundred dollars (\$500) or less, the allocation may be made at the discretion of the chairman; however the chairman may defer this power and obtain the approval of any two other members where there is sufficient time for seeking such approval.

Section 2.

Note: This, and any other proposed amendment to the LAWC By-laws, requires the ratification of at least two-thirds of the existing membership for approval.

Currently, it is stated in the LAWC By-laws:

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Appropriation of Money from the Louisiana Animal Welfare Fund (LAWF)

Any appropriation of money to be transferred from the LAWF and spent directly in support of the actions and activities of the LAWC shall be made upon agreement by vote of a majority of the membership of the commission.

Amendments

This document may be amended by the following process:

An amendment proposal is submitted by a member

The commission accepts or rejects the proposal by majority vote

The proposed amendment is ratified by at least two thirds of the existing membership

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Note:

The enabling legislation for the LAWC requires that there be fourteen (14) members. Currently, the LAWC has thirteen (13) appointed members; the remaining membership position is yet to be appointed.

Two-thirds of the membership of the commission, currently fourteen (14) in number, is ten (10) members (i.e., $2/3 \times 14 = 9 \frac{1}{3}$). And, a majority is eight (8) members.

Two-thirds of the existing membership of the commission, currently thirteen (13) in number, is nine (9) members (i.e., $2/3 \times 13 = 8 \frac{2}{3}$).

Appendix 4

A MOTION (AMENDMENT PROPOSAL)

Title: Amendment to the LAWC By-laws Pertaining to the Allocation of Funds

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Any appropriation of money in the amount of less than \$3000.00 to be transferred from the LAWF and spent directly in support of the actions and activities of the LAWC shall be made upon agreement by vote of a majority of the membership of the commission. Expenditures of money in the amount of \$3000.00 or more shall require approval of at least two-thirds of the existing membership of the commission.

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~~3. The process of ratification shall be completed within a period of ratification which shall expire ninety (90) days after acceptance for consideration; and, failing ratification, the motion shall be deemed unapproved and abandoned.~~

~~4. Following the making of the motion requesting the allocation, and until the expiration of the period of ratification, any commentary pertaining to the motion, and offered for the record by any member, shall be made part of the record and provided to each member by the secretary.~~

~~B. When the amount of the total actual or anticipated allocation of funds is less than three thousand dollars (\$3,000), but more than five hundred dollars (\$500), the funds may be allocated with the consent of the chairman, vice-chairman, and treasurer, and without objection from two or more members; however, with such objection, no allocation shall be made except as provided by paragraphs 1 through 4 of sub-Section(A) of this Amendment.~~

When the amount of the total actual or anticipated allocation of funds is five hundred dollars (\$500) or less, the allocation may be made at the discretion of the chairman; however the chairman may defer this power and obtain the approval of any two other members where there is sufficient time for seeking such approval.

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