



Forsyth County Animal Services Advisory Board

March 20, 2025

6:00 - 7:30 PM
5570 Sturmer Park Circle
Winston-Salem, NC 27105

Bill Cowan
George Francisco
Lida Calvert-Hayes
Adam Bowditch
Cristina Griffin
PJ Lofland
Chad Griffin
Koy Kincaid
Erin Turner

Members Present

Erin Turner
PJ Lofland
Bill Cowan
Cristina Griffin
George Francisco
Chad Griffin Adam Bowditch

Staff Present

Tonya Ward

CALL TO ORDER

- The Advisory Board meeting was called to order at 6:03 pm by George Francisco. Staff let the Board know that Koy Kincaid had emailed to state she would not be able to attend. It was noted that Lida Calvert-Hayes was also not in attendance.
- Approval of meeting minutes January 16, 2025.
MOTION: Bill Cowan made a motion to approve the minutes. The motion was seconded by Cristina Griffin. The minutes were approved unanimously.
- Introduction of Deputy County Manager Kyle Haney. Mr. Haney introduced himself and briefly detailed his role within the County.

STATEMENT BY THE CHAIR REGARDING PUBLIC COMMENT

- Chair George Francisco stated that he wanted to work towards ensuring the the Public Comment portion of the meeting proceeds in an orderly fashion. He reference the Board's By-Laws which state the Board operates using Robert's Rules of Order. He went on to state that comments will be limited to three (3) minutes per person and, if too many individuals sign up to comment on the same topic, they may be asked to submit written comments.

PUBLIC COMMENT

- Priscilla Ivester was the only person signed up to comment. She asked about the meetings being recorded and was advised by the Chair that the Advisory Board meetings are subject to open meeting laws and may be recorded by anyone in attendance if they choose to do so.

STATEMENT BY THE CHAIR: OVERVIEW OF ANIMAL SERVICES IN FORSYTH COUNTY

- Chair George Francisco spoke about how the Board is governed and how members are appointed by the County Commissioners. He explained where open positions are posted on the county website and how interested persons can apply. Furthermore, he clarified that the Board reports to the Commissioners and does not have input on day to day shelter operations.

UPDATE AND INTRODUCTION OF INTERIM SHELTER DIRECTOR

- Deputy County Manager Kyle Haney spoke about the recent inspection by the Department of Agriculture which resulted in violations and penalties. He stated that he and the County Manager met with Dr. Norris, head of the department. They will be following up with training for shelter staff on record keeping as well as other topics. He let the Board know that former director Kirsten Briggs had resigned and assistant director Scott Bird was acting as interim director until a new director was hired. The number one goal for the county is to ensure that the shelter is in compliance with state regulations. Board members asked if he felt there had been other issues and whether training had been conducted with staff. Mr. Haney stated that the focus is on moving forward and ensuring that something like this does not happen again. He let the Board know that interviews were in process for a new director with experience. Scott Bird was introduced to the Board and spoke a little about his background and history at the shelter.

OLD BUSINESS

- ***Shelter Labor Status and Job Postings***
There was a discussion of the current openings as well as the fact that the county has approved temporary labor assistance to give staff a reprieve
- ***Update on Communication: Board and Animal Services***
There was discussion of more data being provided to the Board and having FCSO more involved.
- ***Update on Orientation Manual***
Bill Cowan spoke about the manual and what should be included such as Board procedures, by-laws, ordinances from Forsyth County and Winston-Salem as well as North Carolina state statutes. There was discussion about vacancies on the board and how best to address this issue as well as the difficulties of removing a member who is not participating.
- ***Annual Report by the Board to County Commissioners***
George Francisco stated he would like to plan to start working on the report at the May meeting.
- ***Vaccine Clinics and Spay/Neuter Clinic***
Staff spoke about the current partnership with Humane Solution and stated that was going well. Humane Solution plans to hold a rabies clinic at the shelter in October.

NEW BUSINESS

- ***Update on Animal Services Statistics***
Lt. Sutton was present and spoke to the Board about FCSO statistics. He stated that, in 2024, FCSO ASD answered 10,049 calls for service and brought in 1,421 animals to the shelter. There were an additional 860 self-initiated calls by the deputies and officers. He further explained that these numbers do not include multiple follows or the investigation that is often required with calls for service. Lt Sutton stated that currently all 13 positions with ASD are filled. He discussed his own background briefly, touching on his 19 years in law enforcement.
- ***Hearing Tribunals***
The docket and members for the Tribunal Hearings scheduled for April 17th were discussed. Erin Turner, Adam Bowditch, and PJ Lofland all stated they were available to serve.

ADJOURN

George Francisco reminded members that the next meeting will be held on May 15th. He asked members to advise him of any agenda items they would like included for the next meeting.

MOTION: With no further business George Francisco asked for a motion to adjourn. PJ Lofland made the motion, which was seconded by Cristina Griffin. George Francisco adjourned the meeting at 7:40 pm.