



Forsyth County Animal Services Advisory Board

May 15, 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 Koy Kincaid
PJ Lofland George Francisco
Bill Cowan Adam Bowditch

Staff Present

Tonya Ward

CALL TO ORDER

- The Advisory Board meeting was called to order at 6:03 pm by George Francisco. It was noted that Lida Calvert-Hayes, Chad Griffin, and Cristina Griffin were not in attendance.
- Approval of meeting minutes March 20, 2025.
MOTION: Adam Bowditch made a motion to approve the minutes as written. The motion was seconded by Erin Turner. The minutes were approved unanimously.

PUBLIC COMMENT

- There was no public comment

STATEMENT BY THE CHAIR

- Chair George Francisco discussed the hiring of new Shelter Director Jamie Bertman. Staff advised the Board that Ms. Bertman was unable to attend the meeting due to a pressing shelter matter that had come up earlier in the day. Deputy County Manager Kyle Haney was also unable to attend. Staff advised that both planned to attend the next meeting in July. At that time, there will be an update on shelter operations as well as the County settlement with the Department of Agriculture.

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 Orientation Manual***

Bill Cowan spoke about the manual. He said he has added information regarding ordinances for Kernersville and other municipalities. A motion was discussed to have the orientation manual provided to new members by the Chair or their designee.

MOTION: Koy Kincaid made a motion that this be done, and it was seconded by Adam Bowditch. The motion passed unanimously.

- ***Revision of Bylaws Regarding Veterinarian Position***

There was a lengthy discussion on what this position entails and how best to word the title of the position to have it be more accessible. The Board came to the decision to amend the position to "A Resident of Forsyth County who is a practicing veterinary professional"

MOTION: Adam Bowditch made a motion to adopt that language and it was seconded by PJ Lofland. The motion passed unanimously.

- ***Chair Year End Review***

George Francisco wanted to revisit some issues that have been brought up previously as his time as Board Chair will come to an end as of June. He stated he wanted to see either the Chair or a designee coordinate with the Shelter Director or their designee on issues related to the Board.

MOTION: Erin Turner made a motion that the new chair will implement this and it was seconded by Adam Bowditch. The motion passed unanimously.

There was discussion of requesting statistics from the shelter.

MOTION: Koy Kincaid made a motion for the Board to request shelter statistics which was seconded by Adam Bowditch. The motion passed unanimously.

Additionally, there was discussion of requesting statistics from FCSO Animal Services.

MOTION: Koy Kincaid made a motion for the Board to request FCSO statistics which was seconded by Adam Bowditch. The motion passed unanimously.

There was discussion of requesting presentations from other organizations such as Forsyth Humane Society, FCSO Animal Services, Unchain Winston, as well as other local recues. It was agreed that this would be beneficial and that the incoming Chair should look into this. Furthermore, there was discussion of a spay/neuter program and other county wide initiatives which could be presented to the Commissioners in the future.

NEW BUSINESS

- ***Board Vacancies***

The current open positions as well as Board Members who will need to step down as of June was discussed as well as which members were eligible to reapply. The issue of how to handle members who consistently do not show up to meetings was brought up and it was determined that the incoming Chair will review the bylaws regarding attendance.

MOTION: Erin Turner made a motion for the incoming Chair to review and address this issue, it was seconded by Bill Cowan and passed unanimously.

- ***Hearing Tribunals***

The docket and members for the Tribunal Hearings scheduled for June 19th were discussed. Bill Cowan, Adam Bowditch, and Koy Kincaid all stated they were available to serve.

ADJOURN

George Francisco reminded members that the next meeting will be held on July 17th.

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 7:29 pm.