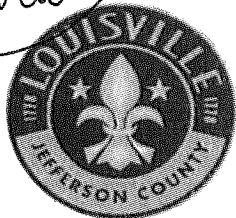


New



DEPARTMENT OF ANIMAL SERVICES

Intake and Vet Facility Animal House Adoptions
3705 Manslick Rd 3516 Newburg Rd
Louisville, KY 40218 Louisville, KY 40215
Phone: 502-361-1318 Phone: 502-473-7387
Fax: 502-361-3948 Fax: 502-473-2634

Website: louisvilleky.gov/animalservices
Email: MASFoster@louisvilleky.gov

Foster Care Application

Thanks for your interest in the LMAS Foster Care Program! Please answer the questions below. All fields are required.

Name: _____ Home Phone: _____

Address: _____ Apt # _____ Alternate Phone: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ Issuing State: _____ Date of Birth: _____

Email: _____

Do You: ☐ Own ☐ Rent ☐ Live With Family

☐ House ☐ Apartment ☐ Condo ☐ Duplex ☐ Mobile Home

Landlord/Management Company: _____ Phone: _____

Family Member Who Owns The Home: _____ Phone: _____

Have you talked to your landlord about having a pet? _____

Are there children under 10 years old that live in the home or visit frequently? _____ If so, what ages? _____

Is anyone in the household allergic to pets? _____

Please list any animals currently living at your residence. Please check here if you have more than these grids can accommodate ☐

Name and breed of pet	Age	Spayed or Neutered?	Where is this pet kept?	Current on vaccinations?	When were they last seen by your veterinarian?

Please list any animals who have lived at your residence in the past five years

Name and breed of pet	Age	Spayed/ Neutered?	Where was this pet kept?	Current on vaccinations?	Why is this pet no longer owned?

Foster Care Opportunities and Preferences

What are you interested in fostering?

Dog Foster Care (please select <u>at least</u> one option)	✓
Short-term (awaiting rescue transport, recovering from surgery, etc. Usually 2 weeks-1 month)	
Behavioral issues (dogs not suitable for "average" adopters who may need some help with obedience training or other behavioral issues. Can be indefinite, but at least until they are rehabilitated)	
Medical issues (may be short-term or long-term, but fosters need to be okay with administering treatments, trips to our vet, etc.)	
Pregnant or nursing mothers with puppies (usually a 1-3 month commitment)	
Weaned puppies not big enough for adoption (usually a 2 week-2 month commitment)	
Unweaned (bottle-fed) puppies without a mother (usually a 1-3 month commitment)	
Long-term Foster (for dogs who do not do well in a shelter or for other reasons. Often indefinite, until the dog can be adopted out from your home)	

Cat Foster Care (please select <u>at least</u> one option)	✓
Short-term (awaiting rescue transport, recovering from surgery, etc. Usually 2 weeks-1 month)	
Behavioral issues (cats not suitable for "average" adopters who may need some help with socialization or other behavioral issues, can be indefinite, but at least until they are rehabilitated)	
Medical issues (may be short-term or long-term, but fosters need to be okay with daily treatments, trips to our vet, etc.)	
Pregnant or nursing mothers with kittens (usually a 1-3 month commitment)	
Weaned kittens not big enough for adoption (usually a 2 week-2 month commitment)	
Unweaned (bottle-fed) kittens without a mother (usually a 1-3 month commitment)	
Long-term Foster (for cats who do not do well in a shelter or for other reasons. Often indefinite, until the cat can be adopted out from your home)	

Would you be interested in fostering other species (rabbits, livestock, birds, reptiles, etc.)? If so, what other species can you accommodate?

Please list any requirements, special requests or anything else that might need to be considered (cat who loves to play with/take care of kittens, dog who is great at socializing shy animals, dog/cat who doesn't like other animals, medical conditions that may affect caring for animals, etc.)

General Questions

Why do you want to become a foster for LMAS?	
Have you fostered for any other organization in the past? Do you currently foster for them? Do you plan to foster for any other organizations while you have LMAS foster animals? Please provide a contact for the organization(s) as a reference.	
Is everyone in the household comfortable having foster animals in the home?	
What is your daily schedule like? (full- or part-time job, in school, flexible commitments, work from home, very busy/tight schedule, etc.)	
Where will your foster animal be kept? (indoors, crated while away, confined to one room, etc.) Please describe the environment the animals will be kept in the majority of the time.	
How many hours per day will the foster animal need to be alone? Are you able to bring animals to work or come home during the day, if needed?	
What resources are you able to provide? (please circle) Food Vet care (LMAS provides routine vet care) General supplies (bowls, bedding, toys, etc) Crate Litter (cat only)	Fenced-in yard (dog only) Transportation to and from shelter for vet appointments Other _____ (LMAS can provide some resources, based on donations)

General Questions

How would you describe your level of experience and comfort caring for sick, injured or infant animals? If your experience is limited, are you interested in learning more about different methods for treatment and care?

Have you ever provided care or treatment for sick, injured or infant animals? If yes, please briefly describe your experience.

Are you able to completely isolate the animal in your home? If not, what level of isolation can you provide?

Have you had any major diseases in your household in the last 2 years? i.e. Parvo, Distemper, Ringworm, Feline Leukemia, FIV, etc. If so, what type and when?

Have you ever bottle-raised an animal before? If yes, please describe the general process. If no, would you be interested in learning?

Are you comfortable providing basic and minor health care (oral and topical medications, bathing, flea/tick treatment, etc.)? If you do not know how, we are happy to train you.

In order to qualify to be an Louisville Metro Animal Services (LMAS) Foster, you must:

- be at least 18 years of age
 - be a Jefferson County resident
 - have your own, reliable transportation
 - have a reliable way to stay in contact with LMAS for the duration of the foster's stay
 - keep all current animals (owned or otherwise) up-to-date on vaccinations and Jefferson County Licensing and follow all Jefferson County and LMAS animal ordinances
 - comply with all LMAS Foster Policy and Adoption Policy and Procedures
-

By submitting this application, I understand that, if approved, I agree to the following terms and conditions:

- I agree to provide proper food, water, shelter, socialization and attention to the foster animal.
- I understand that LMAS provides routine vet care and that sometimes emergency or specialty vet care may be not be covered.
- I agree to obtain consent from LMAS Veterinary Staff before seeing a private vet outside of the organization and that all expenses incurred will be at my own expense. I will also be responsible for delivering any medical records to LMAS for documentation of the foster animal.
- I agree, in the event of a foster animal passing, to notify LMAS immediately and bring the body for disposal.
- I agree to allow LMAS into my house to assess the condition of any owned or foster animals at any time.
- I agree to keep the animal in my care and under my supervision at all times. At no time will the animal be left with any other individual besides me or an LMAS staff member without LMAS permission first.
- If I wish to adopt my foster animal, I understand I must sign an adoption contract and comply with all terms and conditions required by LMAS to finalize the adoption.
- I understand sharing of any photography or videos of my foster animals must be approved by LMAS staff before distribution.
- I agree to transport the animal to an LMAS facility for vaccinations, surgery, etc. as scheduled by LMAS staff.
- I agree to return the foster pet to LMAS if I cannot keep the pet, for any reason, or at the request of LMAS at any time.
- I agree to follow all other LMAS policies and procedures regarding foster care, volunteering or adoption.
- I understand that animals in the foster program can be unpredictable and that LMAS cannot guarantee the condition of any animal, including age, health, temperament, breed, nor behavior or other factors that an animal with an unknown history my present. I acknowledge that LMAS does not make any warranty in this regard. I hereby agree to accept the animal to foster as is, and assume all risks and responsibilities associated with fostering of the animal, including bites and other behaviors. I hereby release, indemnify and hold harmless Metro Animal Services and the Louisville/Jefferson County Metro Government, its directors, officers, volunteers, agents, servants, and employees from any claim, cause of action or liability of any sort or nature, whether known or unknown, arising out of or in connection with this animal while in my possession in the fostering program.

I have read the above stated application carefully and certify that the information I have given is accurate and true. I understand that any misrepresentation of the above information authorizes LMAS to deny application and/or reclaim the foster pet that is in my home.

Applicant's signature: _____ Date: _____

Staff Only:

Name of Applicant & PID	
Applicant reviewed by	
Application Status (circle)	Approved Pending Denied
Foster Coordinator Signature	
Management Signature	

Comments:

Brosko, Margaret A

From: Adkins, Heather
Sent: Tuesday, December 17, 2013 10:12 AM
To: Brosko, Margaret A
Subject: RE: follow-up

Before Kim told me about the Pit Bull donation, my original goal was to do an email/facebook campaign to my family and friends asking for donations to MAS towards Sadie's surgery. Am I allowed to do that? My vet is so willing to do the surgery that she would do it the day we asked her to. She's a big bully dog advocate and used to work with rescues and shelters before she opened her practice. I would happily raise the money for Sadie. She's an amazing dog, and she's SO miserable living in an E-Collar.

From: Brosko, Margaret A
Sent: Tuesday, December 17, 2013 9:00 AM
To: Adkins, Heather
Subject: follow-up

Hi Heather,
Dr. Mika has not returned any of our calls about the leg amputation.
The donation money is immediately processed so now our option is to wait for another donation and see if someone is willing to fund the surgery.
I can also ask our SPOT board to help.
I will continue to think of other options and keep you updated. Sorry.
How is she doing?

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



Brosko, Margaret A

From: Adkins, Heather
Sent: Saturday, December 14, 2013 10:21 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

Disappointed wasn't quite the word. Livid, maybe. Ready to walk out and leave, yes. I took this job as an in for adoptions. Apparently I shouldn't have worked so hard to be good at this job. I needed the raise in a horrible way. I bought my house in February on my previous salary, and then took this job with a 1.50 paycut, so for the past eight months, I'm BARELY making my mortgage every month. Not to mention I want animal hours because my ultimate goal is to be a zookeeper. There were so many reasons I needed adoptions, and Donald just cut me off at the knees. And he's seriously saying he wants me to stay here and make this my career.

Uh. No.

Anyway, Disney was amazing. It was only my husband's second trip ever, so all the rides he got to ride that he'd never before was so cool. We spent a lot of time at Epcot because it's our favorite. We soooo didn't want to come back. I've had a hard time getting back into the groove of things.

I've got Sadie pics and videos. I'll try to run them by one day this week. WE NEED A SURGERY DATE!!! My vet offered to do the surgery for \$545, including boarding her after, pain meds, surgery at her own facility with her own equipment, *everything*, and neither Margaret nor Tabitha has responded about that. We're fighting a losing battle with her chewing on her paw. She's broken through two e-collars, and we have to keep her paw bandaged because she rips through the bandages and chews on the paw. She's literally chewed off three fingernails and the edge of her foot. That leg has got to go.

From: Ward, Kim N.
Sent: Friday, December 13, 2013 4:31 PM
To: Adkins, Heather
Subject: RE: Kitten Surgery 12/18

Oh sad...I've had my share of sickly kittens that just fail to thrive, no matter what. I hate HATE seeing that though because you can see every ounce of them trying to get better and it's just so awful.

Sad kitten passing aside...I hope you had fun on vacation though! I love Disneyworld, used to work there. Magicaaa!!!!!! I also heard about the job... I'm sorry you didn't get it over here, I'm sure they appreciate you taking one for the team but man, I would be a little disappointed. You'd do great over here though so I'm sure you'll get over here soon enough. If anything, you can have my spot when I leave next year haha!

Also—SADIE PICTURES AND VIDEOS! Thanks bye ☺



Kim Ward
Foster Coordinator

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www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Wednesday, December 11, 2013 10:15 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

Yep, works just fine for me. I only have four now. When my sister left my house Monday night, the sickly white and gray one was doing awesome. He'd gained weight, was playing, etc. When we got home in the wee hours of Tuesday morning, he had passed away. His brother was the one I lost recently, and he'd always been sickly. I guess something was just too wrong with him :(

From: Ward, Kim N.
Sent: Monday, December 02, 2013 8:09 AM
To: Adkins, Heather
Subject: Kitten Surgery 12/18

Let me know if that works for you!



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Brosko, Margaret A

From: Adkins, Heather
Sent: Sunday, December 15, 2013 7:31 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

I've emailed Margaret twice before about her chewing on that paw, trying to get her to understand it's kind of an emergency that we get it done. We don't need equipment if my vet does the surgery!!! She'd cover everything under that single cost. Not mad at you, just irritated with the higher-ups.

I did talk to Sherry. Unfortunately adoptions isn't union, so they don't have to give it to me. They can hire anybody off the street over me. It is what it is. The only thing I think Donald doesn't realize is in doing this to me, he pretty much lost the only ally he had here.

Disney + Christmas = INSANELY MAGICAL. It was my first time seeing it during Christmas :)

From: Ward, Kim N.
Sent: Saturday, December 14, 2013 5:21 PM
To: Adkins, Heather
Subject: RE: Kitten Surgery 12/18

I was pretty shocked when I heard that, I don't know how I would have responded. I'm honestly surprised they can even prevent you from coming over here. I would feel inclined to have some words with a union representative. That paycut is huge, I honestly don't know what to say other than that totally sucks but hopefully they will give you the position next time one opens...

Epcot is my favorite too! So underrated, but I love the different countries and during Christmas, AHHH it's so awesome! I love the lights.

I asked about the surgery date and Alisa said she is trying to get an answer from Margaret... it's becoming a pain, I know. Apparently the equipment never showed up or never got ordered or something else weird like that. All that to say, I'm definitely going to start pushing it actively, I had no idea it was so bad and that she was self-mutilating... That's becoming an issue of neglect on our part, as far as I'm concerned...



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To: Adkins, Heather
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Also—SADIE PICTURES AND VIDEOS! Thanks bye ☺



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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, October 07, 2013 8:24 AM
To: Brosko, Margaret A; Oerther, Alisa
Subject: October Goals

Foster Procedure Cheat Sheet: Sent first draft to Margaret to see what else we can add (will send to Alisa)

U of L contacts: I have contacted Megan from Tails and am waiting for a reply. I will contact Margo by Saturday (10/12) this week.

Business letter for fosters at their locations: currently 75% done with first draft, will be done by Sunday (10/13) this week.

Foster game plan for Manslick: Amanda and I talked about me shadowing her when she goes to Manslick to see how she evals dogs for rescue and so I can be in the loop of what dogs need to go. Maybe this Sunday.

She has been calling her transport the "Ruff Riders" and invited me to start having Metro fosters be part of that. I would like to set up an orientation to gauge interest with current dog fosters. I'd like to hold this orientation on Friday 10/11 at 6pm and/or Saturday, 10/19 at 11am. It would be similar to a Rescue Waggin transport group. Quick turn-around, avoid having them wait for transport at Manslick and a good way to build a better dog network.

Foster of the Month on metro website: I was thinking I'd start off with Heather Adkins because Sadie is due to get her surgery soon. Since she is staff, I can get a picture and write up of her really easily. Who would I send this to?

Let me know what you think. Thanks!



Kim Ward

Foster Coordinator

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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Thursday, November 14, 2013 3:00 PM
To: Adkins, Heather
Subject: OH AND

Give me Sadie pictures and videos!!!



Kim Ward

Foster Coordinator

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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, October 21, 2013 2:27 PM
To: Adkins, Heather
Subject: RE:

CD is great!!



Kim Ward
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From: Adkins, Heather
Sent: Monday, October 21, 2013 2:26 PM
To: Ward, Kim N.
Subject: RE:

Got it. I will def see Amanda tomorrow when she's here for pics, so I'll catch her then.

Thanks so much :)

For Sadie's pics and video, you guys want me to just compile a CD of them?

From: Ward, Kim N.
Sent: Monday, October 21, 2013 2:13 PM
To: Adkins, Heather
Subject: RE:

Suure it is... whatever. If she approved you, then I don't really care where the app is filed lol. Either catch Amanda Crook at Manslick and she can do the adoption or you can come to Animal House any time we are open and do it then. Just make sure to bring any vet stuff that you had done for either of them so we can make sure they have had everything they need (spay/neuter, chip, rabies, etc.)

Yay Boston and Stitch, it's finally happening!



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From: Adkins, Heather
Sent: Saturday, October 19, 2013 10:52 AM
To: Ward, Kim N.
Subject: RE:

Margaret came out and did my home visit yesterday :)

She said my app for Boston and Stitch should be filed under my name? I'm ready to complete the adoption when you guys are!

From: Ward, Kim N.
Sent: Saturday, October 19, 2013 10:49 AM
To: Adkins, Heather
Subject: RE:

Fixed it!!



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From: Adkins, Heather
Sent: Saturday, October 19, 2013 10:28 AM
To: Ward, Kim N.
Subject:

It looks like one of my kittens didn't get changed from Foster to Adoptable in the intake screen. I don't know if that affects who you guys pick up or not! A503106

Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, November 25, 2013 2:17 PM
To: Lisa Canter
Subject: RE: Daisy!

A451738 Daisy is 2 years old and is a hound, pit mix. She is great with dogs smaller than her, kids and cats. She doesn't appear to be totally housebroken, but it could just be the shelter environment. She would probably pick it up very quickly because she is smart, very trainable and most likely was housebroken at some point.

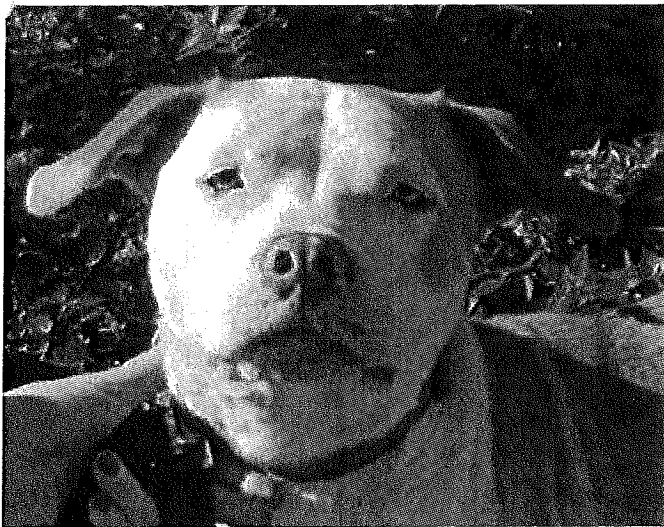
Here is her petfinder description (that site has been super screwy lately)

Daisy, A451738, Pit Bull Terrier, 2 years, Female

Daisy is a beautiful lemon and white two-year-old Pit Bull Terrier. She is a very sweet soul who gets along great with everyone! Daisy loves all people, dogs and cats! She is an easy-going girl with a lot of love to give. Daisy offers the best of both worlds, she loves to go on walks and play in the yard, and she love to lay in your lap like a big baby. She is a well-rounded dog that would love to find her forever family!

Daisy is spayed and current on all her shots.

You can visit Daisy at the Animal House Adoption Center, 3516 Newburg Road or contact LMAS at (502) 473-PETS (7387) for more information.



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From: Lisa Canter [<mailto:lcarter@humana.com>]
Sent: Monday, November 25, 2013 1:56 PM
To: Ward, Kim N.
Subject: Daisy!

Kim.. can you send me info on Daisy please? This is the folks that were in the truck with the little girl. Petfinders site is not working right at all!

From: Amy Hill
Sent: Monday, November 25, 2013 12:20 PM
To: Lisa Canter
Subject:

Hi Lisa,

I spoke to you outside today in the back of Waterside. If you could send me information about Daisy, I would appreciate it.

This year, our four children are asking Santa for a dog=)

Thanks,

Amy Hill

Analyst/SOIT Finance

Humana 101 E. Main Street, Louisville, KY 40202
T 502-580-6916 Ahill10@humana.com

The information transmitted is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL material. If you receive this material/information in error, please contact the sender and delete or destroy the material/information.

Brosko, Margaret A

From: Ward, Kim N.
Sent: Sunday, September 29, 2013 1:18 PM
To: Adkins, Heather
Subject: RE: foster surgery

Follow Up Flag: Follow up
Flag Status: Completed

Okay great, she's cool with it. AND!!!! We are getting somewhere with Sadie's leg amputation. Don't spend your money on it yet. I think we can justify this from a PR standpoint and use a donation someone gave us to help with the cost. I'll get back to you when I have a better idea, but I think we will be able to get it done with us. Thanks!



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From: Adkins, Heather
Sent: Sunday, September 29, 2013 7:41 AM
To: Ward, Kim N.
Subject: RE: foster surgery

10/11 should be fine! Just let me know if Tab says absolutely not on all seven LOL. Several of them are girls, so I know that's a little longer on the table.

A498515 (F)
A502995 (F)
A502996 (M)
A503723 (F)
A503724 (M)
A503726 (M)
A503727 (F)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 9:58 AM
To: Adkins, Heather
Subject: RE: pickup 9/28

Haha! Alisa got them! How does 10/11 sound?? I'll check with tab to make sure we can do all 7. Usually that's okay.



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From: Adkins, Heather
Sent: Saturday, September 28, 2013 8:10 AM
To: Ward, Kim N.
Subject: RE: pickup 9/28

Whoohoo Sherry's bringing em :)

Also, let's get some of my fosters scheduled for surgery. I'll have seven ready by the time you can fit em in (obviously we don't have to do them all at once if you wanna do three one day/four the next)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:59 AM
To: Adkins, Heather
Subject: FW: pickup 9/28

Also, we are going to pick up Claire in Q329! A487864



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Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Saturday, September 28, 2013 7:55 AM
To: Ward, Kim N.
Subject: RE: pickup 9/28

Okay, Sherry was like AHHH WE DON'T HAVE AN OFFICER TO DO IT!

So she called Margaret.

Now, I get off from dispatch at ten today. I'd be happy to load up animals and ride them over (if somebody here will help me do it LOL)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:50 AM
To: Adkins, Heather
Subject: FW: pickup 9/28

Thanks Heather! Let me know if you need anything!



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Foster Coordinator
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www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Fawbush, Emily M
Sent: Friday, September 27, 2013 3:54 PM
To: Animal Services Adoption; Animal Services Vet Staff
Subject: pickup 9/28

504344
501040
501042
501041
501043
501047
505130
^vet

500354- 223

502972- barn up front (bunny)

Emily Fawbush
Veterinary Assistant
emily.fawbush@louisvilleky.gov



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Brosko, Margaret A

From: Ward, Kim N.
Sent: Sunday, September 29, 2013 2:15 PM
To: Adkins, Heather
Subject: RE: foster surgery

Follow Up Flag: Follow up
Flag Status: Completed

Hahaha!! We will see, I just get lucky on certain strings I can pull lol



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From: Adkins, Heather
Sent: Sunday, September 29, 2013 1:19 PM
To: Ward, Kim N.
Subject: RE: foster surgery

I'm pretty sure you're a miracle worker. I bow before you, madame. :)

From: Ward, Kim N.
Sent: Sunday, September 29, 2013 1:18 PM
To: Adkins, Heather
Subject: RE: foster surgery

Okay great, she's cool with it. AND!!!! We are getting somewhere with Sadie's leg amputation. Don't spend your money on it yet. I think we can justify this from a PR standpoint and use a donation someone gave us to help with the cost. I'll get back to you when I have a better idea, but I think we will be able to get it done with us. Thanks!



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From: Adkins, Heather
Sent: Sunday, September 29, 2013 7:41 AM
To: Ward, Kim N.
Subject: RE: foster surgery

10/11 should be fine! Just let me know if Tab says absolutely not on all seven LOL. Several of them are girls, so I know that's a little longer on the table.

A498515 (F)
A502995 (F)
A502996 (M)
A503723 (F)
A503724 (M)
A503726 (M)
A503727 (F)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 9:58 AM
To: Adkins, Heather
Subject: RE: pickup 9/28

Haha! Alisa got them! How does 10/11 sound?? I'll check with tab to make sure we can do all 7. Usually that's okay.



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From: Adkins, Heather
Sent: Saturday, September 28, 2013 8:10 AM
To: Ward, Kim N.
Subject: RE: pickup 9/28

Whoohoo Sherry's bringing em :)

Also, let's get some of my fosters scheduled for surgery. I'll have seven ready by the time you can fit em in (obviously we don't have to do them all at once if you wanna do three one day/four the next)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:59 AM
To: Adkins, Heather
Subject: FW: pickup 9/28

Also, we are going to pick up Claire in Q329! A487864



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Sent: Saturday, September 28, 2013 7:55 AM
To: Ward, Kim N.
Subject: RE: pickup 9/28

Okay, Sherry was like AHHH WE DON'T HAVE AN OFFICER TO DO IT!

So she called Margaret.

Now, I get off from dispatch at ten today. I'd be happy to load up animals and ride them over (if somebody here will help me do it LOL)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:50 AM
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Brosko, Margaret A

From: Ward, Kim N.
Sent: Thursday, June 20, 2013 1:43 PM
To: Riggs, Rebecca; Buck, Taylor; Scoggan, Andrew
Subject: RE: Next Thursday

Joy Estes confirmed she will be picking up Brownie tomorrow after 2:30pm

-----Original Message-----

From: Riggs, Rebecca
Sent: Wednesday, June 19, 2013 3:25 PM
To: Ward, Kim N.; Buck, Taylor; Scoggan, Andrew
Subject: FW: Next Thursday
Importance: High

Just a FYI on dogs leaving for rescue next Thursday.

-----Original Message-----

From: Crook, Amanda N
Sent: Wednesday, June 19, 2013 3:18 PM
To: Brosko, Margaret A; Robinson, Donald; Riggs, Rebecca; Vaughn, Amanda
Cc: Gray, Tabitha L; Keel, Brenda M; Wilbert, Patty; Fawbush, Emily M
Subject: FW: Next Thursday
Importance: High

Below is what we have confirmed so far for next Thursday transport---Shannon is working on temp fosters for all of them (especially the AH dogs).

From: Shannon Riley [shannon.riley@insightbb.com]
Sent: Wednesday, June 19, 2013 2:31 PM
To: Crook, Amanda N
Subject: Next Thursday

Do the ones listed without names have names in the computer?

We need to name them for transport if not :)

Leaving on the 27th

A493678 - Columbia County

A493476 - Columbia County

A477672 - "Brownie" - Columbia County

A493317 - "Sadie" - Columbia County

A441352 - "Bijou" - Close To Home

A493364 - Close To Home

A372186 - "Frost" - Close To Home

A493670 - "Princess" - Close To Home

A491378 - Saving Paws

Leaving on the 29th

A493616 - "Molly" - K9 R&R

A494283 - K9 R&R

Brosko, Margaret A

From: Ward, Kim N.
Sent: Saturday, September 21, 2013 1:57 PM
To: Adkins, Heather
Subject: RE: Question

Okay I'm not surprised, it happens all the time! Tortie and the black kitten are on the list, we'll hold off on the others. That day is all yours if you want it, do you have any other fosters who are ready? Have we talked about this? I'm losing my mind haha



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From: Adkins, Heather
Sent: Saturday, September 21, 2013 10:16 AM
To: Ward, Kim N.
Subject: RE: Question

I would think they are definitely older. The tortie (502573) is huge and the little black girl (503105) is right behind her, definitely both older than eight. They're both eating solid dry food and running the house like they own it. I never trust the age in our system, especially after one of my officers told me she knew nothing about kittens and always just guessed on ages LOL.

I think I will have to cancel for the buff guy (502996), though. He is severely ill. I had him on azithro for five days and he was steadily getting worse instead of better, so I ran him into my vet's office yesterday and she put him on a different antibiotic. He's looking a little better, but I don't think he's going to be one hundred percent good enough for surgery, unfortunately, and I know Brenda wants them super healthy for surgery. If he DOES make a full recovery, he'll be coming in. Fingers crossed.

As soon as I bring these in, I'm taking more home ;) I can't stand by and watch kittens be ETD for t/s. Just can't. Not when I don't have kids, plenty of space, and I have plenty of adult cats willing to play parent!

From: Ward, Kim N.
Sent: Friday, September 20, 2013 8:02 PM
To: Adkins, Heather
Subject: RE: Question

You rock, thank you for always taking kittens. It's such a huge help and a load off of my mind. Wait a second, it says they are only 6 weeks on their medical? Is that right or are they definitely 8wks+?



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Sent: Monday, September 16, 2013 5:05 PM
To: Ward, Kim N.
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Yep, 25th is fine. I know for sure that two are over 2 lbs: A502573 & A503105. And then A502996 should be big enough with another week to wait. He was 1.6 on intake the 9th. We'll plan on them coming after surgery unless you email and let me know to take them back home for a few days. Either works for me :) If they go the next morning, I'll just take more kittens home LOL. I just get so sad when I see little ones marked for ET t/s when I've got plenty of space to give them a chance!

From: Ward, Kim N.
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That's my job! No worries at all. Let me know what Doc says! And thank you so much for taking the kittens, we can definitely get them in ASAP. I have openings on the 25th, does that work for you? We'll see how our space is, but I think we can just take them the morning after surgery unless you want them at your place for a couple more days.



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Awesome! I figured it would need to be run by upper management, but you're my go-to girl for questions LOL (sorry)

Okay, I'll talk to Doc C about her today and go from there. That seems a good starting point!

Also, I took home five kittens this weekend who were marked for ET for time and space. Three of them are absolutely adorable and big enough for adoption, and the other two aren't far behind. I'll hang on to them as long as it takes for

you guys to have space for them. I know I can't save everybody, but I want to save the ones I can :) A couple of them are big enough for surgery already, I don't know if we want to go ahead and do it then they can recuperate and hang out at my house til you guys have room, or whatever.

Thanks!

From: Ward, Kim N.

Sent: Sunday, September 15, 2013 5:09 PM

To: Adkins, Heather

Subject: RE: Question

Hey Heather!

I'm glad Sadie is doing well, but yeah that leg probably needs to get taken off. Unless you have a specific reason to take her to your vet, I would take her to Manslick and let them make the call. It would be up to you to take care of the costs if you took her to your vet so I would see if Metro will do it first so you don't have to pay. It doesn't seem to me to be a legal concern as far as raising money, BUT that's something we need to confirm with upper management. Basically, what I'm saying is that all of this needs to go through Margaret or Donald!

You are more than welcome to pursue any adopters or rescues. If it's a rescue, it just has to go through Amanda Crook and if it's an adopter, they just have to go through the regular adoption process (application, etc.). Hopefully that helps, I hope we can take care of that leg soon!



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I know my rights as a foster are limited. Who would I see about getting permission to take Sadie to my vet? I'd like to see if she agrees the leg needs to be amputated (which I'm sure she will) and how much that surgery would cost. I'd love to

raise money for her surgery and get that leg taken care of, but I know that may not even be a possibility from an MAS legal standpoint.

Also my second question, could I actively seek an adopter or rescue for her? Or would any rescue have to go through Amanda?

Please forgive all my newbie questions. I know you're busy, so no rush. We're having a ball with her :)

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Sounds good, just let me know ☺



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Sent: Saturday, September 21, 2013 2:04 PM
To: Ward, Kim N.
Subject: RE: Question

Actually, I might have one who is ready. I was planning on bringing her in for her second set of shots tomorrow. So when I weigh her, if she's over two pounds, I'll shoot you an email and let you know and she can come in Wednesday too. (I'm pretty sure she is, she's a tubbers - A498515). The other three are still super tiny, so they aren't ready yet :)

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Subject: RE: Question

I would think they are definitely older. The tortie (502573) is huge and the little black girl (503105) is right behind her, definitely both older than eight. They're both eating solid dry food and running the house like they own it. I never trust the age in our system, especially after one of my officers told me she knew nothing about kittens and always just guessed on ages LOL.

I think I will have to cancel for the buff guy (502996), though. He is severely ill. I had him on azithro for five days and he was steadily getting worse instead of better, so I ran him into my vet's office yesterday and she put him on a different antibiotic. He's looking a little better, but I don't think he's going to be one hundred percent good enough for surgery, unfortunately, and I know Brenda wants them super healthy for surgery. If he DOES make a full recovery, he'll be coming in. Fingers crossed.

As soon as I bring these in, I'm taking more home ;) I can't stand by and watch kittens be ETd for t/s. Just can't. Not when I don't have kids, plenty of space, and I have plenty of adult cats willing to play parent!

From: Ward, Kim N.
Sent: Friday, September 20, 2013 8:02 PM
To: Adkins, Heather
Subject: RE: Question

You rock, thank you for always taking kittens. It's such a huge help and a load off of my mind. Wait a second, it says they are only 6 weeks on their medical? Is that right or are they definitely 8wks+?



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Monday, September 16, 2013 5:05 PM
To: Ward, Kim N.
Subject: RE: Question

Yep, 25th is fine. I know for sure that two are over 2 lbs: A502573 & A503105. And then A502996 should be big enough with another week to wait. He was 1.6 on intake the 9th. We'll plan on them coming after surgery unless you email and let me know to take them back home for a few days. Either works for me :) If they go the next morning, I'll just take more kittens home LOL. I just get so sad when I see little ones marked for ET t/s when I've got plenty of space to give them a chance!

From: Ward, Kim N.
Sent: Monday, September 16, 2013 4:32 PM

To: Adkins, Heather
Subject: RE: Question

That's my job! No worries at all. Let me know what Doc says! And thank you so much for taking the kittens, we can definitely get them in ASAP. I have openings on the 25th, does that work for you? We'll see how our space is, but I think we can just take them the morning after surgery unless you want them at your place for a couple more days.



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From: Adkins, Heather
Sent: Monday, September 16, 2013 10:43 AM
To: Ward, Kim N.
Subject: RE: Question

Awesome! I figured it would need to be run by upper management, but you're my go-to girl for questions LOL (sorry)

Okay, I'll talk to Doc C about her today and go from there. That seems a good starting point!

Also, I took home five kittens this weekend who were marked for ET for time and space. Three of them are absolutely adorable and big enough for adoption, and the other two aren't far behind. I'll hang on to them as long as it takes for you guys to have space for them. I know I can't save everybody, but I want to save the ones I can :) A couple of them are big enough for surgery already, I don't know if we want to go ahead and do it then they can recuperate and hang out at my house til you guys have room, or whatever.

Thanks!

From: Ward, Kim N.
Sent: Sunday, September 15, 2013 5:09 PM
To: Adkins, Heather
Subject: RE: Question

Hey Heather!

I'm glad Sadie is doing well, but yeah that leg probably needs to get taken off. Unless you have a specific reason to take her to your vet, I would take her to Manslick and let them make the call. It would be up to you to take care of the costs if you took her to your vet so I would see if Metro will do it first so you don't have to pay. It doesn't seem to me to be a legal concern as far as raising money, BUT that's something we need to confirm with upper management. Basically, what I'm saying is that all of this needs to go through Margaret or Donald!

You are more than welcome to pursue any adopters or rescues. If it's a rescue, it just has to go through Amanda Crook and if it's an adopter, they just have to go through the regular adoption process (application, etc.). Hopefully that helps, I hope we can take care of that leg soon!



Kim Ward

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Come to our house to give a pet a new home!

From: Adkins, Heather

Sent: Sunday, September 15, 2013 1:58 PM

To: Ward, Kim N.

Subject: Question

Hey girl!

So, I took my first foster dog home last week (or week before, time's running together). She's an AMAZING pit bull named Sadie with a bum front leg. She loves people, dogs, and she even loves cats! I think someone out there will definitely want this girl.

Now, my question is about her leg. She was injured months ago and we issued a vet notice on her February, which was never complied with, and so according to Doc C's notes she has atrophied muscles and it probably needs amputation. She doesn't use the leg (actually, she trips over it half the time), and the bones in her shoulder are out of place and slightly concave.

I know my rights as a foster are limited. Who would I see about getting permission to take Sadie to my vet? I'd like to see if she agrees the leg needs to be amputated (which I'm sure she will) and how much that surgery would cost. I'd love to raise money for her surgery and get that leg taken care of, but I know that may not even be a possibility from an MAS legal standpoint.

Also my second question, could I actively seek an adopter or rescue for her? Or would any rescue have to go through Amanda?

Please forgive all my newbie questions. I know you're busy, so no rush. We're having a ball with her :)

Heather

Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:21 PM
To: Adkins, Heather
Subject: RE: Sadie stuff

Follow Up Flag: Follow up
Flag Status: Completed

I have 3 openings on the 18th, I can probably push it to 4 if you need! Just let me know. Thanks in advance for the Sadie stuff, I think Margaret is going to push this story and so it'll probably be pretty big. Get some pictures with you and her too!



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From: Adkins, Heather
Sent: Monday, October 14, 2013 2:18 PM
To: Ward, Kim N.
Subject: RE: Sadie stuff

Yep sure can :) Sadie's easy LOL. It's the kittens giving me fits. The lesson I need to learn is that anytime I take home more than two in a litter, we always have an outbreak of sniffles.

When is the surgery opening this week if it's still available? If even one seems completely non-congested, I'm bringing 'em in!!

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:08 PM
To: Adkins, Heather
Subject: Sadie stuff

Hey Heather,
I know your house is crazy right now but can you get some videos or pictures of Sadie and the leg? If it's easier, you can always swing her by Animal House and we can do the recording. Thanks!



Kim Ward

Foster Coordinator

Animal House Adoption Center

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www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:07 PM
To: Keel, Brenda M
Subject: Sadie A485350

Follow Up Flag: Follow up
Flag Status: Completed

This is Heather's foster dog with the gimpy front right leg. Alisa said we were just waiting on some supplies to actually do the surgery. Thanks!



Kim Ward

Foster Coordinator

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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Sunday, December 29, 2013 1:15 PM
To: Brosko, Margaret A; Oerther, Alisa
Subject: Sadie A485350

Follow Up Flag: Follow up
Flag Status: Completed

Have we been able to get the equipment for the surgery for her? Heather has told me that Sadie is chewing off her toenails and constantly mutilating it. Are we still able to get the surgery done as we had told we would?

Thanks!



Kim Ward

Foster Coordinator

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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Saturday, December 28, 2013 2:36 PM
To: Adkins, Heather
Subject: SADIE PICS!!

Here's another reminder!



Kim Ward
Foster Coordinator

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Brosko, Margaret A

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:08 PM
To: Adkins, Heather
Subject: Sadie stuff

Hey Heather,

I know your house is crazy right now but can you get some videos or pictures of Sadie and the leg? If it's easier, you can always swing her by Animal House and we can do the recording. Thanks!



Kim Ward

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Come to our house to give a pet a new home!

Brosko, Margaret A

From: Ward, Kim N.
Sent: Sunday, February 24, 2013 3:03 PM
To: Buck, Taylor

If they ever take you off hold, can you verify that tag is actually Sadie's tag? It's weird that they have 2 collars and she isn't wearing her tags...



Kim Ward
Foster Coordinator

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Come to our house to give a pet a new home!

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, October 28, 2013 12:12 PM
To: Adkins, Heather
Subject: FW: Issue / Request: Correction to License application

Correct zip
40059

ALSO SEND A RECEIPT

-----Original Message-----

From: Robinson, Donald
Sent: Monday, October 28, 2013 12:04 PM
To: Animal Services Clerks
Subject: FW: Issue / Request: Correction to License application

-----Original Message-----

From: LouisvilleKy.gov@Louisvilleky.gov [mailto:LouisvilleKy.gov@Louisvilleky.gov]
Sent: Monday, October 28, 2013 11:54 AM
To: Hamilton, Adam J; Oerther, Alisa
Cc: Brosko, Margaret A; Robinson, Donald
Subject: Issue / Request: Correction to License application

Date: 10/28/2013
Name: Loretta Shearer
Address: [REDACTED]
City: [REDACTED]
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
Email: [REDACTED]

Question/Description:

I just submitted license applications for my dogs Laddie(A289123) and Lollie(A441484)but entered wrong zip code on license receipt part and did not print the receipt.How can I get a correct receipt to print?

Allen, Dee Q

From: Adkins, Heather
Sent: Sunday, December 29, 2013 12:52 PM
To: Gray, Tabitha L; Vaughn, Amanda
Subject: PHONE MESSAGE

Shawn Stilts

502- [REDACTED]

502- [REDACTED]

Turned in an alley cat kitten two days ago for euthanasia. Alley Cats asked her if she would contact us to get the body for a necropsy because it was sick. Notes say Doc C recommended euth and we contacted and spoke with Karen Little, who agreed with the euth. I told the caller she would have to speak with a supervisor about this situation because I'm not sure why Alley Cats wouldn't contact us themselves.

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, December 18, 2013 12:14 PM
To: Gray, Tabitha L
Subject: phone message


Tina Dudley

Layla

Thinks the dog picked up something while they were here

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, December 30, 2013 4:57 PM
To: Robinson, Donald; Hamilton, Adam J; Vaughn, Amanda; Gray, Tabitha L
Subject: Phone Message

Animal is impounded: A176583

See multiple memos.

He wants to speak to a supervisor "someone higher than a Sgt" about the situation.

Greg Herbig
[REDACTED]

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, January 29, 2014 1:57 PM
To: Gray, Tabitha L
Cc: Robinson, Donald
Subject: RE: NO E-Collar Charged on this RTO
Attachments: image001.png

I forgot, I'm sorry! I will be sure to be doing this from here on out. :)

From: Gray, Tabitha L
Sent: Wednesday, January 29, 2014 7:58 AM
To: Adkins, Heather
Cc: Robinson, Donald
Subject: NO E-Collar Charged on this RTO

Please remember the conversation we had in your meeting. All animals that are to be RTO to owner will now receive an e-collar charge as they will be going home with an e-collar to insure they are not able to chew, lick or other wise get to their suture sight.

Thanks,
Tabitha

Kennel TABITHA at SHELTER

File Windows Commands Procedures Reports Extras Help

Receipt - TABITHA at SHELTER

File Commands Procedures Reports Extras Help

hadkins 2014-01-28 14:41

Receipt No: R14-002377 Date: 01/28/14

Person ID: P275196 CORY STEWART LOUISVILLE 40214

Received From: CORY STEWART Jurisdiction: Extra1: Extra2:

Comment:

Receipt	Date
R14-002377	01/28/14 00:1

Qty Item Code Animal ID Reference No Fee Type Dept Extra3 Extra4 Item Price

JE/Rfnd	Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Price	Subtotal	ItemName
	1	LIC ALTERED	A516959	L14-000140	TAG	LICENSE	9.00	9.00	LICENSE ALTERED
	1	MICROCHIP RTO	A516959	985112003066	TAG	LICENSE	25.00	25.00	MICROCHIP
	1	RED UNLICENSE	A516959			KENNEL	30.00	30.00	REDEMPTION UNLICENSE
	1	RABIES 1YR	A516959			CLINIC	8.00	8.00	VACCINATION
	1	DAPP	A516959			CLINIC	20.00	20.00	VACCINATION
	1	PYRANTEL	A516959			CLINIC	15.00	15.00	PYRANTEL
	1	VIOLAT FIRST	A516959			SHELTER	30.00	30.00	VIOLATION NOTICE 1ST
	1	NEUTER	A516959			CLINIC	50.00	50.00	SURGERY

Total Due: 197.00 Cash: .00 Check: .00 Credit: 187.00 Tendered: 187.00 Card No: Exp: Auth: Trans: Change: .00 Balance: .00

Start | Inbox - Microsoft Outlook | Chameleon 32 Ver... | MyMetro - Windows Inte... | Local intranet | Search Desktop

Allen, Dee Q

From: Adkins, Heather
Sent: Friday, June 14, 2013 5:23 PM
To: Gray, Tabitha L
Subject: RE: phone message

Ok, I apologize. I was just passing on the message. She asked for you specifically.

From: Gray, Tabitha L
Sent: Friday, June 14, 2013 3:07 PM
To: Adkins, Heather
Subject: Re: phone message

I have no idea as I do not deal with TNR nor do I see them after surgery they go to the snip clinic.

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Adkins, Heather
Sent: Friday, June 14, 2013 11:52 AM
To: Gray, Tabitha L
Subject: phone message

Carol Sturgill
[REDACTED]

Dropped a cat off Saturday for surgery on Monday. Has called four times to find out about the cat but no one has returned calls. She was adamant I tell you she works with Lisa Risen (sp?) for TNR.

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, December 17, 2013 4:13 PM
To: Adkins, Heather
Subject: REMEMBER!


Denise Fultz

Has two PIDs. Update after doing onlines

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, March 31, 2014 3:13 PM
To: Adkins, Heather
Subject: reminder for tomorrow

██████████@gmail.com

Wesley Lee – email him his license certificate tomorrow

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, November 13, 2013 4:37 PM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: vet info

I wanted to send you my vet's name and number, because I'm pretty sure when she quoted \$575, that covers everything including equipment, pain meds, board, etc, so we wouldn't be responsible for any extra costs or ordering anything extra for the surgery. If you wanted to open conversation with her about it. :)

Dr. Stephanie Pollett
[REDACTED]

Allen, Dee Q

From: Adkins, Heather
Sent: Sunday, January 05, 2014 1:53 PM
To: [REDACTED]@aol.com
Cc: Brosko, Margaret A
Subject: Addie

We are so sorry to hear about your loss. I've updated our records to reflect Addie's passing. Thank you for letting us know, and we hope you have a happy new year :)

Heather Adkins
Lou Metro Animal Services

Allen, Dee Q

From: Adkins, Heather
Sent: Saturday, August 17, 2013 4:57 PM
To: Adkins, Heather
Subject: FOLLOW UP ON THIS CHIP

CAROLINE STITES

[REDACTED]
(ALL INFO IN SYSTEM IS UP TO DATE)

This client moved and attempted to update their address with the microchip company. However, they state the chip is in MAS name and they cannot do so. Call Home Again and see about updating this information for this client.

Allen, Dee Q

From: Adkins, Heather
Sent: Sunday, October 27, 2013 5:33 PM
To: Brosko, Margaret A
Subject: Foster Problem

Amanda Danielson
502-██████████

Four sick kittens. She said they've been on azithro for six days and don't seem to be getting better. I told her in my experience as a foster, some strains of URIs are simply harder to break. I recently had a small litter that was sick nearly three and half weeks before they finally pulled through, so sometimes you just have to keep an eye on em, keep em clean, keep giving meds, and wait. She said her schedule does not allow for this much work and she needs someone else to take the responsibility, but she doesn't want them coming back to the shelter. With Kim leaving for Chicago, I'm sending you her name and number because I'm not sure who else would be the foster point of contact!

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, October 28, 2013 12:12 PM
To: Adkins, Heather
Subject: FW: Issue / Request: Correction to License application

Correct zip
[REDACTED]

ALSO SEND A RECEIPT

-----Original Message-----

From: Robinson, Donald
Sent: Monday, October 28, 2013 12:04 PM
To: Animal Services Clerks
Subject: FW: Issue / Request: Correction to License application

-----Original Message-----

From: LouisvilleKy.gov@Louisvilleky.gov [mailto:LouisvilleKy.gov@Louisvilleky.gov]
Sent: Monday, October 28, 2013 11:54 AM
To: Hamilton, Adam J; Oerther, Alisa
Cc: Brosko, Margaret A; Robinson, Donald
Subject: Issue / Request: Correction to License application

Date: 10/28/2013
Name: Loretta Shearer
Address: [REDACTED]
City: [REDACTED]
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
Email: [REDACTED]

Question/Description:

I just submitted license applications for my dogs Laddie(A289123) and Lollie(A441484)but entered wrong zip code on license receipt part and did not print the receipt.How can I get a correct receipt to print?

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, March 26, 2014 5:20 PM
To: Brosko, Margaret A
Subject: Paw prints Project

Heather Adkins
Eric Sharp [REDACTED]
Mikey Leonard

Allen, Dee Q

From: Adkins, Heather
Sent: Thursday, June 20, 2013 12:54 PM
To: Brosko, Margaret A
Subject: Phone Message

Dan Cailler
573- [REDACTED]
[REDACTED]@gmail.com

Returning missed call from yesterday regarding Lost and Found job. Call him back anytime.

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, April 01, 2014 10:25 AM
To: Robinson, Jessica Q; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: RE: Animal Services Website Form: License
Attachments: image001.jpg

I've got this one

From: Animal Services Contact Form [mailto:no-reply@wufoo.com]
Sent: Monday, March 31, 2014 8:26 PM
To: Robinson, Jessica Q; Adkins, Heather; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: Animal Services Website Form: License

Date: Monday, March 31, 2014

Name * Bethany Tompkins

Address



United States

Email: * [REDACTED]@gmail.com

Categories: License

How can we help?

I was looking to my documents, and realized that I have never received my dogs license tag. I have the paper that i printed off with receipt and it has the receipt number which is 1843614 , I am in need of here license number and tags.

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, April 01, 2014 4:31 PM
To: Robinson, Jessica Q; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: RE: Animal Services Website Form: License

GOT THIS

From: Animal Services Contact Form [mailto:no-reply@wufoo.com]
Sent: Tuesday, April 01, 2014 3:25 PM
To: Robinson, Jessica Q; Adkins, Heather; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: Animal Services Website Form: License

Date: Tuesday, April 1, 2014

Name * Bill Wysocki

Address 
Louisville, Ky 40291
United States

Phone Number (502) 

 @bellsouth.net

Categories: License

How can we help? Our dog Penny had to be put down. We no longer have a dog, please take Penny off your license list.
The tag numbers are D1404327 and the person number P015837 (these numbers I got off the license renewal form). Please send me an e-mail that you have taken Penny off your list.
Than you Bill Wysocki

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, April 02, 2014 10:13 AM
To: Robinson, Jessica Q; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: RE: Animal Services Website Form: License

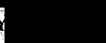
Got this

From: Animal Services Contact Form [mailto:no-reply@wufoo.com]
Sent: Wednesday, April 02, 2014 8:01 AM
To: Robinson, Jessica Q; Adkins, Heather; Harris, Heather M; Roberts, Debbie; Brosko, Margaret A; Robinson, Donald
Subject: Animal Services Website Form: License

Date: Wednesday, April 2, 2014

Name * Byron Leet

Address


Louisville, KY 
United States

Phone Number

(502) 

 *

Categories:

License

How can we help?

I received a reminder to renew license for our labrador dog Jet Leet [Tag: D14-043301]. Unfortunately Jet passed away last year so we will not be renewing the license. Please remove him from your records. Let me know if there are any questions. And thank you.

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, January 15, 2014 10:09 AM
To: Robinson, Jessica Q; Cassell, Kasey L.; Roberts, Debbie
Cc: Brosko, Margaret A; Robinson, Donald
Subject: RE: License: pet license renewal

done

-----Original Message-----

From: LouisvilleKy.gov@Louisvilleky.gov [mailto:LouisvilleKy.gov@Louisvilleky.gov]
Sent: Tuesday, January 14, 2014 9:42 PM
To: Robinson, Jessica Q; Adkins, Heather; Cassell, Kasey L.; Roberts, Debbie
Cc: Brosko, Margaret A; Robinson, Donald
Subject: License: pet license renewal

Date: 1/14/2014
Name: Martha Kenney
Address: [REDACTED]
City: Louisville
State: KY
Zip: [REDACTED]
Phone: () - [REDACTED]
Email: [REDACTED]@gmail.com

Question/Description:

We received an amnesty notice for renewing our dog's license. Misty died in November 2013 so we will not be renewing her license.

Our amnesty notice has the tag number D13-035730.

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, October 02, 2013 4:53 PM
To: Brosko, Margaret A
Subject: RE: Other: Monkey (my cat)

Done :)

-----Original Message-----

From: Brosko, Margaret A
Sent: Wednesday, October 02, 2013 4:40 PM
To: Animal Services Clerks
Subject: Fw: Other: Monkey (my cat)

Thanks for helping with this one. Let me know when it is taken care of.
I appreciate your help!
Margaret

----- Original Message -----

From: LouisvilleKy.gov@Louisvilleky.gov [mailto:LouisvilleKy.gov@Louisvilleky.gov]
Sent: Wednesday, October 02, 2013 04:28 PM
To: Brosko, Margaret A; Robinson, Donald
Cc: Brosko, Margaret A; Robinson, Donald
Subject: Other: Monkey (my cat)

Date: 10/2/2013
Name: Barbara Moore
Address: [REDACTED]
City: Louisville
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
Email: [REDACTED]@gmail.com

Question/Description:

I received a notice that Monkey, the cat I adopted back in April of 2013 is due for his license by end of Oct. This information is not correct as I believe your office computer merged the information from my missing cat, Moe into this cat's history. I thought I was retrieving Moe when in fact I retrieved the wrong cat but called and explained. Whomever I spoke with just changed the paperwork to read Monkey (the name I gave him). Monkey's was licensed in May 2013 sent in by my vet No.044259. Rabies No.130980. Would you please confirm your records have been corrected and email me as such. Thank you. This was very confusing at the time and definitely a first for me in thinking I found Moe and then whoops...but we love Monkey to pieces and he is very happy.

Barbara Moore
(502) [REDACTED]

(502)

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, February 10, 2014 4:13 PM
To: [REDACTED]@gmail.com
Cc: Brosko, Margaret A
Subject: RE: replacement tag
Attachments: image001.png

Ms. Ballard,

We do offer replacement tags :)

They cost \$3.50. You can pick one up at either of our shelter locations—3516 Newburg Rd or 3705 Manslick Rd. Or you can mail in with a request for it and a check for \$4 (\$.5 extra for postage. License mailing address is PO Box 16346 Louisville KY 40256)

It looks like Dakota will be coming up due for his new rabies shot and license in April, so you can always just go ahead and redo his shots and license maybe a month early, and just hang on to his paper license certificate until then.

Hope this helps!
Heather Adkins
Louisville Metro Animal Services

From: Brosko, Margaret A
Sent: Monday, February 10, 2014 3:50 PM
To: Animal Services Clerks
Cc: Robinson, Donald
Subject: FW: replacement tag

Thanks for your help getting back to Jessica!

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



From: Jessica Ballard [mailto:[REDACTED]@gmail.com]
Sent: Monday, February 10, 2014 3:40 PM
To: Animals
Subject: replacement tag

Hello,

My dog is currently licensed with Jefferson County but we lost the tag. How can I get a replacement?

Thanks!

Jessica Ballard Saxe

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, September 10, 2013 10:11 AM
To: Brosko, Margaret A
Subject: RE: Pet License registration

Jenny has been taken care of:

P266783
A502960

-----Original Message-----

From: Brosko, Margaret A
Sent: Monday, September 09, 2013 7:37 AM
To: Animal Services Clerks
Subject: FW: Pet License registration

Good Morning,
Can someone please respond to Jenny and let me know if everything gets worked out?
I will follow up with ky.gov
Please send me the person id and animal ID once you complete and thanks,

Margaret Brosko
Senior Manager Special Initiatives & Communications Louisville Metro Animal Services

From: LouisvilleKy.gov@Louisvilleky.gov [LouisvilleKy.gov@Louisvilleky.gov]
Sent: Sunday, September 08, 2013 12:23 PM
To: ContactUs
Subject: Pet License registration

Date: 09/8/2013
Name: Jenny Hill
Address: [REDACTED]
City: Louisville
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
[REDACTED]@yahoo.com

Fill out the box below and then hit submit. You must enter a subject in the Message Subject box below.

I got almost through with the pet license registration for Tilly and then a "technical difficulties" message appeared. I need to get my dog a license so I can take her to the dog park. I'm wondering if somebody is going to contact me about this. I'm not sure what to do. I can't really try again because I did that and it won't let me

because it says my email address is already on file. Can somebody please let me know what I need to do to complete this task. Thanks! Jenny

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, December 17, 2013 4:13 PM
To: Adkins, Heather
Subject: REMEMBER!


Denise Fultz

Has two PIDs. Update after doing onlines

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, November 13, 2013 4:37 PM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: vet info

I wanted to send you my vet's name and number, because I'm pretty sure when she quoted \$575, that covers everything including equipment, pain meds, board, etc, so we wouldn't be responsible for any extra costs or ordering anything extra for the surgery. If you wanted to open conversation with her about it. :)

Dr. Stephanie Pollett


Allen, Dee Q

From: Adkins, Heather
Sent: Monday, March 31, 2014 3:13 PM
To: Adkins, Heather
Subject: reminder for tomorrow

@gmail.com

Wesley Lee – email him his license certificate tomorrow

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, June 12, 2013 5:11 PM
To: Brosko, Margaret A
Subject: Young Volunteer Orientation

Heather Holbert


She came in for orientation this evening and Adam called you, I believe. Here is her name and number to set it up ☺

Heather A.

Allen, Dee Q

From: Adkins, Heather
Sent: Saturday, August 17, 2013 4:57 PM
To: Adkins, Heather
Subject: FOLLOW UP ON THIS CHIP

CAROLINE STITES

[REDACTED]
(ALL INFO IN SYSTEM IS UP TO DATE)

This client moved and attempted to update their address with the microchip company. However, they state the chip is in MAS name and they cannot do so. Call Home Again and see about updating this information for this client.

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, October 28, 2013 12:12 PM
To: Adkins, Heather
Subject: FW: Issue / Request: Correction to License application

Correct zip
[REDACTED]

ALSO SEND A RECEIPT

-----Original Message-----

From: Robinson, Donald
Sent: Monday, October 28, 2013 12:04 PM
To: Animal Services Clerks
Subject: FW: Issue / Request: Correction to License application

-----Original Message-----

From: LouisvilleKy.gov@Louisvilleky.gov [mailto:LouisvilleKy.gov@Louisvilleky.gov]
Sent: Monday, October 28, 2013 11:54 AM
To: Hamilton, Adam J; Oerther, Alisa
Cc: Brosko, Margaret A; Robinson, Donald
Subject: Issue / Request: Correction to License application

Date: 10/28/2013
Name: Loretta Shearer
Address: [REDACTED]
City: [REDACTED]
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
[REDACTED]

Question/Description:

I just submitted license applications for my dogs Laddie(A289123) and Lollie(A441484)but entered wrong zip code on license receipt part and did not print the receipt.How can I get a correct receipt to print?

Allen, Dee Q

From: Adkins, Heather
Sent: Tuesday, January 07, 2014 12:11 PM
To: Ward, Kim N.
Subject: phone message

Anthony
[REDACTED]

This guy sounds [REDACTED] He wants to adopt and has tried calling several times and got an attitude with me when I couldn't help him. (Didn't want to send this out as a blanket email, so sending to you)

AS02238

Pet Adoption Survey

animal  house
ADOPTION CENTER

Thanks for your interest in adopting a pet from Metro Animal Services' Animal House Adoption Center!
Please take a moment to tell us about yourself so we can help you make the best match when choosing a pet!

Why do you want to adopt a pet? Because we love him

Why is today the right time to add a new pet to your life? He's family

The Basics

Name: Heather Adkins

Home Phone: _____

Address: _____

Alternate Phone: _____

City: _____

State: KY

Zip: _____

Driver's License #: _____

Issuing State: KY

Date of Birth: _____

Email: _____

@GMAIL.COM

The Details

Describe your household (size, # of people, # of pets, yard, etc.): 2 people, Eleven pets,
one acre, two-story home

Are there children under 10 years of age that live in the home/ visit frequently (grandchildren, nieces/nephews, etc)? No

Anyone in the household have allergies? No Does everyone in the household agree on adopting a pet? Yes

Do you: ☒ own your home ☐ rent your home ☐ live with family ☐ other? Explain _____

If you rent...

Have you notified your landlord/management office that you are interested in adopting a pet? _____

Name of landlord/management company: _____

Phone: _____

If you live with family...

Name of family member who owns the home: _____

Phone: _____

Have you discussed with this person your desire to add a pet to the home? _____

*** If you do not own your home, we will verify with the owner/landlord that you have permission to own a pet on the property and that they approve of the type and breed of pet you are interested in adopting. ***

Have you adopted from us before? Yes If yes, what type of pet and when? Cats, chicken, Dog

Have you surrendered an animal to us or any other shelter or rescue group? No If so, what type of pet and why? _____

Please be sure to complete both sides of this adoption application.

The Furs, Feathers, and Fins

Tell us about all the pets you currently own or any you have previously owned within the past five years:

Current or Past Pet?	Type/Breed	Age	Spayed/Neutered?	How long have you owned this pet?	Where is/was this pet kept?	If past pet, why is it no longer owned?
all	GES X	6	N	4 years	inside	N/A
	JRT X	8	N	7 years	inside	N/A
Current	POM X	8	N	8 years	inside	N/A
	Elkhound X	7	N	4 years	inside	N/A
past	6 DSH	From lemon eyes	All S/N	Whole lives	inside	N/A
	DSH	9	N	4 years	outside	N/A

Where will your new pet stay...

At night? in the house

When you are away from home (work, school, etc.)? in the house

When you are out of town (vacation, etc.) or during an emergency? Sister stays over

Will your pet have access to the outdoors? No If so, what amenities will it have outdoors?

Are you aware of local laws regarding restraint of pets while outdoors? Yes Proper pick up and disposal of pet waste? Yes

When outdoors with your pet, how will you ensure you are in compliance? will not be

Name of current/ intended veterinarian: East Britt AH Location: [REDACTED]

Previous Vet: Foreign Dixie Hwy

Adopting a new pet is a long-term commitment for the life the animal!

Have you spent enough time with the pet you are interested in adopting to be comfortable with your decision to adopt? Yes

The average annual cost of a pet varies based on type and size. Costs may be higher during the first year and any time emergency veterinary care is needed. How much are you prepared to contribute annually toward the care of your new pet? Anything

If you move, is there any reason your new pet wouldn't come with you? Never

Are you familiar with the breed of pet you are interested in adopting, and are you prepared to meet its specific needs? Yes

The Dotted Line

By signing this application, you acknowledge that all information provided by you is true, and that any false or misleading information may be grounds for rejection of your adoption application and possible refusal for future adoptions.

Signature: [Signature]

Date: 11/2/13

Thanks! Now that you've finished the adoption survey, please see an Adoption Coordinator to complete the next part of the adoption process. You're one step closer to adopting your new pet!

Approved	Denied	Pending	By	Date
Comments				

Allen, Dee Q

From: Adkins, Heather
Sent: Saturday, August 17, 2013 4:57 PM
To: Adkins, Heather
Subject: FOLLOW UP ON THIS CHIP

CAROLINE STITES

[REDACTED]

(ALL INFO IN SYSTEM IS UP TO DATE)

This client moved and attempted to update their address with the microchip company. However, they state the chip is in MAS name and they cannot do so. Call Home Again and see about updating this information for this client.

Allen, Dee Q

From: Brosko, Margaret A
Sent: Tuesday, September 10, 2013 2:05 PM
To: Adkins, Heather
Subject: RE: Pet License registration

thanks

Margaret Brosko
Senior Manager Special Initiatives & Communications Louisville Metro Animal Services

-----Original Message-----

From: Adkins, Heather
Sent: Tuesday, September 10, 2013 10:11 AM
To: Brosko, Margaret A
Subject: RE: Pet License registration

Jenny has been taken care of:

P266783
A502960

-----Original Message-----

From: Brosko, Margaret A
Sent: Monday, September 09, 2013 7:37 AM
To: Animal Services Clerks
Subject: FW: Pet License registration

Good Morning,

Can someone please respond to Jenny and let me know if everything gets worked out?

I will follow up with ky.gov

Please send me the person id and animal ID once you complete and thanks,

Margaret Brosko
Senior Manager Special Initiatives & Communications Louisville Metro Animal Services

From: LouisvilleKy.gov@Louisvilleky.gov [LouisvilleKy.gov@Louisvilleky.gov]
Sent: Sunday, September 08, 2013 12:23 PM
To: ContactUs
Subject: Pet License registration

Date: 09/8/2013
Name: Jenny Hill

Address: [REDACTED]
City: Louisville
State: KY
Zip: [REDACTED]
Phone: (502) [REDACTED]
Email: [REDACTED]@yahoo.com

Fill out the box below and then hit submit. You must enter a subject in the Message Subject box below.

I got almost through with the pet license registration for Tilly and then a "technical difficulties" message appeared. I need to get my dog a license so I can take her to the dog park. I'm wondering if somebody is going to contact me about this. I'm not sure what to do. I can't really try again because I did that and it won't let me because it says my email address is already on file. Can somebody please let me know what I need to do to complete this task. Thanks! Jenny

Allen, Dee Q

From: Brosko, Margaret A
Sent: Monday, April 28, 2014 12:00 PM
To: Brosko, Margaret A; Oerther, Alisa
Subject: neo password
Attachments: image001.png

Margaret.brosko@louisvilleky.gov
[REDACTED]

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services

animal house
ADOPTION CENTER



DEPARTMENT OF
**ANIMAL
SERVICES**

From: Brosko, Margaret A
Sent: Tuesday, June 18, 2013 7:27 AM
To: Brosko, Margaret A
Subject: RE: Message from NEOGOV Insight: Your New User Account
Attachments: image001.png

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



From: Brosko, Margaret A
Sent: Friday, January 25, 2013 3:13 PM
To: Brosko, Margaret A
Subject: FW: Message from NEOGOV Insight: Your New User Account

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



From: info@neogov.com [<mailto:info@neogov.com>]
Sent: Friday, January 25, 2013 9:15 AM
To: Brosko, Margaret A
Subject: Message from NEOGOV Insight: Your New User Account

*- - *- - *- - *- - *- - *- - *- - *- - *- - *- - *- - *- - *- - *- - *

PLEASE DO NOT REPLY TO THIS EMAIL

If you reply to this email, your reply will ***NOT*** be read. Instead, please contact the individual listed at the bottom of this email if you have questions.

* * * * *

Dear Margaret,

A new user account has been created for you in the NEOGOV Insight Online Hiring Center. Your account information is:

Name: Margaret Brosko

Username: margaret.brosko@louisvilleky.gov

You will be receiving a separate email with a link to set your password. The link in the email will expire after 24 hours, so please make sure you set your password in a timely manner.

Once you set your password you can log on to the Online Hiring Center at <https://secure.neogov.com/insight/login.cfm>

If you have any questions, please contact your agency's administrator:

Jackie James

502-574-3329

jackie.james@louisvilleky.gov

Allen, Dee Q

From: Brosko, Margaret A
Sent: Monday, April 28, 2014 12:00 PM
To: Brosko, Margaret A; Oerther, Alisa
Subject: neo password
Attachments: image001.png

Margaret.brosko@louisvilleky.gov
[REDACTED]

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services

animal house
ADOPTION CENTER



DEPARTMENT OF
**ANIMAL
SERVICES**

Allen, Dee Q

From: Adkins, Heather
Sent: Sunday, December 29, 2013 12:52 PM
To: Gray, Tabitha L; Vaughn, Amanda
Subject: PHONE MESSAGE

Shawn Stilts

502- [REDACTED]

502- [REDACTED]

Turned in an alley cat kitten two days ago for euthanasia. Alley Cats asked her if she would contact us to get the body for a necropsy because it was sick. Notes say Doc C recommended euth and we contacted and spoke with Karen Little, who agreed with the euth. I told the caller she would have to speak with a supervisor about this situation because I'm not sure why Alley Cats wouldn't contact us themselves.

Allen, Dee Q

From: Adkins, Heather
Sent: Friday, June 14, 2013 11:53 AM
To: Gray, Tabitha L
Subject: phone message

Carol Sturgill


Dropped a cat off Saturday for surgery on Monday. Has called four times to find out about the cat but no one has returned calls. She was adamant I tell you she works with Lisa Risen (sp?) for TNR.

Allen, Dee Q

From: Adkins, Heather
Sent: Monday, December 30, 2013 4:57 PM
To: Robinson, Donald; Hamilton, Adam J; Vaughn, Amanda; Gray, Tabitha L
Subject: Phone Message

Animal is impounded: A176583

See multiple memos.

He wants to speak to a supervisor "someone higher than a Sgt" about the situation.

Greg Herbig



Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, December 18, 2013 12:14 PM
To: Gray, Tabitha L
Subject: phone message


Tina Dudley

Layla

Thinks the dog picked up something while they were here

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, January 29, 2014 1:57 PM
To: Gray, Tabitha L
Cc: Robinson, Donald
Subject: RE: NO E-Collar Charged on this RTO
Attachments: image001.png

I forgot, I'm sorry! I will be sure to be doing this from here on out. :)

From: Gray, Tabitha L
Sent: Wednesday, January 29, 2014 7:58 AM
To: Adkins, Heather
Cc: Robinson, Donald
Subject: NO E-Collar Charged on this RTO

Please remember the conversation we had in your meeting. All animals that are to be RTO to owner will now receive an e-collar charge as they will be going home with an e-collar to insure they are not able to chew, lick or other wise get to their suture sight.

Thanks,
Tabitha

Kennel TABITHA at SHELTER

File Windows Commands Procedures Reports Extras Help

Receipt TABITHA at SHELTER

File Commands Procedures Reports Extras Help

hadkins 2014-01-28 14:41

Input: K14

Animal: A516

Person: P275

Type: STRA

Cross: 6404

Output: P275

Type: RTO

Spec: Type

Ke: 119

Receipt No: R14-002377

Date: 01/28/14

Person ID: P275196

Received From: CORY STEWART

Jurisdiction: LOUISVILLE 40214

Extra1:

Extra2:

Comment:

Receipt	Date
R14-002377	01/28/14 00:11

Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Extra3	Extra4	Item Price
1		A						

IE/Rmd	Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Price	Subtotal	ItemName
	1	LIC ALTERED	A516959	L14-000140	TAG	LICENSE	9.00	9.00	LICENSE ALTERED
	1	MICROCHIP RTO	A516959	985112003066	TAG	LICENSE	25.00	25.00	MICROCHIP
	1	RED UNLICENSE	A516959			KENNEL	30.00	30.00	REDEMPTION UNLICENSE
	1	RABIES 1YR	A516959			CLINIC	8.00	8.00	VACCINATION
	1	DAPP	A516959			CLINIC	20.00	20.00	VACCINATION
	1	PYRANTEL	A516959			CLINIC	15.00	15.00	PYRANTEL
	1	VIOLAT FIRST	A516959			SHELTER	30.00	30.00	VIOLATION NOTICE 1ST
	1	NEUTER	A516959			CLINIC	50.00	50.00	SURGERY

Total Due	Cash	Check	Credit	Tendered	Card No	Exp	Auth	Trans	Change	Balance
187.00	.00	.00	187.00	187.00					.00	.00

Local Intranet

Start | Inbox - Microsoft Outlook | Chameleon 32 Ver... | MyMetro - Windows Inte... | Search Desktop

Allen, Dee Q

From: Adkins, Heather
Sent: Friday, June 14, 2013 5:23 PM
To: Gray, Tabitha L
Subject: RE: phone message

Ok, I apologize. I was just passing on the message. She asked for you specifically.

From: Gray, Tabitha L
Sent: Friday, June 14, 2013 3:07 PM
To: Adkins, Heather
Subject: Re: phone message

I have no idea as I do not deal with TNR nor do I see them after surgery they go to the snip clinic.

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Adkins, Heather
Sent: Friday, June 14, 2013 11:52 AM
To: Gray, Tabitha L
Subject: phone message

Carol Sturgill
[REDACTED]

Dropped a cat off Saturday for surgery on Monday. Has called four times to find out about the cat but no one has returned calls. She was adamant I tell you she works with Lisa Risen (sp?) for TNR.

Allen, Dee Q

From: Adkins, Heather
Sent: Wednesday, November 13, 2013 4:37 PM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: vet info

I wanted to send you my vet's name and number, because I'm pretty sure when she quoted \$575, that covers everything including equipment, pain meds, board, etc, so we wouldn't be responsible for any extra costs or ordering anything extra for the surgery. If you wanted to open conversation with her about it. :)

Dr. Stephanie Pollett


Allen, Dee Q

From: Gray, Tabitha L
Sent: Wednesday, January 29, 2014 7:58 AM
To: Adkins, Heather
Cc: Robinson, Donald
Subject: NO E-Collar Charged on this RTO
Attachments: image001.png

Please remember the conversation we had in your meeting. All animals that are to be RTO to owner will now receive an e-collar charge as they will be going home with an e-collar to insure they are not able to chew, lick or other wise get to their suture sight.

Thanks,
Tabitha

Kennel - TABITHA at SHELTER

File Windows Commands Procedures Reports Extras Help

Receipt - TABITHA at SHELTER

File Commands Procedures Reports Extras Help

hadkins 2014-01-28 14:41

Receipt No: R14-002377 Date: 01/28/14

Person ID: P275196 CORY STEWART LOUISVILLE 40214

Received From: CORY STEWART Jurisdiction: Extra1: Extra2:

Comment:

Receipt	Date
R14-002377	01/28/14 00:11

Qty Item Code Animal ID Reference No Fee Type Dept Extra3 Extra4 Item Price

IE/Rfnd	Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Price	Subtotal	ItemName
	1	LIC ALTERED	A516959	L14-000140	TAG	LICENSE	9.00	9.00	LICENSE ALTERED
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Total Due: 187.00 Cash: .00 Check: .00 Credit: 187.00 Tendered: 187.00 Card No: Exp: Auth: Trans: Change: 00 Balance: 00

Start | Inbox - Microsoft Outlook | Chameleon 32 Ver... | MyMetro - Windows Inte... | Local intranet | Search Desktop

Allen, Dee Q

From: Gray, Tabitha L
Sent: Wednesday, January 29, 2014 2:06 PM
To: Adkins, Heather
Subject: Re: NO E-Collar Charged on this RTO
Attachments: image001.png

No problem

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Adkins, Heather
Sent: Wednesday, January 29, 2014 01:57 PM
To: Gray, Tabitha L
Cc: Robinson, Donald
Subject: RE: NO E-Collar Charged on this RTO

I forgot, I'm sorry! I will be sure to be doing this from here on out. :)

From: Gray, Tabitha L
Sent: Wednesday, January 29, 2014 7:58 AM
To: Adkins, Heather
Cc: Robinson, Donald
Subject: NO E-Collar Charged on this RTO

Please remember the conversation we had in your meeting. All animals that are to be RTO to owner will now receive an e-collar charge as they will be going home with an e-collar to insure they are not able to chew, lick or other wise get to their suture sight.

Thanks,
Tabitha

Kernel TABITHA at SHELTER

File Windows Commands Procedures Reports Extras Help

Receipt - TABITHA at SHELTER

File Commands Procedures Reports Extras Help

hadkins 2014-01-28 14:41

Receipt No: R14-002377 Date: 01/28/14

Person ID: P275196 CORY STEWART [REDACTED] LOUISVILLE 40214

Received From: CORY STEWART Jurisdiction: Extra1: Extra2:

Comment:

Receipt	Date
R14-002377	01/28/14 00:11

Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Extra3	Extra4	Item Price
1		A						

JE/Rfnd	Qty	Item Code	Animal ID	Reference No	Fee Type	Dept	Price	Subtotal	ItemName
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Total Due	Cash	Check	Credit	Tendered	Card No	Exp	Auth	Trans	Change	Balance
187.00	.00	.00	187.00	187.00					.00	.00

Local Intranet

Start | Inbox - Microsoft Outlook | Chameleon 32 Ver... | MyMetro - Windows Inte... | Search Desktop

Allen, Dee Q

From: Gray, Tabitha L
Sent: Sunday, December 29, 2013 3:16 PM
To: Adkins, Heather; Vaughn, Amanda
Subject: Re: PHONE MESSAGE

Yes the cat was turned in a stray. There was no mention about testing of any kind. Dr. C did speak with Karen Little and all involved agreed in Ruth as best option for this Cat.

We normally will not send a stray cat for testing, but to my recollection there was no mention from either parties involved asking for any testing.

Thanks,
Tabitha

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Adkins, Heather
Sent: Sunday, December 29, 2013 12:51 PM
To: Gray, Tabitha L; Vaughn, Amanda
Subject: PHONE MESSAGE

Shawn Stilts

502- [REDACTED]

502- [REDACTED]

Turned in an alley cat kitten two days ago for euthanasia. Alley Cats asked her if she would contact us to get the body for a necropsy because it was sick. Notes say Doc C recommended euth and we contacted and spoke with Karen Little, who agreed with the euth. I told the caller she would have to speak with a supervisor about this situation because I'm not sure why Alley Cats wouldn't contact us themselves.

Allen, Dee Q

From: Ward, Kim N.
Sent: Friday, October 25, 2013 2:30 PM
To: Adkins, Heather
Subject: RE: [REDACTED] driver's license
Attachments: image001.jpg

Wow.



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com
Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Friday, October 25, 2013 2:24 PM
To: Ward, Kim N.
Subject: RE: [REDACTED] driver's license

This woman is flighty as all get out. She came in to take care of a violation and I asked for her driver's license for a check she gave us – she spent thirty minutes searching her purse for her license and ultimately came to the conclusion she didn't have it. I ended up pulling her license information from the violation to write on the check. Her license was never here.

From: Ward, Kim N.
Sent: Friday, October 25, 2013 2:23 PM
To: Animal Care Division
Subject: [REDACTED] driver's license

Mary Sims called today asking if we had seen her driver's license. It looks like she was over there and accidentally called AH. If you find it, can you please call her back at 502-[REDACTED]

Thanks!



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com
Come to our house to give a pet a new home!

Allen, Dee Q

From: Oerther, Alisa
Sent: Tuesday, February 11, 2014 5:43 PM
To: Oerther, Alisa
Subject: Passwords
Attachments: image001.jpg

Volgistics

alisa.oerther@louisvilleky.gov
margaret.brosko@louisvilleky.gov



Alisa Oerther
Community Engagment Supervisor
Louisville Metro Animal Services
502-574-5556

animal house
ADOPTION CENTER



DEPARTMENT OF
**ANIMAL
SERVICES**

Allen, Dee Q

From: Ward, Kim N.
Sent: Friday, October 25, 2013 2:30 PM
To: Adkins, Heather
Subject: RE: [REDACTED] driver's license
Attachments: image001.jpg

Wow.



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Friday, October 25, 2013 2:24 PM
To: Ward, Kim N.
Subject: RE: [REDACTED] driver's license

This woman is flighty as all get out. She came in to take care of a violation and I asked for her driver's license for a check she gave us – she spent thirty minutes searching her purse for her license and ultimately came to the conclusion she didn't have it. I ended up pulling her license information from the violation to write on the check. Her license was never here.

From: Ward, Kim N.
Sent: Friday, October 25, 2013 2:23 PM
To: Animal Care Division
Subject: [REDACTED] driver's license

Mary Sims called today asking if we had seen her driver's license. It looks like she was over there and accidentally called AH. If you find it, can you please call her back at 502 [REDACTED]

Thanks!



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

Allen, Dee Q

From: Ward, Kim N.
Sent: Monday, April 28, 2014 12:18 PM
To: Adkins, Heather
Subject: RE: RESCHEDULE!
Attachments: image001.jpg

Hmmm I don't really know! I would think it would probably be okay but I don't know what interacts badly with anesthesia... that would be a vet question.

Address is [REDACTED] [REDACTED]'s right off of Taylorsville rd, apparently. Never been there! She just moved in. Yes, same day 5/2



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From: Adkins, Heather
Sent: Monday, April 28, 2014 10:04 AM
To: Ward, Kim N.
Subject: RE: RESCHEDULE!

Sure, that works. Do you think I could drug her the night before to make catching her easier? BWAHAHAHA

Where is your party? It's that same day, right?

From: Ward, Kim N.
Sent: Saturday, April 26, 2014 12:27 PM
To: Adkins, Heather
Cc: Bailey, Lauren E.
Subject: RE: RESCHEDULE!

How does 5/2 sound?



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From: Adkins, Heather
Sent: Friday, April 25, 2014 11:30 AM
To: Ward, Kim N.
Subject: RESCHEDULE!

Brenda called me this morning cuz no doctor came in today. So we need to reschedule Elphie's surgery :)

Allen, Dee Q

From: Ward, Kim N.
Sent: Saturday, March 01, 2014 3:55 PM
To: Adkins, Heather
Attachments: image001.jpg

Call me if you need anything [REDACTED]



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From: Ward, Kim N.
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To: Adkins, Heather
Subject: RE: [REDACTED] driver's license
Attachments: image001.jpg

Categories: Yellow Category

Wow.



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From: Adkins, Heather
Sent: Friday, October 25, 2013 2:24 PM
To: Ward, Kim N.
Subject: RE: [REDACTED] driver's license

This woman is flighty as all get out. She came in to take care of a violation and I asked for her driver's license for a check she gave us – she spent thirty minutes searching her purse for her license and ultimately came to the conclusion she didn't have it. I ended up pulling her license information from the violation to write on the check. Her license was never here.

From: Ward, Kim N.
Sent: Friday, October 25, 2013 2:23 PM
To: Animal Care Division
Subject: [REDACTED] driver's license

[REDACTED] called today asking if we had seen her driver's license. It looks like she was over there and accidentally called AH. If you find it, can you please call her back at 502-[REDACTED]

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Brosko, Margaret A

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To: Brosko, Margaret A
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From: Brosko, Margaret A
Sent: Tuesday, December 17, 2013 9:00 AM
To: Adkins, Heather
Subject: follow-up

Hi Heather,
Dr. Mika has not returned any of our calls about the leg amputation.
The donation money is immediately processed so now our option is to wait for another donation and see if someone is willing to fund the surgery.
I can also ask our SPOT board to help.
I will continue to think of other options and keep you updated. Sorry.
How is she doing?

Margaret Brosko
Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



Brosko, Margaret A

From: Adkins, Heather
Sent: Sunday, September 29, 2013 1:19 PM
To: Ward, Kim N.
Subject: RE: foster surgery

I'm pretty sure you're a miracle worker. I bow before you, madame. :)

From: Ward, Kim N.
Sent: Sunday, September 29, 2013 1:18 PM
To: Adkins, Heather
Subject: RE: foster surgery

Okay great, she's cool with it. AND!!!! We are getting somewhere with Sadie's leg amputation. Don't spend your money on it yet. I think we can justify this from a PR standpoint and use a donation someone gave us to help with the cost. I'll get back to you when I have a better idea, but I think we will be able to get it done with us. Thanks!



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To: Ward, Kim N.
Subject: RE: foster surgery

10/11 should be fine! Just let me know if Tab says absolutely not on all seven LOL. Several of them are girls, so I know that's a little longer on the table.

A498515 (F)
A502995 (F)
A502996 (M)
A503723 (F)
A503724 (M)
A503726 (M)
A503727 (F)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 9:58 AM
To: Adkins, Heather
Subject: RE: pickup 9/28

Haha! Alisa got them! How does 10/11 sound?? I'll check with tab to make sure we can do all 7. Usually that's okay.



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Sent: Saturday, September 28, 2013 8:10 AM
To: Ward, Kim N.
Subject: RE: pickup 9/28

Whoohoo Sherry's bringing em :)

Also, let's get some of my fosters scheduled for surgery. I'll have seven ready by the time you can fit em in (obviously we don't have to do them all at once if you wanna do three one day/four the next)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:59 AM
To: Adkins, Heather
Subject: FW: pickup 9/28

Also, we are going to pick up Claire in Q329! A487864



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To: Ward, Kim N.
Subject: RE: pickup 9/28

Okay, Sherry was like AHHH WE DON'T HAVE AN OFFICER TO DO IT!

So she called Margaret.

Now, I get off from dispatch at ten today. I'd be happy to load up animals and ride them over (if somebody here will help me do it LOL)

From: Ward, Kim N.
Sent: Saturday, September 28, 2013 7:50 AM
To: Adkins, Heather
Subject: FW: pickup 9/28

Thanks Heather! Let me know if you need anything!



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From: Fawbush, Emily M
Sent: Friday, September 27, 2013 3:54 PM
To: Animal Services Adoption; Animal Services Vet Staff
Subject: pickup 9/28

504344
501040
501042
501041
501043
501047
505130
^vet

500354- 223

502972- barn up front (bunny)

Emily Fawbush
Veterinary Assistant
emily.fawbush@louisvilleky.gov



DEPARTMENT OF
**ANIMAL
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Brosko, Margaret A

From: Adkins, Heather
Sent: Saturday, December 14, 2013 10:21 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

Disappointed wasn't quite the word. Livid, maybe. Ready to walk out and leave, yes. I took this job as an in for adoptions. Apparently I shouldn't have worked so hard to be good at this job. I needed the raise in a horrible way. I bought my house in February on my previous salary, and then took this job with a 1.50 paycut, so for the past eight months, I'm BARELY making my mortgage every month. Not to mention I want animal hours because my ultimate goal is to be a zookeeper. There were so many reasons I needed adoptions, and Donald just cut me off at the knees. And he's seriously saying he wants me to stay here and make this my career.

Uh. No.

Anyway, Disney was amazing. It was only my husband's second trip ever, so all the rides he got to ride that he'd never before was so cool. We spent a lot of time at Epcot because it's our favorite. We sooo didn't want to come back. I've had a hard time getting back into the groove of things.

I've got Sadie pics and videos. I'll try to run them by one day this week. WE NEED A SURGERY DATE!!! My vet offered to do the surgery for \$545, including boarding her after, pain meds, surgery at her own facility with her own equipment, *everything*, and neither Margaret nor Tabitha has responded about that. We're fighting a losing battle with her chewing on her paw. She's broken through two e-collars, and we have to keep her paw bandaged because she rips through the bandages and chews on the paw. She's literally chewed off three fingernails and the edge of her foot. That leg has got to go.

From: Ward, Kim N.
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To: Adkins, Heather
Subject: RE: Kitten Surgery 12/18

Oh sad...I've had my share of sickly kittens that just fail to thrive, no matter what. I hate HATE seeing that though because you can see every ounce of them trying to get better and it's just so awful.
Sad kitten passing aside...I hope you had fun on vacation though! I love Disneyworld, used to work there. Magicaaalllllll! I also heard about the job... I'm sorry you didn't get it over here, I'm sure they appreciate you taking one for the team but man, I would be a little disappointed. You'd do great over here though so I'm sure you'll get over here soon enough. If anything, you can have my spot when I leave next year haha!
Also—SADIE PICTURES AND VIDEOS! Thanks bye ☺



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Sent: Wednesday, December 11, 2013 10:15 AM
To: Ward, Kim N.
Subject: RE: Kitten Surgery 12/18

Yep, works just fine for me. I only have four now. When my sister left my house Monday night, the sickly white and gray one was doing awesome. He'd gained weight, was playing, etc. When we got home in the wee hours of Tuesday morning, he had passed away. His brother was the one I lost recently, and he'd always been sickly. I guess something was just too wrong with him :(

From: Ward, Kim N.
Sent: Monday, December 02, 2013 8:09 AM
To: Adkins, Heather
Subject: Kitten Surgery 12/18

Let me know if that works for you!



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Brosko, Margaret A

From: Ward, Kim N.
Sent: Sunday, September 15, 2013 5:09 PM
To: Adkins, Heather
Subject: RE: Question

Hey Heather!

I'm glad Sadie is doing well, but yeah that leg probably needs to get taken off. Unless you have a specific reason to take her to your vet, I would take her to Manslick and let them make the call. It would be up to you to take care of the costs if you took her to your vet so I would see if Metro will do it first so you don't have to pay. It doesn't seem to me to be a legal concern as far as raising money, BUT that's something we need to confirm with upper management. Basically, what I'm saying is that all of this needs to go through Margaret or Donald!

You are more than welcome to pursue any adopters or rescues. If it's a rescue, it just has to go through Amanda Crook and if it's an adopter, they just have to go through the regular adoption process (application, etc.). Hopefully that helps, I hope we can take care of that leg soon!



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Come to our house to give a pet a new home!

From: Adkins, Heather
Sent: Sunday, September 15, 2013 1:58 PM
To: Ward, Kim N.
Subject: Question

Hey girl!

So, I took my first foster dog home last week (or week before, time's running together). She's an AMAZING pit bull named Sadie with a bum front leg. She loves people, dogs, and she even loves cats! I think someone out there will definitely want this girl.

Now, my question is about her leg. She was injured months ago and we issued a vet notice on her February, which was never complied with, and so according to Doc C's notes she has atrophied muscles and it probably needs amputation. She doesn't use the leg (actually, she trips over it half the time), and the bones in her shoulder are out of place and slightly concave.

I know my rights as a foster are limited. Who would I see about getting permission to take Sadie to my vet? I'd like to see if she agrees the leg needs to be amputated (which I'm sure she will) and how much that surgery would cost. I'd love to raise money for her surgery and get that leg taken care of, but I know that may not even be a possibility from an MAS legal standpoint.

Also my second question, could I actively seek an adopter or rescue for her? Or would any rescue have to go through Amanda?

Please forgive all my newbie questions. I know you're busy, so no rush. We're having a ball with her :)

Heather

Brosko, Margaret A

From: Adkins, Heather
Sent: Monday, October 14, 2013 2:18 PM
To: Ward, Kim N.
Subject: RE: Sadie stuff

Yep sure can :) Sadie's easy LOL. It's the kittens giving me fits. The lesson I need to learn is that anytime I take home more than two in a litter, we always have an outbreak of sniffles.

When is the surgery opening this week if it's still available? If even one seems completely non-congested, I'm bringing 'em in!!

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:08 PM
To: Adkins, Heather
Subject: Sadie stuff

Hey Heather,
I know your house is crazy right now but can you get some videos or pictures of Sadie and the leg? If it's easier, you can always swing her by Animal House and we can do the recording. Thanks!



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Brosko, Margaret A

From: Adkins, Heather
Sent: Saturday, November 16, 2013 11:45 AM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: Sadie

Any decision on her amputation yet? My vet is willing to do it ASAP, and if I need to cover some of the surgery costs to get this done, I will happily do it. I came home yesterday to her having broken through her e-collar and chewed on her paw again—a bloody, gross mess. This arm needs to go :(

Brosko, Margaret A

From: Adkins, Heather
Sent: Tuesday, November 05, 2013 10:27 AM
To: Oerther, Alisa

I got your message! Thank you!! I have three little fosters to bring in for shots on my off days this week (either Thurs or Fri) and AH is closer to me than Manslick, so I'll fill out the paperwork and pay then :)

Any word on Sadie's surgery? We're fighting a battle with her on keeping her from chewing on the bad paw. She's living in bandages and an E Collar LOL

Brosko, Margaret A

From: Adkins, Heather
Sent: Tuesday, December 17, 2013 10:12 AM
To: Brosko, Margaret A
Subject: RE: follow-up

Before Kim told me about the Pit Bull donation, my original goal was to do an email/facebook campaign to my family and friends asking for donations to MAS towards Sadie's surgery. Am I allowed to do that? My vet is so willing to do the surgery that she would do it the day we asked her to. She's a big bully dog advocate and used to work with rescues and shelters before she opened her practice. I would happily raise the money for Sadie. She's an amazing dog, and she's SO miserable living in an E-Collar.

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Senior Manager Special Initiatives & Communications
Louisville Metro Animal Services



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A498515 (F)
A502995 (F)
A502996 (M)
A503723 (F)
A503724 (M)
A503726 (M)
A503727 (F)

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From: Fawbush, Emily M
Sent: Friday, September 27, 2013 3:54 PM
To: Animal Services Adoption; Animal Services Vet Staff
Subject: pickup 9/28

504344
501040
501042
501041
501043
501047
505130
^vet

500354- 223

502972- barn up front (bunny)

Emily Fawbush
Veterinary Assistant
emily.fawbush@louisvilleky.gov



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Notice of Confidentiality: This e-mail, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain confidential information that is legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any review, use, disclosure, distributing or copying of this communication is strictly prohibited. If you have received this communication in error, please contact the sender by reply e-mail and destroy (delete) all forms of the original message.

Brosko, Margaret A

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Hey girl!

So, I took my first foster dog home last week (or week before, time's running together). She's an AMAZING pit bull named Sadie with a bum front leg. She loves people, dogs, and she even loves cats! I think someone out there will definitely want this girl.

Now, my question is about her leg. She was injured months ago and we issued a vet notice on her February, which was never complied with, and so according to Doc C's notes she has atrophied muscles and it probably needs amputation. She doesn't use the leg (actually, she trips over it half the time), and the bones in her shoulder are out of place and slightly concave.

I know my rights as a foster are limited. Who would I see about getting permission to take Sadie to my vet? I'd like to see if she agrees the leg needs to be amputated (which I'm sure she will) and how much that surgery would cost. I'd love to raise money for her surgery and get that leg taken care of, but I know that may not even be a possibility from an MAS legal standpoint.

Also my second question, could I actively seek an adopter or rescue for her? Or would any rescue have to go through Amanda?

Please forgive all my newbie questions. I know you're busy, so no rush. We're having a ball with her :)

Heather

Brosko, Margaret A

From: Adkins, Heather
Sent: Monday, October 14, 2013 2:18 PM
To: Ward, Kim N.
Subject: RE: Sadie stuff

Yep sure can :) Sadie's easy LOL. It's the kittens giving me fits. The lesson I need to learn is that anytime I take home more than two in a litter, we always have an outbreak of sniffles.

When is the surgery opening this week if it's still available? If even one seems completely non-congested, I'm bringing 'em in!!

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:08 PM
To: Adkins, Heather
Subject: Sadie stuff

Hey Heather,
I know your house is crazy right now but can you get some videos or pictures of Sadie and the leg? If it's easier, you can always swing her by Animal House and we can do the recording. Thanks!



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com

Come to our house to give a pet a new home!

Brosko, Margaret A

From: Adkins, Heather
Sent: Saturday, November 16, 2013 11:45 AM
To: Brosko, Margaret A; Gray, Tabitha L
Subject: Sadie

Any decision on her amputation yet? My vet is willing to do it ASAP, and if I need to cover some of the surgery costs to get this done, I will happily do it. I came home yesterday to her having broken through her e-collar and chewed on her paw again—a bloody, gross mess. This arm needs to go :(

Brosko, Margaret A

From: Adkins, Heather
Sent: Tuesday, November 05, 2013 10:27 AM
To: Oerther, Alisa

I got your message! Thank you!! I have three little fosters to bring in for shots on my off days this week (either Thurs or Fri) and AH is closer to me than Manslick, so I'll fill out the paperwork and pay then :)

Any word on Sadie's surgery? We're fighting a battle with her on keeping her from chewing on the bad paw. She's living in bandages and an E Collar LOL



East Bullitt Animal Clinic
10774 Highway 44 E
Mount Washington, KY 40047
(502) 904-9800
FAX: (502) 904-9801

Patient History Report

Owner: Heather Adkins
Animal: Sadie
From 10/30/2013 to 3/4/2014
Page 1 of 1

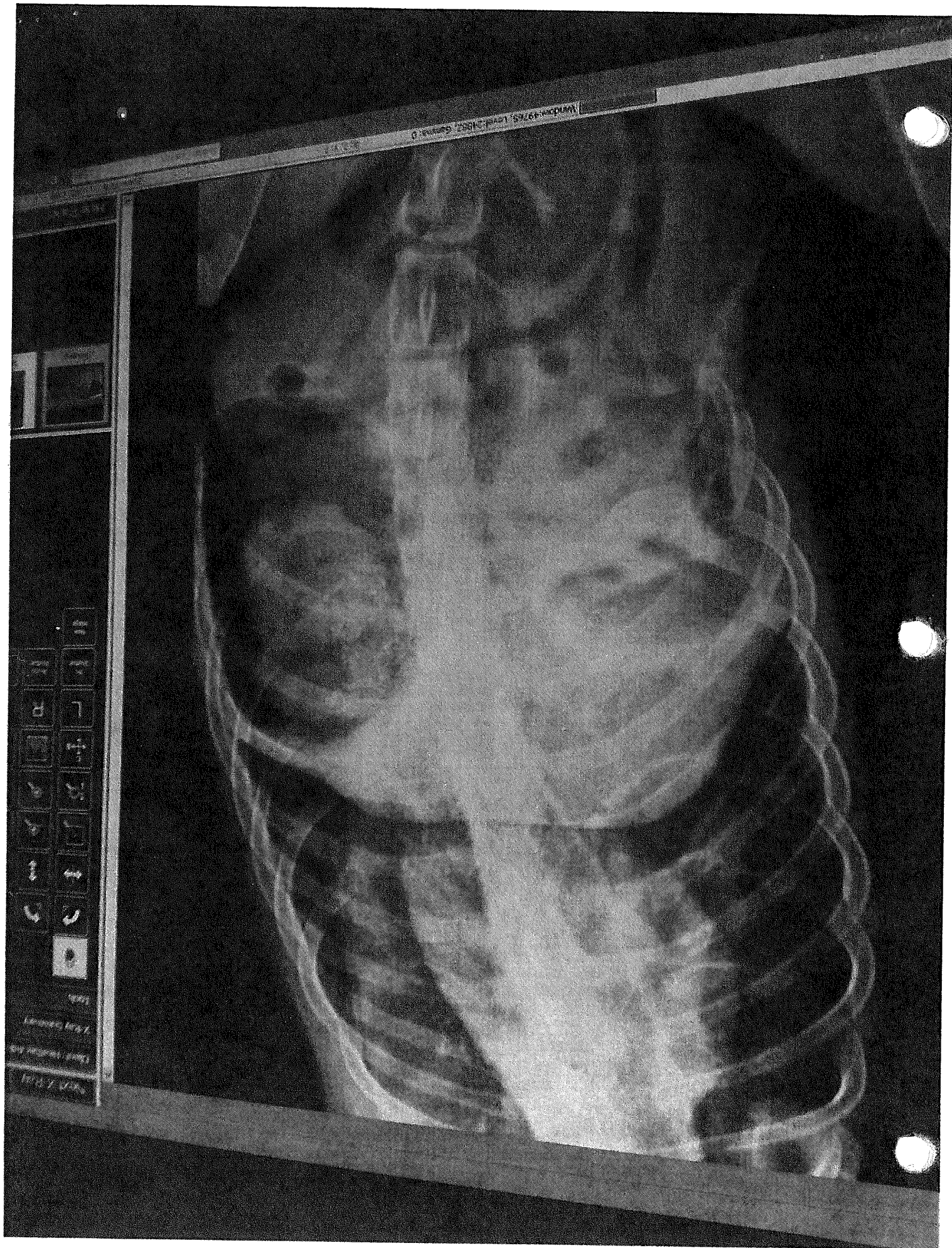
Account #: 2771
Owner: Heather Adkins

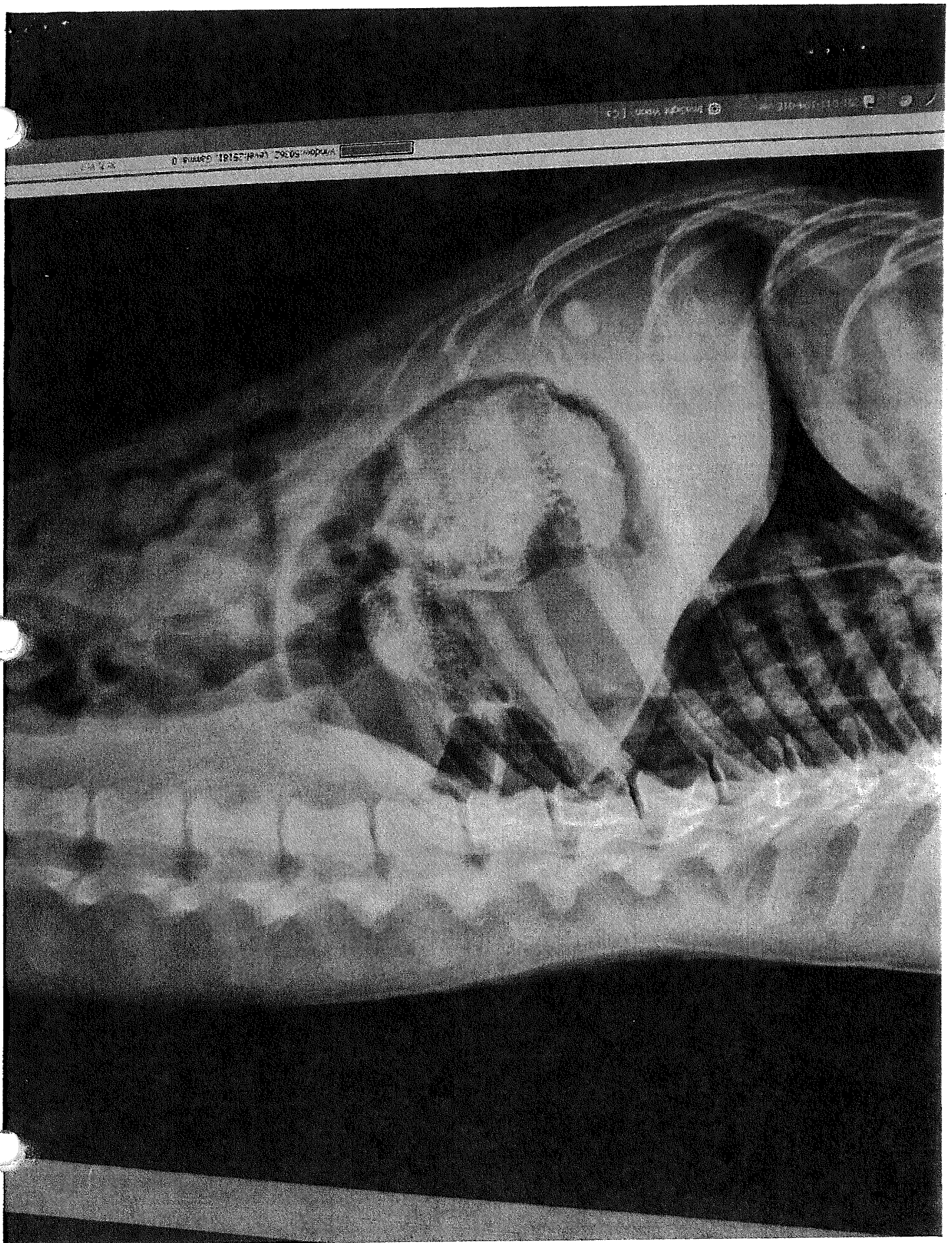
Address:

Phone: (502)
(502)

Animal: Sadie
Species: Canine
Breed: Pit Bull
Color: BLUE
Gender: Female
Birthdate: 10/30/2012
Age: 1 year 4 months 4 days
Weight: 0.00

Date	Doctor	Description	Weight
02/28/2014	Main	Heather called. Sadie is now in the care of BluePearl through the Arrow Fund. Sadie's condition worsened overnight and she has now been diagnosed with pneumonia. Also has megaesophagus. Unsure if secondary to FB or primary problem. Will call later to let us know if they are going to continue treatment or euthanize.	0
02/27/2014	Stephanie Pollett, DVM	Office Visit Radiology Subcutaneous Fluid Therapy at Home Rx004785: Cerenia 60mg Str-pill Qty-4.00 Refill-0 Expire- Rx: Give 1 tablet every 24 hours as needed for vomiting... Rx004786: Metronidazole 500mg Str-tablet Qty-7.00 Refill-0 Expire- Rx: Give 1 tablet every 24 hours...	0
02/21/2014	Stephanie Pollett, DVM	Brief Office Visit Bandage Application	0
10/30/2013	Stephanie Pollett, DVM	Office Visit Bandage Application Rx004430: Gabapentin 100 MG Str- Qty-30.00 Refill-0 Expire- Rx: Give 1 capsule every 12 hours... Rx004431: Cephalexin 500mg Str-capsule Qty-30.00 Refill-0 Expire- Rx: Give 1 capsule every 12 hours ... Elizabethan Collar, 25 ; Qty: 1.	0





Robinson, Donald

From: Gray, Tabitha L
Sent: Friday, March 07, 2014 10:08 AM
To: 'jahdoctor@aol.com'
Subject: Re: Record for A485350

Can we'll also have a copy of radio graph.
Tabitha

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Jahdoctor [mailto:jahdoctor@aol.com]
Sent: Thursday, March 06, 2014 04:41 PM
To: Gray, Tabitha L
Subject: Record for A485350

Record for A485350

Jefferson Animal Hospital & Regional Emergency Center
4504 Outer Loop
P.O. Box 19378
Louisville, KY 40259
phone 502.966.4104
fax 502.966.3904
www.jeffersonanimalhospital.com

Robinson, Donald

From: Gray, Tabitha L
Sent: Friday, March 07, 2014 10:08 AM
To: Keel, Brenda M
Subject: Fw: Record for A485350
Attachments: MAS Pit Bull.pdf

Tabitha Gray
Louisville Metro Animal Services
Veterinary Services Supervisor

From: Jahdoctor [mailto:jahdoctor@aol.com]
Sent: Thursday, March 06, 2014 04:41 PM
To: Gray, Tabitha L
Subject: Record for A485350

Record for A485350

Jefferson Animal Hospital & Regional Emergency Center
4504 Outer Loop
P.O. Box 19378
Louisville, KY 40259
phone 502.966.4104
fax 502.966.3904
www.jeffersonanimalhospital.com

Jefferson Animal Hospital and Emergency Center

4504 Outer Loop * Louisville, KY 40219 * (502) 966-4104

DATE: 2/3/2013 **DIAGNOSTIC / EMERGENCY EXAM**
CLIENT# 51047 **PATIENT #** 71086 **RDVM:** Jefferson Animal Hospital
Metro Animal Services Metro **Pit Bull HBC** **Dr. Patricia L. Kennedy**
Animal Services
3705 Manslick Rd 40215 Pit Bull Female Phone: (502) 966-4104
(502) 574-5524 Blue 1 Yrs. 6 Mos. Fax: (502) 966-3904
Email: Microchip:

Doctor:	Time:	Appt:	Rec:	Tech:	Weight:	Temp:
Cheever		c/a	ses		52#2oz	

PRESENTING SIGNS:

HBC limping right front leg ok to Xray then call Janet at [REDACTED]

CURRENT MEDICATIONS / DIET / HISTORY: (DS 0-4, BCS 1-9, Pain Score P0-P6)

Updated: 2/3/2013, **CURRENT and PRIOR MEDICAL HX:** HBC limping RFL, **CURRENT MEDS:** none,
OHW/ FLEA MEDS: , **VACCINES/TESTINGS:** , **DIET:** , **APPETITE:** , **OWNED SINCE:** , **HABITAT**
EXPOSURE:

DOCTOR EXAM COMMENTS:

BAR-mm pink. N mentation.
Normal sinus rhythm- Clear lungs/panting
Good body condition score and normal hydration
Normal abdominal palpation, mild nipple development.
LN's WNL
Nonweight bearing lameness R FL, knuckling foot. Dropped carriage of leg at the shoulder. Mild abrasion injury lateral aspect of elbow. Mild bruising noted R axillary region. No pain with palpation of limb. No crepitus or obvious fx.

DIAGNOSTICS / LAB / RADS: RESULTS:

X-ray: AP distal FL's, R lat R FL No obvious fx or luxations. Increased opacity mid R radius, possible nutrient foramen vs healed fx. No shoulder views.

DDX: R FL lameness, neuro deficits R/O brachial plexus avulsion, traumatic IVDD, open

Medications Administered:	Amount	Rt	Medications Dispensed:	#	Dose
			None		

CLIENT RECOMMENDATIONS / PLAN:

LMM w/ Janet at MAS # [REDACTED] relayed no fxs, susp neuropathy likely secondary to brachial plexus avulsion. Possible old injury, mid R radius, ie healing hairline fx vs normal anatomy. Rec cage confinement and observation. May require amputation if permanent deficits especially if self traumatizing from trying to walk on foot incorrectly. Dr. Cheever
Sent dog with copy of radiographs. Transported back to MAS by Metro officer.

HOSPITALIZED: NO

File typed by: sc

2/3/2013 *A Diagnostic Exam (or recheck)-
Any Doctor - Closed - 3/5/2013

Robinson, Donald

From: Dudick, Janet L
Sent: Monday, February 04, 2013 9:18 AM
To: Riggs, Rebecca
Cc: Gray, Tabitha L
Subject: A485350

This dog went to Jefferson yesterday for a possible broken leg and the person that found her filled out an adoption app. And you have a memo about the app. I just wanted to let you know that the dog does not have a simple broken leg, but has nerve damage from an old injury. Jefferson recommends amputation in the future. This may be something they won't be able to afford.

Janet

Robinson, Donald

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:07 PM
To: Keel, Brenda M
Subject: Sadie A485350

This is Heather's foster dog with the gimpy front right leg. Alisa said we were just waiting on some supplies to actually do the surgery. Thanks!



Kim Ward
Foster Coordinator
Animal House Adoption Center
3516 Newburg Road | Louisville, KY 40218
p (502) 473-PETS | f (502) 473-2634
www.louisvilleanimalhouse.com
Come to our house to give a pet a new home!

Robinson, Donald

From: Ward, Kim N.
Sent: Monday, October 14, 2013 2:07 PM
To: Keel, Brenda M
Subject: Sadie A485350

This is Heather's foster dog with the gimpy front right leg. Alisa said we were just waiting on some supplies to actually do the surgery. Thanks!



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3516 Newburg Road | Louisville, KY 40218
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Come to our house to give a pet a new home!

SADIE'S MEDICAL HISTORY

A485350 57.60LBS DOG BLUE / WHITE F PIT BULL

04/04/14

02/03/13

EXAM - INTAKE BROKEN LIMB 57.60LBS Treated by: JLD Temp:

Indicate WNL (Normal) or note any Abnormal observations

Behavior VERY FRIENDLY DOG

Appearance CLEAN, WELL KEPT

Skin WNL

Eyes WNL

Ears/Nose WNL

Movement NON-WEIGHT BEARING ON LF LEG, POSSIBLE BROKEN, SENT TO JAH

Mouth/Teeth VERY GOOD

Anal/Genital WNL

Heart/Lungs

PYRANTEL

DAPP

BORD IN

02/04/13

EXAM - DIAGNO LIMBS 52.00LBS Treated by: JLD Temp:0.00

Report from Jefferson Animal Hospital:

Date: 02/03/13

Doctor: Dr. Cheever

Presenting Signs: HBC limping right front leg ok to x-ray then call Janet.

Exam: BAR-mm pink. Normal mentation.

Normal sinus rhythm - Clear lungs/panting.

Good body condition score and normal hydration.

Normal abdominal palpation, mild nipple development.

LN's WNL.

Non-weight bearing lameness R FL, knuckling foot. Dropped carriage of leg at the shoulder. Mild abrasion injury lateral aspect of elbow. Mild bruising noted R axillary region. No pain with palpation of limb. No crepitus or obvious fx.

Diagnostics: X-ray: AP distal FL's, R lat R FL - No obvious fx or luxations. Increased opacity mid R radius, possible nutrient foramen vs healed fx. No shoulder views.

Diagnosis: R FL lameness, neuro deficits, R/O brachial plexus avulsion, traumatic IVDD, open.

Recommendations/Plan: LMM w/Janet: relayed no fxs, susp neuropathy likely secondary to brachial plexus avulsion. Possible old injury, mid R radius, ie healing hairline fx vs normal anatomy. Rec cage confinement and observation. May require amputation if permanent deficits especially if self traumatizing from trying to walk on foot incorrectly.

02/14/13

02/14/13

EXAM NORMAL 0.00LBS Treated by: MM Temp:

RABIES 1YR

08/29/13

EXAM -INTAKE OTHER 54.00LBS Treated by: SLM Temp:

Indicate WNL (Normal) or note any Abnormal observations

Behavior friendly

Appearance severe atrophy to muscles in right front leg, open sore on wrist where it hits the ground

Skin open sore

Eyes wnl

Ears/Nose wnl

Movement unable to bear weight on right front leg

Mouth/Teeth wnl

Anal/Genital wnl

Heart/Lungs

PYRANTEL

DAPP

BORD IN

08/30/13

EXAM LIMBS 0.00LBS Treated by: TG Temp:

no treatment request submitted, no after hours calls receive by any of vet staff.

large scrap possible from licking at leg, dog is holding let up non weight bearing. old injury

in 02-04-13 owner issued vet notice at time.

muscles in that should look to be atrophied.

CEPHA 500

09/06/13

EXAM-FOLLOW KENNEL COUGH 0.00LBS Treated by: CEC Temp:

now hacking and nasal discharge

3.00 DOXY 100 1.00 TIMES/DAY FOR 14.00 DAYS

IF YOU OR YOUR VETERINARIAN HAVE ANY QUESTIONS ABOUT THE MEDICAL TREATMENT YOUR ANIMAL HAS
RECEIVED PLEASE CALL US AT (502) 361-1318.

Metro Animal Services

3705 Manslick Road, Louisville, KY 40215
(502) 361-1318 Administrative (502) 363-6609 Service Requests



DEPARTMENT OF
**ANIMAL
SERVICES**

Receipt Date: Friday, February 21, 2014

Receipt Number: R14-004101

Person Information: ANIMAL HOUSE
3516 NEWBURG RD
LOUISVILLE, KY 40218

PID: P236287

Received From: ANIMAL HOUSE

Check No:

Phone: (502) 473-7387

Item:	Animal ID:	Reference No:	Price:	Each:	Amount:
DONATION SPOT	A518606	SADIE'S SURC	\$200.00	1	\$200.00

Total Fees Due: **\$200.00**

Payments:	Cash:	\$200.00
	Check:	\$0.00
	Credit Card:	\$0.00

Total Payments Received: **\$200.00**

Thank You!

Change:	\$0.00
Balance Due:	\$0.00

Animal Information:

Louisville Metro Animal Service

Website: <http://www.louisvilleky.gov/AnimalServices>

Adoptions, Business Office and Animal Care Hours call 361-1318

Clerk: aoerther SHELTER

Transaction Date: 02/21/14

Print Date: 04/08/14 ware\Chameleon\Crystal\receipt.rpt

Louisville-Jefferson County Metro Government
Position and Personnel Action Form

Dept ID/Department Name: 430 - Metro Animal Control

POSITION DATA

Position Number

4 3 0 0 0 0 3 4

2014 MAY 12 AM 10:01

Effective Date: <u>5/11/2014</u>	Action Code: <u>TER - Termination</u>	Reason: <u>RNR</u>
Job Code: <u>033450</u>	R/T: <u>1</u>	J/P: <u>1</u>
Hours: <u>40</u>	Empl Class: <u>Seasonal</u>	Class Indicator: <u>Unclassified</u>
Budget Account/Location:		
Fund: <u>2 1 0 1</u>	Dept: <u>4 3 0</u>	Division: <u>1 2 1</u>
Unit Activity: <u>1 2 1</u>	Account: <u>5 1 1 1 0 1</u>	

PERSONAL DATA

Employee ID

3 6 1 1 6

Effective Date

5/14/2014

First Name: <u>Heather</u>	Middle Name: <u>M</u>	Last Name: <u>Adkins</u>
Address:		Preferred Name:
County:	City:	State: Zip Code:
Home Phone:	Business Phone:	Marital Status:
Soc. Sec. #:	Gender:	Ethnic: Birthdate:

JOB DATA

Job Title: Animal Services Clerk

Action: <u>TER</u>	Reason: <u>RESIGN - DO NOT RETIRE</u>	Do Not Rehire ☒
Job Code:	Job Entry Date:	R/T: F/P:
Standard Hours: <u>40</u>	Empl Class: <u>Seasonal</u>	Officer Code: <u>HR Rep/BusOff</u>
Union Code: <u>31</u>	Union Sen. Date:	Longevity Date:
Dept. Entry Date:	Sworn Date:	HR Service Date:
Pay Group: <u>PBO</u>	Stop WP/ Out of Step: <u>Y</u> <u>N</u>	Location: <u>Dept: Division: Unit Activity:</u>
Budget Account:		
Fund: <u>2 1 0 1</u>	Dept: <u>4 3 0</u>	Division: <u>1 2 1</u>
Unit Activity: <u>1 2 1</u>	Account: <u>5 1 1 1 0 1</u>	
Salary Admin Plan:	Grade:	Step:

Base Hourly Rate

Base Rate Code: NAHRLY Old Rate \$ 13.20 New Rate \$ _____

Additional Pay Components

Comp Rate Code: _____ Rate Amount _____ Remove Pay Component ☐

Comp Rate Code: _____ Rate Amount _____ Remove Pay Component ☐

Comp Rate Code: _____ Rate Amount _____ Remove Pay Component ☐

Comp Rate Code: _____ Rate Amount _____ Remove Pay Component ☐

Total Hourly Rate of Pay (Base Hourly Rate +/- Components): \$ 0.00

For Official Use

Logger <u>SK</u>	Keyer <u>SK</u>
Verified <u>SK</u>	Date <u>5/13</u>

APPROVALS

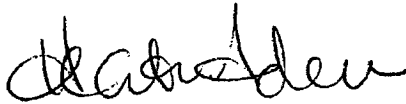
Authorized Dept. Signature: <u>[Signature]</u>	Date: <u>5/9/14</u>	Budget (if applicable): <u>SK</u>	Date: <u>5-13-14</u>
Mayor's Office (if applicable):	Date:	Human Resources:	Date:

To Donald Robinson and the staff of MAS:

Thank you so much for the opportunity to be a part of the Metro Animal Services team for the past year. I hope that I was able to come in and make a difference, and that as I move forward with my career elsewhere, I'll leave behind people I can call friends.

I'm looking forward to the next chapter in my life, and if it weren't for my time here, I wouldn't have found the path on which I was meant to tread.

Thank you for taking the chance on a new employee, and for wishing me success in my future endeavors.

A handwritten signature in black ink, appearing to read 'Heather Adkins', with a stylized, cursive script.

Heather Adkins

Klotz, Sandy

From: Robinson, Donald
Sent: Monday, May 12, 2014 9:36 AM
To: Klotz, Sandy
Subject: RE: LMAS-PPAF & Resignation-Heather Adkins#36116

She worked a partial day Saturday which was her last day.
DR

From: Klotz, Sandy
Sent: Monday, May 12, 2014 9:32 AM
To: Robinson, Donald
Subject: FW: LMAS-PPAF & Resignation-Heather Adkins#36116
Importance: High

Hey Donald! You'll need to get with Payroll (Ryan) for her TVP, but first I have a question about the effective date since her letter wasn't dated. 5/11 would be the start of a new pay cycle. Did she work any on that date or did she technically resign on Sat, 5/10? If she worked on 5/11, we'll have to hold off to pay her regular hours for that day, along with any TVP due, on the next check.

From: Robinson, Donald
Sent: Monday, May 12, 2014 9:28 AM
To: Klotz, Sandy
Subject: LMAS-PPAF & Resignation-Heather Adkins#36116
Importance: High

Can you please pay all TVP on this employee.
Thanks,

Donald Robinson
Assistant Director- Metro Animal Services
(Office) 502-574-5374
(Fax) 502-363-9742
Donald.Robinson@LouisvilleKy.gov



DEPARTMENT OF
**ANIMAL
SERVICES**

Notice of Confidentiality: This e-mail, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain confidential information that is legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any review, use, disclosure, distributing or copying of this communication is strictly prohibited. If you have received this communication in error, please contact the sender by reply e-mail and destroy (delete) all forms of the original message.

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

EmplID: 36116

Name: Adkins, Heather M

Company: LJM

Pay Group: RBO

Pay Period End: 05/10/2014

Page: 333

Line: 1

Separate Check:

Paycheck Information

Paycheck Status: Confirmed

Paycheck Option: Check

Issue Date: 05/16/2014

Paycheck Number: 1751011

☐ Off Cycle☐ Reprint☐ Adjustment☐ Corrected☐ Cashed

Paycheck Totals

Earnings: 1,089.66

Taxes: 

Deductions: 95.02

Net Pay: 762.96

Earnings

Find | View All | First  1 of 1  Last

Begin Date: 04/27/2014

End Date: 05/10/2014

Addl Line #: 1

Reason: Not Specified

Employment Record

0

Benefit Record

0

Additional Data

Salaried

Hours: 0.00

Rate: 13.200000

Earnings: 0.00

Hourly

Hours: 0.00

Rate: 0.000000

Earnings: 0.00

Rate Code:

Overtime

Hours: 0.00

Rate: 0.000000

Earnings: 0.00

Rate Code:

Rate Used: Hourly Rate

Shift: N/A

Shift Rate:

State: KY

Locality: 111A

JEFFERSON CO (-SD)

Other Earnings

Other Earnings Details 1

Other Earnings Details 2

Customize | Find | View All | First  1-5 of 5  Last

Code	Description	Rate Used	Hours	Rate	Amount
PER	Personal Day	Hourly Rate	1.25	13.200000	16.50
RE4	Permanent Hourly	Hourly Rate	35.50	13.200000	468.60
REG	Regular Base Pay	Hourly Rate	22.85	13.200000	301.62
SCK	Sick Pay	Hourly Rate	9.75	13.200000	128.70
TVP	Vacation Pay - Termination	Hourly Rate	13.20	13.200000	174.24

Special Accumulators

Customize | Find | View All | First  1-3 of 3  Last

Code	Description	Hours	Earnings	Empl Rcd #
FML	FMLA Hours	69.35	915.42	0
RTR	RETIREMENT GROSS	69.35	915.42	0
TTL	TOTAL GROSS	82.55	1,089.66	0

 Return to Search Previous in List Next in List Notify

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

ORDINANCE NO. 336, SERIES 1986

AN ORDINANCE PROHIBITING LOUISVILLE METRO EMPLOYEES INCLUDING EMPLOYEES WHO TAKE AN OATH OR OFFICE FROM PARTICIPATION IN AND PROMOTION OF RACIST OR HATE ORGANIZATIONS WITH ILLEGAL OBJECTIVES (AS AMENDED).

WHEREAS, the citizens of this community must be assured that Louisville Metro employees are committed to the equal rights of all citizens of this community; and WHEREAS, the active participation in racist/hate organizations known to promote racial or religious inequality through illegal or violent means is fundamentally at odds with the necessary faith and assurance of the community in Louisville Metro employees; WHEREAS, the oath of membership in organizations which engage in illegal activities conflict with the oaths of office taken by Louisville Metro employees; NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL MEMBERS OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT:

Section 1. (a) No Louisville Metro employee may participate in and promote the illegal activities of racist hate groups known to advocate racial or religious inequality through illegal or violent means. (b) No Louisville Metro employee shall permit his or her personal prejudice to impact adversely his or her job performance or relationships with the public to be served. (c) No Louisville Metro employee who takes an oath of office, including but not limited to Police Officers, shall take an oath of membership of any organization which membership oath conflicts with the oath of office sworn to by such employee. (d) By means of explanation, but not limitation, a membership oath is deemed to conflict with an employee's oath of office if such membership oath requires the employee to engage in, or fail to report when he has knowledge of any illegal activities, including illegal acts of violence directed against persons of a different race, color, ethnic origin or religion. (e) This ordinance shall be in addition to any other ordinance, resolution, rule, regulation, or personnel guidelines governing the behavior or conduct of Louisville Metro employees.

Section 2. That when information or allegations are received demonstrating the possibility that an employee has violated Section (b) of this Ordinance or participated in or promoted the illegal activities of such an organization in violation of the provisions of Section 1 above, and/or the possibility that an oath-taking employee has taken an oath of membership of an organization which membership oath conflicts with the oath of office sworn to by such employee in violation of the provisions of Section 1 above, a systematic inquiry will be conducted by a committee of at least three (3) council member, appointed by the President of the Council under such guidelines as they may establish and with such assistance as they may request from any appropriate Louisville Metro agency or membership of the public. If the committee determines that a violation of this Ordinance has occurred, said committee shall report its findings to the Mayor and Human Resources Director for appropriate action.

Section 3. Any person found to be in violation of Section 1 of this Ordinance shall be terminated subject to his or her receiving all procedural due process rights to which he or she is entitled by law or contract.

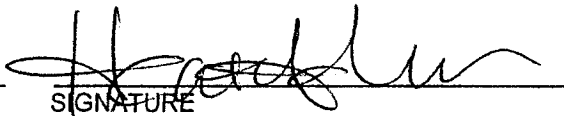
Section 4. All members of the public who have information that a Louisville Metro employee is in violation of Section 1 of this Ordinance are requested and encouraged to report such violation in confidence to the Louisville Metro's Equal Employment Opportunity Office at (502) 574-4123, who shall forward it to the Council's Committee designated herein.

Section 5. If any section of this ordinance is found to be invalid, such invalidity shall not affect the invalidity of the remaining sections.

Section 6. That this Ordinance shall become effective upon its passage and approval.

I HAVE READ AND UNDERSTAND THE ABOVE ORDINANCE

Heather Adkins
PRINT NAME


SIGNATURE

4/15/13
DATE



DEPARTMENT OF HUMAN RESOURCES
LOUISVILLE, KENTUCKY

**NEW HIRE ORIENTATION
Acknowledgement Form**

By signing this form, I hereby acknowledge that during New Hire Orientation, I was provided copies of the following:

- Louisville Metro Government Personnel Policy Manual
- Family and Medical Leave Act (FMLA) Poster
- Ordinance No. 336, Series 1986 (Prohibition of Racist or Hate Groups)
- Timekeeping Policy
- Information Security Policies
- Vehicle Use and Assignment Policy
- Citizen Bill of Rights
- Supervisor Checklist

I also acknowledge that during the orientation session, I was presented further explanation of the following:

- | | |
|--|--|
| • Americans With Disabilities Act (ADA) | • Emergency and Safety Procedures Booklet (MetroNet) |
| • Breastfeeding in the Workplace | • Medical Insurance |
| • FMLA | • Dental Insurance |
| • Uniformed Services Employment and Reemployment Rights Act (USERRA) | • Vision Insurance |
| • Smoking Policy | • COBRA/HIPAA |
| • Drug Free Workplace | • Life Insurance |
| • Workplace Violence Prohibitions | • Flexible Spending Accounts |
| • Unlawful Discrimination | • Health Savings Accounts |
| • Metro Ordinance No. 336, Series 1986 | • Retirement Plan |
| • Timekeeping Policy | • Deferred Compensation |
| • Information Security Policies (Computer Use) | • Tuition Assistance |
| • Vehicle Use and Assignment Policy | • Vacation, Sick Pay, Holidays |
| | • Employee Assistance Program (EAP) |

I understand that as a Louisville Metro Government employee, or employee affiliated with Louisville Metro Government, it is my obligation to read and familiarize myself with any and all policies and procedures. If upon review I have any questions about what I have received, I will seek clarification from my supervisor or HR Representative within my respective department.

Signature

Date

Print Name

Department

4/15/13

LMAS

LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT VEHICLE
PERSONAL USE LIABILITY AGREEMENT

I understand that if I am assigned a Louisville-Jefferson County Metro Government Vehicle (either owned or leased) authorized for **Personal Use** that I agree that in consideration for being provided this vehicle, that the Metro will provide Liability protection to me free of charge for up to \$100,000 per Accident for any damages for Bodily Injury or Property Damage caused by my negligent operation of the assigned Metro vehicle while on **Personal Use**, unless and until my employment with the Metro is terminated or Metro employees are otherwise notified.

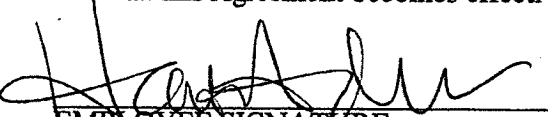
In addition to this \$100,000 Liability Limit, I understand that the Metro agrees to settle or defend, as it deems appropriate, any claim or suit asking for these damages.

As a condition precedent to receiving this \$100,000 Limit of Protection while operating a Metro vehicle for **Personal Use** I agree that I will:

1. Not allow any person other than another authorized Metro employee to operate the Metro vehicle assigned to me.
2. Promptly notify the Metro's Risk Management Division of how, when, and where any accident happens, and will give the names and addresses of any injured persons and of any witnesses.
3. Cooperate with the Metro in its investigation, settlement, or defense of any suit and will promptly send copies of any notices or legal papers received in connection with the accident to the Metro's Risk Management Division.
4. Make every effort to contact the local Police Department from the scene of any accident in which I am involved and request that a Uniform Police Traffic Accident Report be completed.

I understand that I will be responsible for any claim which exceeds \$100,000 and that I may purchase supplemental insurance coverage from my own Personal Insurance Agent to protect myself from liability while operating any Metro vehicle authorized for **Personal Use**, in excess of \$100,000, and that purchase of such coverage shall be at my own expense.

I have read the foregoing and I understand and agree that violation of any of the above mentioned conditions may cause the Metro to deny the protection afforded by this Agreement, and that this Agreement becomes effective the date that I sign this Agreement.


EMPLOYEE SIGNATURE

4/15/13
DATE

Heather Adkins
EMPLOYEE (PRINT NAME)

Received
I have read the Information Security Policies (1.0 to 11.6), and I understand and accept its provisions. I further acknowledge that violation of any portion of this policy will lead to disciplinary action up to and including termination of employment or access privileges:

Printed Name: Heather Adkins

Department: LMAS

Signature: *Heather Adkins* Date: 4/15/13

*Please make a copy for your records and return this signed form to Metro Technology Services, City Hall Annex, 3rd Floor



Louisville-Jefferson County Metro Government Job Requisition

Requisition # RECEIVED

FEB 13 2013

Check One:

Regular ☒

Police Merit Bd ☐

Merit Bd ☐

Civil Service ☐

Department

MAS

Job Title

Animal Services Clerk

Reports To

Donald Robinson

Previous Incumbent

Natasha Ramos

Work Location

3705 Mansfield Rd

Date Vacant

3-1-13

Dept. Phone

502-361-1318

Reason for Vacancy

Moving out of state

Minimum Annual Salary

26,644.80

Minimum Hourly Wage

12.81

Budgeted Salary

\$29,390.40

Funding Source: General

Grant

%

Other

LOG

KEY

Posting directive: eligibility list

advertise

open/competitive

promotional (dept)

promotional (general)

VERIFY

3/27/13

Position No: <u>43000034</u>	Fund: <u>1101</u>	Dept: <u>430</u>	Division: <u>481</u>	Unit Activity: <u>481-01</u>	Account: <u>511021</u>
Job Code: <u>033450</u>	Union Code: <u>0310</u>	Salary/Grade: <u>13</u>	Step: <u>1</u>	Add'l Comp: <u>—</u>	Std Hours: <u>40</u>
Pay Group: <u>RBO</u>	Exempt/Non-exempt: <u>NX</u>	Reg/Temp: <u>R</u>	Full/Part: <u>F</u>	Days Per Wk: <u>5</u>	Working Hrs: <u>40</u>

All information listed above must be completed before submitting for approvals

REQUISITION APPROVAL:	Dept. Personnel Rep	Date
Business Manager	Date	Date

FOR USE BY HUMAN RESOURCES

Received:	Cleared:	Posted:	Offer Made:	Offer Accepted:	Orientation Date:
	<u>SK 2/13</u>		<u>3-21-13</u>	<u>3-21-13</u>	<u>4-15-13</u>

RECRUITMENT / EMPLOYEE HIRE INFORMATION

☒ New Hire	☐ Rehire	☐ Promotion	☐ Transfer	☒ Temp	Recruitment Officer
<u>RCH</u>				<u>Reg</u>	Initials: <u>jbj</u>
Employee Name:		Employee ID:		SSN:	
<u>Heather M Adkins</u>		<u>36116</u>		<u>[REDACTED]</u>	
Employee Address:		Former Employee:		Yes ☐ No ☒	
<u>[REDACTED]</u>		<u>[REDACTED]</u>		Temp / Reg Dates:	
Start Date:	Starting Salary:	Above Min:	DOB:	Race:	Sex:
<u>4-8-13</u>	<u>\$12.81</u>	Yes ☐ No ☒	<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
For starting salary above 96% of midpoint			HR Director's Signature:		

BENEFITS / INFORMATION SYSTEMS

Benefit Forms:	Initial/Date	Union ☒	Union Date	Longevity Date
<u>Yes</u> ☐ <u>No</u> ☐		Non Union ☐	<u>4-8-13</u>	<u>NA</u>
Time/Labor	Leave Accrual Date	HR Director or Designee:		Date:
<u>Yes</u> ☐ <u>No</u> ☐	<u>4-8-13</u>	<u>SK [Signature]</u>		<u>3-26-13</u>

SG 2/14/13



DEPARTMENT OF ANIMAL SERVICES
LOUISVILLE, KENTUCKY

GREGORY E. FISCHER
MAYOR

JUSTIN L. SCALLY
DIRECTOR

To whom it may concern,

With both joy and sadness, I regretfully inform you that I am resigning from my position as Animal Service Clerk from Louisville Metro Animal Services. My resignation is effective March 1st, 2013.

I am grateful for the opportunity to serve Louisville Metro Government, the animals and our community. Over the last six years, I have been a part of the glory of MAS and witnessed its failures. I have worked alongside some excellent colleagues and have had so many opportunities to grow and develop in my career field. This experience will prove to be invaluable as I enter the next chapter of my life.

Thank you so much,

Natosha R. Ramos
Natosha R. Ramos

Louisville

Louisville-Jefferson County Metro Government
Recommendation for Hire

RECEIVED

MAR 19 2013

Position Title: Animal Services Clerk Date: 3/19/13
Dept: 430 Position Number: 43000034
Desired Start Date: 4/1/13

Location Name:	<u>LMA5 - MAUSLICK</u>	Location Phone Number:	<u>361-1318</u>
Location Address:	<u>3705 MAUSLICK ROAD</u>		
Supervisor:	<u>DONALD ROBINSON</u>	Supervisor's Phone Number:	<u>574-5374</u>

Name of Applicant Recommended	Current Salary
<u>Heather M. Adkins</u>	<u>\$26,644.80</u>
Recommended Salary/Initial Offer:	Maximum Offer:

Recommended salary offers above the minimum require an attached memo which outlines the specific reasons for the recommendation and provides the appropriate departmental approval.

Name of Second Choice Applicant	Current Salary
Recommended Salary/Initial Offer:	Maximum Offer:

Name of Third Choice Applicant	Current Salary
Recommended Salary/Initial Offer:	Maximum Offer:

LIST CONTINGENCIES, such as required driver's license, 90 days to obtain CDL, 6 month to complete certifications, or other contingencies:

Electronic Signature: [Signature]Position: Asst DirectorDate: 3/19/13

cc: Director



Reference Check Verification Form

Candidate Name Heather Adkins Date 3-19-13
Position Applied For: Animal Svc. Clerk Agency/Department LMAS

1st Reference

Company Name: Audubon Park Police Date 3-19-13
Contact Name: Angela Owens Position: Police Officer
Type of Check: ☒ Telephone ☐ Form (Mail or Fax) ☐ E-mail
Was employment verified? ☒ Yes ☐ No If NO, please state reason: _____

Were any issues revealed in the reference check? ☐ Yes ☒ No

If YES, did you discuss with your Director or his/her designee? ☐ Yes ☐ No

2nd Reference

Company Name: Meade County Sheriff's Office Date 3-19-13
Contact Name: Brian Haag Position: Sheriff's Deputy
Type of Check: ☒ Telephone ☐ Form (Mail or Fax) ☐ E-mail
Was employment verified? ☒ Yes ☐ No If NO, please state reason: _____

Were any issues revealed in the reference check? ☐ Yes ☒ No

If YES, did you discuss with your Director or his/her designee? ☐ Yes ☐ No

3rd Reference

Company Name: _____ Date _____
Contact Name: _____ Position: _____
Type of Check: ☐ Telephone ☐ Form (Mail or Fax) ☐ E-mail
Was employment verified? ☐ Yes ☐ No If NO, please state reason: _____

Were any issues revealed in the reference check? ☐ Yes ☐ No

If YES, did you discuss with your Director or his/her designee? ☐ Yes ☐ No

1) Required educational credentials and/or required licenses/certifications validated & copy included.

Reference Check Conducted By:

Name (Please Print) Brenda Sanders Date 3-19-13
Position/Title Executive Assistant

Robinson, Donald

From: Heather Adkins [hmadkins@gmail.com]
Sent: Tuesday, March 19, 2013 6:31 AM
To: Robinson, Donald
Subject: Professional References for Heather Adkins re: Animal Services Clerk

Below listed are the references for Heather Adkins re: Animal Services Clerk position. I currently have four, but if more would be necessary, I can obtain a couple more officers willing to be listed as references.

Thank you!

1.) Mayme Hunter
Third Shift Radio Supervisor
Jefferson County Sheriff's Office
502-650-2890

left message

2.) Brian Haag
Meade County Sheriff's Deputy
(formerly a 3rd shift Jefferson County Sheriff's Deputy)



3.) Angela Owens
Audubon Park Police Officer
(formerly a 3rd shift dispatcher for the Jefferson County Sheriff's Office)



4.) Ann Hardman
Church leader, 1st Unitarian Universalist



James, Jackie

From: Robinson, Donald
Sent: Tuesday, March 19, 2013 12:50 PM
To: James, Jackie
Subject: Re: Out of State Record Check for Heather Adkins

Just the normal check please
Thx
DR

Sent from Donald's iPhone5

On Mar 19, 2013, at 12:33 PM, "James, Jackie" <Jackie.James@louisvilleky.gov> wrote:

Good morning Donald!

Please advise if an out of state record check will be processed for the above in the following state of Tennessee. If so, please have him complete the attached form and return all 4 copies. I will also need you to provide a cost center for the charge.

If you have any questions, please let me know.

Thanks!

Jackie Bibbs James
Louisville Metro Government
Human Resources - Recruitment
Metro Hall Annex
517 Court Place, 5th Floor
Louisville, KY 40202
P 502.574.3329
F 502.574.1041
jackie.james@louisvilleky.gov

Please consider the environment before printing this e-mail. 

<Abso Consent form, January 2012.pdf>

**SPOT FUND, INC. BOARD
Meeting Summary**

Monday, March 18, 2013

Members Present: Jim Brammell, Chair, Julie Crutcher, Amber Halloran, Karen Little, Jean Nelson, Susan Sales, Carol Schnell, John Sheller, Amy Wisotsky, Allison Woosley, and Justin Scally (ex officio)

Members Excused: Betty Brown, Rudy Davidson, Beverly Johnson, Dr. Michael Schardein, Debbie Scoppechio, and Cathy Zion

Staff and Guests Present: Margaret Brosko, Skip Kalhkof, and Melissa Schultz

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who thanked members for attending.

II. Approval of Summary from February 18, 2013 Meeting

Jim reported that a quorum was present and called for any revisions to the minutes of the February 18, 2013, meeting. John had one addition to the minutes. He was present at the February meeting, but was not listed as an attendee. With that change, a motion was made by John and seconded by Amber to approve the Minutes from the February meeting. The motion was unanimously approved.

III. Expanded Animal House/RFP Update

Jim stated that a lot of progress has been made in the RFP process. The RFP went out to four architectural firms, two local (JRA and Lockett and Farley), and two out-of-state firms (Animal Arts in Colorado and Morton Buildings). Hounds Quarters is no longer working on kennels and referred us to Morton Buildings. The proposals are due on Wednesday, March 20. John asked if any of the firms were MBE/WBE and at this time, Jim does not know.

Karen emailed Jim regarding an architectural firm that she prefers. Jim suggested that we stay with firms the four firms suggested for this phase. Once we raise money for design & construction, we can open the process to any architectural firms in the industry.

Jim received questions submitted by two of the four firms and Justin responded to those questions this morning. Jim will work with Amber on the other two because those questions dealt with purchasing. Both consultants asked about getting as-built drawings of Animal House, and one wanted a site survey. One of our employees who worked with Metro and worked on Animal House, is trying to get auto cad files.

Jim asked John if he would review the contract for the conceptual work from the RFP before it goes out and John said he would.

Jim said he would like to have a sub-committee to score and rank the four proposals. Jean, Amber, Allison, Amy and Carol will be on the committee, along with Justin and Margaret. Jim will get copies of the proposals out the sub-committee, then they will get together to evaluate them. Jean suggested that people submit questions to her prior to the meeting to save time. Jim and Amber met to discuss weighting the criteria for the evaluation and Jim will send that to everyone. The firm will be selected by the value they are providing and not just the cost.

Allison asked Justin if he knew of any cities that have been totally benchmarked with private dollars and he does not.

Jean asked about the process for a capital campaign. Jim had meetings last year with two companies that had run capital campaigns and learned that you do not bring an entity in to help with the capital campaign until you have the majority of the money from private donors already in place. Jim hopes to use the network that this board has to get some substantial donations. Melissa will schedule a meeting for the subcommittee.

Jean is going to have a phone conversation with the Delaware Humane Society at end of this month. She has emailed others regarding capital campaigns and is printing out brochures that have had successful campaigns. She shared that there is a 2013 animal care expo that the Humane Society puts on and she feels that it would be great for a board member and/or her to attend. She stated that she would drive and pay for her own gas. Jim has reviewed the agenda thought it looked like a very useful conference. The entry fee is \$200 for early registration, which ends at the end of this month. Jim asked how the Board felt about sending Jean. Julie is concerned about setting a precedent for paying for board members to conferences. Karen and Margaret are both attending the conference. The Board decided that it would not pay Jean's expenses since two other board members are attending.

IV. Committee Reports

- A. Finance/Fundraising. Amber stated that there has only been one check written from petty cash.
- B. Marketing – Other than what has already been discussed, there is nothing to report from the marketing committee.

V. MAS Data Update/Report

Justin stated that MAS had done fairly well last month. There was an estimated 80 – 81% live release in February which is good.

Margaret discussed upcoming events and handed out flyers for each.

Melissa is working on getting a meeting with Debbie Scoppechio scheduled.

VI. Bloomberg Innovation Team/RFP Update

Jean stated that there the Bloomberg initiative is working with five Metro agencies, three of which are receiving attention from the marketing group. After visiting the Newburg Road facility, MAS has been placed in the top slot on the Bloomberg initiative.

VII. Old Business

Amy approached the Courier Journal about putting an article in the weekly section of "Home of the Week." She received an email from the Courier stating that they only do articles on actual homes and referred her to the features section.

VIII. New Business

Other than what was previously discussed, there was no new business.

IX. Adjourn/Next Meeting: April 15, 2013

With no further business to discuss, the meeting was adjourned at 12:35 pm.

X. Executive Session

None.

SPOT FUND, INC. BOARD
Meeting Summary

Monday, April 15, 2013

Members Present: Betty Brown, Julie Crutcher, Rudy Davidson, Amber Halloran, Karen Little, Jean Nelson, Susan Sales, Carol Schnell, Allison Woosley, Cathy Zion, and Justin Scally (ex officio).

Members Absent: Jim Brammell, Dr. Michael Schardein, Amy Wisotsky, Beverly Johnson, Debbie Scoppechio and John Sheller.

Staff and Guests Present: Skip Kalkhof, Donald Robinson and Kim Allen.

I. Welcome/Call to Order

In the absence of Jim Brammell, Chair, the meeting was called to order by Allison Woosley, Vice Chair. Allison reported that Jim was in Frankfort for a meeting and unable to attend. She noted that a quorum was present to conduct business.

II. Approval of Summary from March 18, 2013 Meeting

Following a brief review of the draft summary, a motion was made by Cathy Zion and seconded by Julie Crutcher to approve the meeting summary. The motion was unanimously approved.

III. Expanded Animal House/RFP Review Process

Allison reported that due to a schedule conflict, the meeting to review the RFP responses was rescheduled for Tuesday, April 23, 2013. A four-hour block of time has been scheduled to review the proposals and select the vendor.

IV. Committee Reports

A. Finance/Fundraising

Amber distributed copies of the March 2013 Bank Reconciliation and noted that she just received a check for \$3,363 for public donations received through the licensure process. She noted that the March statement includes a Petty Cash update at the bottom and that she will track this account on a quarterly basis. Amber reviewed the restricted items and reported that the total unrestricted balance on March 31, 2013 was \$61,367.58.

Rudy asked about SPOT Fund donations received when individuals license their pets and Skip Kalkhof called attention to the chart in the agenda packet which compares quarterly donations for FY12 versus FY13. Skip indicated that the average quarterly amount received through donations is \$4,000.

Allison reported that Jim spent a total of \$290 for copying, binding and mailing the Animal House RFPs and has requested reimbursement. A motion was made by Cathy Zion and seconded by Rudy Davidson to approve the reimbursement to Jim. It was suggested that black and white copies be made in the future and Allison noted that Jim had no idea when he

sent the documents to the copier that they would be made in color. The motion was unanimously approved.

B. Marketing Committee/Bloomberg Innovation Team Update

Allison reported that the Marketing Committee met with Debbie Scoppecchio on March 29, 2013. Members in attendance included Carol, Jean, Susan and Amber. Jean relayed that the meeting was a positive one and that there was agreement that the general public does not understand the difference between the SPOT Fund, MAS, and Animal House and would therefore be less likely to make donations. It was recommended that one name be identified to connect all three. Jean indicated that she and Margaret Handmaker met with Debbie and that the recommendation for a name change was also presented to Sadiqa Reynolds. Bloomberg marketing funds will be used to assist with the name change and the marketing strategy involving adoptions. Jean indicated that Debbie is willing to provide some pro bono assistance through her firm as needed. Research will be conducted through the Bloomberg project to poll the public and enlist feedback that will help with the name change.

In response to a question from Allison, Jean indicated that a research firm will be hired to assist with the polling for the marketing/branding strategy. Three research firms have responded to the Bloomberg request and are being vetted internally. It is anticipated that the kick-off meeting will occur on April 18, 2013. Cathy asked when the marketing strategy would be completed and Jean indicated that it should be completed by the end of May.

Jean reported that a number of events were scheduled at MAS for the Mayor's Give a Day of Service Project, such as creating a new sign for the Manslick Road facility. Since they are seeking volunteers for the MAS events, Allison suggested that the details be put on Facebook so that members can share the information quickly. Justin indicated that this would be possible. Cathy and Julie also suggested that if event dates are known in advance, they can try to promote the events, i.e. information can be posted on Louisville.com and on their websites.

In response to a question regarding whether a follow-up meeting will be scheduled with Debbie, Jean reported that Debbie will be acting as a consultant on the research firms and providing input on the questions for the public poll.

V. MAS Data Update

Justin reported that a number of events have been scheduled for the spring and summer. He noted that a couple of recent events have gone well including the Derby City event at Champion Park and an adoption event held at Walmart in Middletown over the weekend (four to five pets were adopted). The last edition of the newsletter went out last week. He relayed that the ASPCA would be in next week for the scheduled monthly meeting and that MAS is in process of getting machines to make dog IDs. MAS is also in process of filling two staff positions—Lost & Found Coordinator and Animal Transport Clerk.

Justin reported that a successful transport occurred last week with 20 dogs taken to Illinois. The transport involved a day trip in which MAS met the rescue group half-way. He added that a group from Minnesota also picked up animals and ended up taking eight or nine rather than the five that were originally planned.

The Live Release Rate for the month is 74%, which is down slightly from the previous month. Justin is hopeful that the numbers will go back up this month. The cat population is currently low at Manslick and Newburg, which is a credit to the trap and return programs, however, the puppy and kitten season is ahead. Allison asked for a comparison on the number of intakes between 2012 and 2013, especially since the spring has been unseasonably cool.

Amber reported that a tour of MAS was held last week for two architects who may donate services. The tour resulted from conversations between Sadiqa and Mary Moss Greenbaum who had expressed concerns after adopting an animal at Manslick. The tour lasted two hours and the individuals left with ideas for projects that can be done at Manslick on a pro bono basis.

Donald reported that MAS has been working with a fencing contractor to replace all fencing (both inside and outside) and the project is nearly 50% completed. The project includes replacement of the doggie doors with Lexan (a lighter, transparent material) and a new pulley system with coated wire. It is anticipated that the work will be completed after Derby.

Allison asked if MAS scheduled a day camp during Spring Break and Justin reported that the Community Engagement Coordinator held a camp with approximately six youth in attendance that went well.

VI. Old Business

Skip Kalkhof asked if the list of SPOT Fund, Inc. Board members on the Mayor's website was going to be updated. Kim reported that she has been in contact with the Mayor's Office on this and informed that the list would be updated.

VII. New Business

As an item of new business, Allison raised the issue of board member attendance. She read aloud Article VII, Section 7.4 from the Bylaws which currently states that "any director who misses three consecutive meetings without sending a proxy representative or without the approval of the Chairperson, may be removed by the Board, provided there is a quorum of not less than a majority of the Directors present at the meeting of the Board at which such action is taken." She voiced concern that in missing three consecutive meetings, a member could be absent for an entire quarter and as an alternative, offered the option of requiring attendance at four out of six meetings. She emphasized the need for board continuity and member engagement going forward and opened the floor for discussion. At the present, members who call to report that they are unable to attend a meeting are excused.

Members discussed a number of scenarios and options, including contacting absent members after missing two meetings to see if they are interested in remaining on the board. It was noted that although the Bylaws require that a veterinarian be on the board, Dr. Schardein is unable to attend meetings during the day due to office hours. Justin reported that Dr. Schardein previously attended evening meetings of the SPOT Board and has been involved in a number of MAS projects. Members cited the importance of having a vet

involved and discussed the possibility that another vet might be able to attend during the day. Amber suggested that Dr. Schardein be contacted regarding future board involvement and participation. The option of setting up an active versus emeritus board member status was also raised along with including the participation of individuals on committees that are not serving on the board.

Members agreed that board member participation is critical to the success of future efforts. At the present, there are 16 members; the Bylaws allow no less than ten and no more than 20 directors. Allison emphasized that with inconsistent board member attendance over recent months, obtaining a quorum has become an issue. She noted that all board members have not been present since the Mayor attended the October meeting.

Rudy advised that the Mayor makes appointments to the Board through Sadiqa. Since there are four open board slots, it was suggested that members with suggestions for new board members send them to Kim or Sadiqa and copy Justin.

Following discussion, it was the consensus of members that the current language in the Bylaws regarding missing three consecutive meetings is acceptable as long as the Bylaws are enforced. Kim reported that letters have been sent to absent board members in the past. A motion was made by Allison to keep the existing language in the Bylaws, but take action to enforce them. The motion was seconded by Rudy and unanimously approved.

Allison agreed that the enforcement process should begin with letters and made a motion that the Board Chair send a notice to all board members regarding enforcement of the Bylaws pertaining to attendance to serve as a reminder. The motion was seconded and unanimously approved.

VIII. Adjourn/Next Meeting

With no further business to discuss, the meeting was adjourned. The next regularly scheduled meeting will be held on Monday, May 20, 2013.

IX. Executive Session

Upon adjournment, the Board went into executive session at 12:30 p.m.

SPOT FUND, INC. BOARD
Meeting Summary

Monday, May 20, 2013

Members Present: Jim Brammell, Chair, Betty Brown, Julie Crutcher, Rudy Davidson, Amber Halloran, Beverly Johnson, Karen Little, Susan Sales, Carol Schnell, John Sheller, Amy Wisotsky, Allison Woosley, and Cathy Zion.

Members Absent: Jean Nelson, Dr. Michael Schardein, and Debbie Scoppechio.

Staff and Guests Present: Kim Allen.

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who thanked members for attending. He noted that the agenda packet included a copy of the recent press release reporting that Justin Scally accepted a new position at the American Humane Association and will be leaving Metro Animal Services. He also called attention to a copy of an article provided by staff that was in *USA TODAY* on May 7, 2013 and included findings from the 2013 State of Pet Health Report released by Banfield Pet Hospital.

II. Approval of Summary from April 15, 2013 Meeting

Following a brief review, a motion was made by Cathy Zion and seconded by John Sheller to approve the April 15, 2013 meeting summary. The motion was unanimously approved.

III. Expanded Animal House/RFP Review Process

Given the events that occurred over the preceding two weeks, including the upcoming departure of Justin Scally, Jim Brammell requested that the board go into Executive Session. A motion to that effect was made by Rudy Davidson. The motion was seconded and unanimously approved.

Jim reported that two subcommittee meetings have been held since the last Board meeting. One topic of discussion was a suggestion by Allison Woosley that the Board consider the possibility of solution that would permit moving out of the Manslick Road facility in the near future versus waiting to move all functions to Newburg Road. He noted that Lori Redmon, President and CEO, Kentucky Humane Society, attended the second meeting to explore the possibility of merging some operations with Metro Animal Services. Jim indicated that the meeting was extremely encouraging and that recent reductions in the total number of community-wide intakes make consideration of new options more feasible (the KHS facility on Steedly Drive has a capacity of 8,000 per year). Total intakes during 2012 declined from 22,500 to 14,500. The Live Release Rate between KHS and MAS is 84%.

Jim reported that a possible scenario could involve relocating intakes from the Manslick facility, possibly to the KHS Steedly Drive facility, with only overflow going to Manslick. MAS would

continue to provide preliminary medical services and perform all animal control functions. He reported that Ms. Redmon was open to exploring options, but has not had the opportunity to confer with her board. She is also seeking affirmation that the SPOT Board and the Mayor's Office will support a new direction. As a follow-up to the initial discussion, Jim suggested that a small group be formed to meet with Sadiqa Reynolds and Lori to explore the options.

Amy Wisotsky noted that MAS will still need new medical facilities and a medical quarantine. She reported that San Francisco made a similar transition to a new facility and retained the old shelter as overflow for a number of months. With regard to the RFP process, Jim reported that following review and scoring of the four responses, one stood out above the other three—Animal Arts from Denver, Colorado. He indicated that the board will need to award a contract, but in light of the possible partnership with KHS, he recommended that the board proceed in the following phased approach:

Phase I—vendor to evaluate the space/needs analysis and expand the scope to include both KHS and MAS; based on the outcome of the evaluation, the vendor would make recommendations on necessary construction

Phase II—vendor to develop architectural renderings

Cathy asked if Lori would be presenting the possibility to her board, if a joint operational agreement would be required and if so, what would be the proposed timeline? Jim suggested that a small group meet on developing a business case for the partnership. Cathy asked if the operational contract would need to be in place prior to the contract with a vendor on the RFP process. Karen Little and Rudy Davidson questioned if a new RFP would be required since there is a change in the scope of the project. Jim advised that since the SPOT Board is not required to follow the Metro procurement process, a new RFP would not be required. He indicated that he planned to contact Animal Arts and advise that there would be a slight modification in scope and ask them to conduct the facility review. Allison noted that based upon the review process, the proposals submitted by the remaining three vendors were not considered to be viable. A confidential copy of the scoring sheet was distributed for member review. Amber Halloran added that Animal Arts has expertise in this area and their proposal was the low bid. Jim related that Animal Arts has all of its expertise in-house as opposed to hiring sub-contractors.

Amy asked if the proposed partnership with KHS would be on a permanent or interim basis and Jim indicated that it would likely be permanent. He also suggested sending the RFP to Lori for input. Amber reported that Lori is familiar with the company and the Project Manager Principal. It was noted that there could be several potential outcomes, i.e. contracting operations or operating as distinct entities under the same roof while achieving operational efficiencies. Rudy asked how adoptions would be handled and recalled that issue as the sticking point in previous discussions with KHS. Jim responded that no determination had been made at this point. Rudy also asked if the talks with KHS would impact the search for a new MAS Director and Amber responded that the position has been posted and Metro is moving forward quickly on filling the position. She added however, that the proposed future direction could result in a change in scope and duties or the need for additional skill sets in a new director. It was also noted that MAS operation of the animal control function will remain a given.

Amber Halloran emphasized that the entire process is extremely confidential and that any future success will ultimately be dependent on information not being leaked about the discussions. Members agreed that the prospects are exciting and could result in better and more economical service for the homeless pet population. Members also agreed that all parties have the same goals. Cathy asked if Justin's departure would impact the ASPCA Partnership. Karen reported that the ASPCA partners will meet again next week and that although there is a clause that ASPCA can terminate the project if one of the three Executive Directors leaves, there is no anticipation that the contract will be terminated. Karen recognized staff for stepping up under Justin's leadership and advised that everyone wants the progress to continue. Members discussed enlisting staff input in the discussion of the future direction.

In order to take Board action, Jim closed the Executive Session segment of the meeting and called for Board action on the RFP process, i.e. approval to complete final negotiation and execute a contract with Animal Arts in an amount not to exceed \$25,000 for the Phase I facility review. Allison made a motion to allow the SPOT Board Chair to complete final negotiation and contract with Animal Arts in an amount not to exceed \$25,000 for Phase I of the RFP process. The motion was seconded by Karen and unanimously adopted. Jim relayed that Animal Arts indicated that they could start on the project immediately during the interview process and the facility assessment will need to be done as soon as possible.

Allison noted that a long-term partnership with KHS could enhance the fundraising capability for expansion of Animal House. Jim summarized that everything is currently on the table and for example, it could be recommended that additional space be constructed at the Steedly Drive facility (acreage is currently available). Karen added that based on the number of animals that are placed, Animal House is not an efficient use of funds.

Jim called for Board action on the second item—creation of an Ad Hoc Committee to explore options with KHS. A motion was made by Cathy to authorize Jim to work with Sadiqa Reynolds on identifying members and establishing a committee. The motion was seconded by Betty Brown and unanimously approved. Jim advised that special meetings of the Board may be required in the near future as developments unfold.

Cathy suggested that the Board issue a written commendation to Justin for progress made under his leadership. Members discussed the possibility of a letter or formal proclamation and Jim agreed to draft a letter. It was also suggested that a "thank you" be sent to staff. Rudy suggested that the Board acknowledge the loss of Ann Camp. Members discussed sending flowers, making a donation in her name and sending a letter to her family or putting her name on something such as a room at Animal House. Karen agreed to follow-up with Margaret Brosko on this and report back to the Board.

IV. Committee Reports

A. Finance/Fundraising

Jim reported that Margaret had given him two operational requests for funding. Based on limited information he received from her when she relayed the requests, Jim reported that there is a rare strain of Parvo in the community at Manslick and \$2,000 is being requested for vaccine. Following discussion, it was the consensus of members that this is an

operational request to cover basic needs that should be covered by Metro. Jim agreed to contact Donald for additional information.

The second request is for \$200 for harnesses for a Pit Bull adoption event in June. Jim was advised that MAS only has collars and the harnesses would be easier to use and present the dogs as more adoptable. For the future, Beverly suggested that the requests be submitted in writing. Following discussion, a motion was made by Allison to approve \$200 for harnesses for the upcoming adoption event. The motion was seconded by Rudy and unanimously approved.

Amber reported that as of April 30, 2013, the SPOT Fund had an unrestricted balance of \$64,447.06, which does not include the \$25,000 for the RFP or the \$200 check for the harnesses. She also called attention to the Quarterly Petty Cash Update which included a total expenditure of \$268.04 during the first quarter.

V. MAS Data Update/Report

In the absence of MAS staff, no data update was presented.

VI. Bloomberg Innovation Team/RFP Update

Since Jean Nelson was unable to attend, no update was provided.

VII. Old Business

As a carryover from the previous meeting, Allison raised the item of board member attendance at meetings. Jim acknowledged that the board has been close on attaining a quorum over recent months, but also noted that there are times that board members will not be able to attend scheduled meetings. If individuals do not have time to participate but want to stay involved, it may work better to have them serve in a resource role. Jim indicated that since he has not had time to take a closer look at this issue and propose a definition for what constitutes a "reasonable excuse" for not attending, he would like to table the item until a future meeting.

VIII. New Business

No new business was offered for discussion.

IX. Adjourn

With no further business to discuss, the meeting was adjourned. The next regularly scheduled meeting of the SPOT Fund, Inc. Board will be held on Monday, June 17, 2013.

SPOT FUND, INC. BOARD
Meeting Summary

Monday, February 17, 2014

Members Present: Jim Brammell, Chair, Betty Brown, Amber Halloran, Karen Little, Susan Sales, Carol Schnell, John Sheller, Amy Wisotsky, and Cathy Zion.

Staff Present: Kim Allen, Carol Miller, Donald Robinson and Margaret Brosko.

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who thanked members for attending on such short notice. Although considerable time has passed since the last board meeting, Jim reported that a number of activities have been in process and the agenda will focus on providing an update to members.

II. SPOT Board Update

Jim recalled that in late spring 2014, the Board identified the need to determine a vision and focus for future fundraising. A subcommittee was formed and it was recommended that a comprehensive facility assessment and gap analysis be conducted by an outside firm that would include both LMAS and Kentucky Humane Society facilities. A Request for Proposal (RFP) was drafted, with the help of former LMAS Director Justin Scally, and distributed to local and national architectural firms.

Based on the recommendation of the subcommittee, the Board selected Animal Arts (Boulder, Colorado) to conduct the assessment and provide preliminary cost estimates. Animal Arts is a nationally recognized firm that has designed numerous animal welfare facilities across the county. The subcommittee, along with Donald, Margaret and KHS representatives, worked with Animal Arts in conducting the assessment and producing a report. Based on community-wide collaboration, the report concluded that additional kennel facilities for large dogs would be needed along with functional movement of departments.

Following completion of the assessment, a small group was formed to conduct a business case analysis. The group included Amber, Karen, Margaret, Donald and Lori Redmon, Director, Kentucky Humane Society. Jim called upon Amber to present an overview of the group's efforts. Since the work of the small group is in process and involves ongoing negotiations, it was recommended that the Board move into Executive Session. A motion to this effect was made by Amber, seconded and unanimously approved. The Board went into closed session at approximately 11:45 a.m.

Upon completion of the discussion involving the business case analysis, a motion was made by Amber, seconded and unanimously approved to end the closed session at approximately

12:15 p.m. Jim Brammell reopened the meeting and noted that no action was taken during the Executive Session.

III. Committee Reports

A. Finance/Fundraising

Since the Board is now moving toward the identification of specific fundraising needs, Betty Brown recommended that a committee be formed to begin planning a campaign. Although the Finance Committee previously handled fundraising initiatives, Jim agreed that creation of a new committee specifically for fundraising would provide a fresh look and encouraged interested members to work with Betty on this project. Jim and Amber agreed to work with Betty and Cathy Zion offered to assist. Jim suggested that Debbie Scoppechio might be a good resource for the committee. Debbie recently sent correspondence to Jim indicating that she has been dealing with serious illness and unable to attend meetings, but offered her full support.

With regard to the Finance Committee, Amber advised that there is a total of \$60,000 in the SPOT Fund bank account. Since the current petty cash limit is \$200, she indicated that Donald will need board approval for disbursement of funds to buy dog food. Donald reported that as part of its Give A Day Campaign, the Kroger Company is donating \$5,000 to LMAS for dog food, which will be deposited into the SPOT Fund account. Donald received a quote of \$1,743.20 for the dog food and needs a check in that amount issued by the SPOT Board. A motion was made by Karen Little, seconded and unanimously approved to issue the check. Amy reported that Genesis Diamonds has a current promotion in which the company will donate \$100 to the buyer's charity of choice following any purchase.

IV. LMAS Report

Margaret Brosko reported that LMAS is continuing to move forward and encouraged members with any questions to contact her. She briefly updated members on the project to revamp the licensing system, a joint project of the ASPCA and the Bloomberg Innovation Delivery Team, which promotes public safety and returns to owners. Meetings have been held with local vets and it is anticipated that the new system will launch during the third week of April.

Margaret reported that LMAS will receive a second year of funding from the ASPCA for the two new positions—Community Lost and Found Coordinator and Community Cat Transport. As a result of the efforts of the Lost and Found Coordinator, 100 lost pets were returned to their owners doubling the previous totals. LMAS will also receive \$20,000 in new funding to help reduce the number of pets coming into the shelter because owners cannot afford medical treatment. With the approval of the SPOT Board, the \$20,000 from the ASPCA would be placed in the SPOT Fund account and vouchers would be issued to owners in need. The vouchers could be used to cover treatment for upper respiratory problems, spay/neuter, and heartworm treatment, etc. It is anticipated that LMAS would work with a small number of vets located in geographically accessible areas across the community and that funding will be used to assist 100 citizens to retain their pets. A

motion was made by Amber Halloran, seconded and unanimously approved for the SPOT Board to accept the \$20,000 from the ASPCA and issue vouchers for medical treatment.

John Sheller asked about the program operated by prisoners that was the focus of a recent Courier-Journal article and Margaret indicated that it is a great program operated by KHS that benefits all parties. KHS has a Certified Behaviorist on staff along with behavior programs. She added that LMAS is starting a program in which one staff member will work on a 1:1 basis to deal with behavioral issues and pass the information on to the adopter. The goal for the coming year is an 80% Live Release Rate.

Donald reported that LMAS found a destination organization that accepts cats (PetSmart Stores in Minnesota) and that cats were included on the last transport. Margaret added that LMAS was recently visited by Best Friends (Utah) regarding a possible three-year grant. Best Friends is a sanctuary-based organization that operates "City Kitty" in Baltimore, San Antonio and Los Angeles and just moved into outreach programs. If awarded, the grant would include \$750,000 for three years to focus on cats in Kentucky. Best Friends is interested in Louisville based on its history of local collaboration, data tracking abilities, established baselines, and the range of existing programs. Cathy Zion commended Margaret and Donald for stepping up to the plate and keeping the agency moving forward after the departure of Justin Scally.

In response to a question regarding the status of hiring a new Director, Jim Brammell recommended that the group go into Executive Session again for the purpose of discussing personnel matters. A motion was made by John Sheller, seconded and unanimously approved to move into closed session at approximately 12:35 p.m. Following discussion, a motion was made by Cathy Zion, seconded and unanimously approved to come out of closed session at approximately 12:45 p.m. Jim Brammell advised that no action was taken during the Executive Session.

V. Adjourn/Next Meeting

In closing, Jim asked members to review their contact information on the document included in the agenda packet and to notify Kim of any changes. With no further business to discuss, the meeting was adjourned. The next regularly scheduled meeting of the SPOT Fund, Inc. Board will be held on Monday, March 17, 2014 at 11:30 a.m. at the Louisville Water Company.

**SPOT FUND, INC. BOARD
Meeting Summary**

Monday, March 17, 2014

Members Present: Jim Brammell, Chair, Betty Brown, Julie Crutcher, Amber Halloran, Karen Little, Susan Sales, Carole Schnell, John Sheller, and Cathy Zion (by phone).

Staff Present: Kim Allen and Sadiqa Reynolds.

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who reported that Cathy Zion was joining the meeting by phone and that a quorum was present. Jim briefly reviewed the meeting agenda items. He reported that Donald Robinson and Margaret Brosko would not be attending the meeting, but provided Amber with an update on LMAS activity.

II. Approval of February 17, 2014 Meeting Summary

Since the meeting summary was not distributed prior to the meeting, Jim asked members to review the draft summary included in the agenda packet. Following a brief review, Jim called for any revisions or additions. Hearing none, a motion was made by Carol Schnell and seconded by John Sheller to approve the summary as drafted. The motion was unanimously approved.

III. SPOT Board Update

Jim Brammell reported that there have been ongoing meetings between Metro Government/LMAS and the Kentucky Humane Society to discuss the possibility of future collaboration as it relates to service delivery. He expressed hope that the discussions will lead to shared services, a better Live Release Rate, improved efficiency and cost savings. He advised that the SPOT Board will need to launch a fundraising effort in the near future, possibly in conjunction with KHS, and recalled that Betty Brown suggested that the board form a new fundraising committee at the last meeting.

Cathy Zion reported that she and Betty Brown met over lunch to brainstorm about the fundraising effort and identified a number of questions. Jim expressed appreciation to Betty and Cathy for taking the initiative to meet and begin the discussion of identifying possible donors. Betty asked if any timelines had been determined and Jim reported that while discussions are ongoing, the focus will be on making optimal use of facilities. Based on the initial study conducted by Animal Arts, the need for additional kennel space for large animals has been identified.

Jim noted that moving forward, additional information will be needed from Animal Arts.

Betty raised concern that it might be difficult to enlist donations at the level needed if it is just the SPOT Board raising funds for a government agency and asked who will determine how much money will need to be raised. Jim expressed his hope that it will be possible to answer all board member questions about the future direction at the next board meeting.

IV. Finance Committee Report

Jim called upon Amber for the Finance Committee Report. She distributed copies of the February 28, 2014 Bank Reconciliation and reported that the ending balance was \$57,945.80. The SPOT Fund received a check for \$5,000 from licensing proceeds for the 2nd Quarter, which raises the balance to over \$62,000. In addition, Amber reported that the SPOT Fund will receive a \$5,000 donation from an estate and she will work with Margaret Brosko on the processing and reporting of these funds. Amber reported that she is also working with Metro Government on the possibility of including the SPOT Fund on the list of charitable organizations for the employee charitable giving campaign.

Amber requested board consideration of a new SPOT Fund expenditure to support additional contract work with Animal Arts. She noted that all previous invoices from Animal Arts have been paid and approval is needed for Jim Brammell to execute a change order in the amount of \$4,200 to bring in a final cost estimator to review all of the numbers and estimates as it relates to the cost of space for large dog kennels in the Louisville market. A motion was made by Cathy Zion and seconded by Betty Brown to approve the expenditure. The motion was unanimously approved.

Julie Crutcher asked if the final report of the Animal Arts study had been released. Jim indicated that the final product has not been received, but that there would be no problem in distributing the draft. Amber agreed to send her a copy of the draft report.

V. LMAS Update

Based on information provided by Margaret Brosko, Amber reported that efforts to implement the medical voucher program with the \$20,000 in funding provided by the ASPCA is moving forward. LMAS is in process of setting up the process and developing relationships with local vets. In response to a question, Amber reported that the vouchers will be allocated to cover medical care expenses in an effort to assist pet owners in retaining their cats and dogs.

Amber reported that LMAS will be getting a new dishwasher at the Manslick Facility through funding provided by the Community Foundation. The check will run through the SPOT Fund.

The LMAS Live Release Rate was 90% in January, up from 85.5% in February. Karen Little reported that the goal of the ASPCA Community Partners is to exceed 80%. She noted that the January rate is high, as compared to kitten and puppy season, and noted that the increase is very exciting.

VI. Adjourn/Next Meeting

In closing, Jim opened the floor for any further questions or discussion items. In response to a question from Betty, Sadiqa expressed her belief that it would be possible to get some clarity around board member questions at the next meeting. Julie asked about the status of hiring a new LMAS Director and Sadiqa reported that the process of reviewing resumes has begun.

With no further business to discuss, the meeting was adjourned. The next board meeting is scheduled for Monday, April 21, 2014. Members will be notified by e-mail prior to the meeting.

**SPOT FUND, INC. BOARD
Meeting Summary**

Monday, April 21, 2014

Members Present: Jim Brammell, Chair, Betty Brown, Amber Halloran, Beverly Johnson, Karen Little, Susan Sales, Carol Schnell, John Sheller, and Cathy Zion.

Staff Present: Kim Allen, Carol Miller and Donald Robinson.

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who thanked members for attending.

II. Approval of the March 17, 2014 Meeting Summary

Jim asked members to review the meeting summary and called for any additions or corrections. Following review, a motion was made by Cathy Zion, seconded by John Sheller and unanimously adopted to approve the summary as drafted.

III. SPOT Board Update

With regard to the possible partnership with the Kentucky Humane Society, Jim reported that a lot of activity has occurred since the last SPOT Board meeting, especially during the past week. In addition to KHS representatives, the meetings have included the participation of Sadiqua Reynolds, Steve Rowland (Metro CFO) and Donald Robinson along with Jim and Amber representing the SPOT Board. As of last week, Jim reported his hope that verbal negotiations have been completed and the agreement was ready for signatures. KHS is presently reviewing the terms of the agreement.

Although it is not possible to distribute copies of the draft agreement to members, Jim will present a brief overview of the proposed Memorandum of Understanding. Jim also advised that an incorrect story about the proposed agreement was posted on the Ville Voice (an on-line blog) that totally misrepresented the negotiation process. Donald added that the blog referenced a draft document from 2011 and included false information. As a result, Sadiqua Reynolds went out to LMAS last Thursday to meet with staff and dispel rumors.

Since Jim was called out of the meeting for a phone call, Amber presented an overview of the proposed partnership, which is focused on increasing the community-wide Live Release Rate; avoiding duplication of services; promoting efficiency and better citizen access; and identifying synergies in employee logistics.

As a component of the agreement, all metrics will be calculated and released collectively for the community as of July 1, 2014. Cathy asked if both groups used the same definitions and Donald responded that common parameters were set as part of the ASPCA Partnership.

Under the proposed agreement, LMAS will retain the following animal control functions: extended stays, euthanasia, court holds and quarantines. KHS will assume all animal welfare functions. All functions will be located at the same campus to provide citizens with one primary location to access services. The agreement involves a phased approach based upon joint fundraising. KHS will hold all monies obtained through fundraising and submit quarterly reports to the Metro Office of Management and Budget. The phases include the following activities:

Phase One:

- Capital campaign to raise \$400,000 for improvements to Steedly Drive Campus to house large dogs and cats
- Metro Government to advance \$400,000 to KHS, which will be repaid from funds raised (funds represent advance of sheltering fee, since Metro cannot make improvements to an asset that it does not own)

Phase Two:

- Provides for closing of LMAS Manslick Facility
- Metro Government to allocate \$1.6M for purchase of one acre and new building at Steedly Drive Campus (Animal Arts estimated cost at \$2.8M to \$3.6M)
- KHS and the SPOT Board will match this with a \$1.6M capital campaign
- Phase ends with completion of LMAS building; KHS becomes new public face for intake

Phase Three:

- Possible dissolution of SPOT Board; some board members may transition to the KHS Board
- Final capital campaign to create a Pet Treatment and Rehabilitation Facility, possibly at Steedly Drive (Animal Arts is currently reviewing this possibility); this was initially at the top of the KHS fundraising list, but would be put on the back burner as part of the proposed agreement

In response to a question, Amber reported that the funds will be raised jointly with KHS. Betty Brown asked about the adoption center and Donald advised that Animal House is included in the deal and will be leased to KHS. KHS currently has six or seven satellite adoption facilities and Animal House will become an additional satellite. With the additional space for housing, animals will be moved more efficiently for adoption purposes. Donald added that at the present, KHS comes to LMAS twice weekly to pick up animals; however, if the agreement is signed, stray animals would be instantly available after the fifth day.

Betty noted that the agreement should save money for all parties and Amber agreed that savings will be achieved; however, this will not occur immediately. Karen suggested being cautious about discussing savings, since this is not guaranteed and the goal of the agreement is to increase the Live Release Rate, not save money. Cathy noted that she does not anticipate any difficulty raising the funds. In response to a question about the timeline, Amber indicated the implementation process would start upon the signing of the agreement.

Karen noted that the timing is perfect since the community is now moving toward a healthy Live Release Rate. Creation of a rehabilitation facility would focus resources on the final pocket of animals needing help--those with behavioral or health issues. It was also noted that under the agreement, KHS and LMAS would share responsibilities for Operation City Kitty. LMAS will have the release responsibilities since KHS does not do trapping, but will perform the spay/neuter function.

Jim opened the floor for general feedback and members expressed excitement and the belief that the fundraising goals are doable. Jim advised that no jobs would be lost and the agreement has the support of labor unions. As a show of support, Cathy Zion made a motion that the SPOT Board supports the spirit and intent of the MOU with KHS. The motion was seconded by Betty Brown and unanimously approved. In closing, Jim reported that the KHS Board is aware of the proposed agreement and that no further action is required by the SPOT Board at this time.

IV. Finance Committee Report

Amber Halloran, Treasurer, reported that there has been no significant change in the financial report. She recently made a deposit \$2,500. She also received a check for \$3,000 from the Community Foundation and wrote a check as a deposit on a dishwasher (although the dishwasher donation was from an anonymous donor, Amber noted that Lee Cochran, Terri Cardwell's friend, was involved).

Amber also requested SPOT Board approval for reimbursement of lunch expenses of \$100 during the full day meeting with Animal Arts last Tuesday. A motion was made, seconded and unanimously adopted to approve the reimbursement to Amber.

V. LMAS Update

Donald asked Amber if the \$5,000 left as a bequest to LMAS had been received. Amber reported that she has not received the check and Donald agreed to follow up on this. He added that another donor left a house to LMAS in a will and he is checking into procedures related to handling this bequest.

Donald reported that LMAS has pushed back the start of the marketing campaign on licensing for a couple of weeks. LMAS staff met with marketing firm New West to discuss ideas. In response to a question, he advised that this initiative was part of the Bloomberg action plan. Cathy Zion offered assistance in marketing through her publication.

Donald noted that over the past three weeks, he has observed 10 empty kennels, which is a testament to the work being done. The shelter inventory was 162 animals this morning. The Live Release Rate has been trending at 85%, but will hopefully move to 90%.

VI. Adjourn/Next Meeting

With no further business to discuss, the meeting was adjourned. Jim advised that members would be contacted if any action occurs prior to the next meeting. The next regularly scheduled meeting will occur on May 19, 2014 from 11:30 a.m. to 1:00 p.m. at the Louisville Water Company. Members will receive an e-mail prior to the meeting.

**SPOT FUND, INC. BOARD
Meeting Summary**

Monday, May, 19, 2014

Members Present: Jim Brammell, Chair, Betty Brown, Julie Crutcher, Amber Halloran, Karen Little, Susan Sales, John Sheller, and Amy Wisotsky.

Staff and Guests Present: Kim Allen, Donald Robinson, Margaret Brosko, and Sadiqa Reynolds.

I. Welcome/Call to Order

The meeting was called to order by Jim Brammell, Chair, who thanked members for attending. In the absence of a quorum, Jim reported that no formal board action would be taken.

II. Approval of the April 21, 2014 Meeting Summary

Jim asked members to review the summary and advise staff of any changes.

III. SPOT Board Update

Jim reported that the proposed partnership with KHS did not come to fruition. From the Metro perspective, he advised that every effort was made to move the partnership forward. Although a verbal agreement had been reached, Jim reported that based on review of the final document, KHS determined that the partnership did not fit with their business model. Jim indicated that his conversations with KHS Board members were amicable and that KHS remains committed to the ASPCA partnership.

Going forward, Jim indicated that moving LMAS out of the Manslick facility will be up to the SPOT Board. Based on the work performed by Animal Arts, the SPOT Board will need to revisit the recommendations for expansion at the Newburg location. In light of perceptions that Animal Arts provided only high-end options, there may be an opportunity to scale back the proposal. Jim recalled that Metro Government had committed \$1.6M to the proposed agreement with KHS and it is his expectation that Metro will commit the funding to the capital campaign. In response to a question from Betty, Jim reported that he will need to reaffirm the city's commitment of funding.

Jim opened the floor for feedback from members. Julie concurred that the primary goal will involve leaving the Manslick facility, but noted that she has not seen the Animal Arts report. Jim agreed to distribute a copy of the Animal Arts report to members. Jim asked about the previous estimate for expanding the Newburg site and Margaret reported that the estimate was \$3.4-3.6M. Donald advised that the goal would be to house both intakes and

adoptions in one central location at the Newburg site.

Susan asked if the project could proceed in phases similar to the proposed KHS partnership and Jim indicated that the board would have to evaluate what is doable. Donald recalled that although retrofitting an existing building at Newburg had been previously discussed, the option was eliminated because it was more costly. Margaret noted that in-house engineers had reviewed the options during previous discussions.

Jim suggested that although it may seem like the group is back at "square one," the SPOT Board will have the benefit of the work done by Animal Arts along with the commitment of funding by Metro Government. He relayed that there have been a number of conversations with individuals who might make sizable donations to the effort and suggested that the board may want to engage a consultant who has expertise in finding and matching donors to the project. Margaret also suggested that the zoo and library boards have experience in conducting successful capital campaigns and could serve as potential resources.

Upon the arrival of Sadiqa Reynolds, Jim asked if the \$1.6M pledged by Metro is still being requested in the budget process. Sadiqa advised that based upon her conversations with the members of the administration, Metro has no intention of backing off and will be ready to assist with matching funds. She reported her belief that \$400,000 has been included in the budget and that LMAS will be fully funded. She is currently reviewing resumes for the position of LMAS Director and recommended that the Mayor be invited to meet with board members to discuss fundraising plans and the timing of the capital campaign.

Jim asked if Metro would be willing to advance funding for the capital campaign and Sadiqa noted that the \$400,000 was intended to increase KHS capacity and thereby reduce LMAS costs. At the present, LMAS will have to continue operating two facilities. With regard to a phased approach, Julie asked if it might be possible to separate moving the quarantine and general kenneling sections since animals are held under different rules. Donald responded that LMAS may hold a dog 10 days following a bite and may segregate them within the general population.

Sadiqa recommended that either a small group or the board as a whole work on developing a plan to present to the Mayor. She noted that it is possible that the SPOT capital campaign may coincide with the KHS capital campaign for a treatment and rehabilitation facility. Sadiqa reiterated that while she believes that Metro did everything it could during negotiations for the proposed partnership, she is excited by the new challenge.

If the board is successful in its fundraising, John asked if it would be possible to provide a financial incentive for revisiting the partnership. Jim voiced his belief that the concerns extended beyond money and focused on brand risk. As examples, it was noted that under the proposed partnership, KHS would have been subject to open records and that the large numbers of pit bulls housed by LMAS could negatively impact the KHS Live Release Rate.

Jim recommended that the board move forward quickly to dissect the Animal Arts report and prepare to meet with the Mayor in one month. Sadiqa noted that despite their

concerns, the LMAS staff has been phenomenal throughout the process. Susan recalled that the SPOT Board had a previous discussion about branding and asked if the topic should be revisited. Amber agreed and suggested that Debbie Scoppechio could be helpful in that process.

Following discussion, the meeting with the Mayor was scheduled for Monday, June 16, 2014 from 11:30 to 1:00 p.m. In preparation for the meeting with the Mayor, a meeting of the full board was scheduled for Thursday, June 5 at 11:30 a.m. at the Louisville Water Company. Sadiqa voiced her plans to attend on June 5th and Jim expressed appreciation for her attendance.

IV. Committee Reports

A. Finance

Amber reported that the new commercial dishwasher has been purchased and installed at LMAS. She reported that following a recent visit, Betty identified a need and purchased a new commercial washer for LMAS. Amber also updated members on the inclusion of the SPOT Fund under the Louisville Metro Employee Charitable Campaign options and reported that contributions through payroll deductions are being received.

LMAS recently received a bequeathal check for \$6,200 representing 20% of the estate of a woman from Lanesville. Members discussed purchasing a plaque and naming something at LMAS to honor the woman. Donald has sent a thank you letter on behalf of LMAS and Amber will send one on behalf of the board. Amber also raised the possibility of including memorial bricks as a component of future fundraising.

B. Fundraising Campaign

Based on the upcoming meeting on June 5, Jim tabled further discussion of fundraising.

V. LMAS Update

Donald reported that the new dishwasher is "awesome" and recognized Betty for her purchase of the washer. He expressed appreciation on behalf of staff and indicated that the new purchases have enhanced productivity by reducing the amount of time required to complete cleaning tasks.

Margaret reported that the licensing campaign will kick-off tomorrow with a press conference at 10:30 a.m. in the Metro Gallery. The campaign is funded through \$10,000 from the ASPCA and \$20,000 from Metro Government. The Bloomberg Innovation Team paid for the services of New West, a professional advertising agency. Margaret reported that 6,000 stray animals come into the shelter annually with few identifying features and that the licensure process will promote return of these animals to their owners. Additionally, since the licensure process requires validation of current rabies shots, the process can be lifesaving for animals.

Margaret distributed copies of campaign flyers and noted that the website for licensure is www.TagYourPet.org. She recalled that as a result of the previous process, LMAS was years behind in entering data and now the process is instantaneous. Campaign advertising will include 13 radio stations as well as various contests for donated prizes. The Mayor will be meeting with vets on Thursday to discuss the campaign and the opportunity for their involvement using the slogan "cool vets tag pets." Donald reported that staff will visit all vets that are currently involved in licensing to deliver brochures and talk with staff.

Amy asked about a mechanism for donations and Donald relayed that some vets have Good Samaritan Funds to take care of strays, but agreed that it would be a good idea. Margaret reported that doghouses have been made for on-site donations, although the majority of donations are received on-line. Julie asked about getting the information out into the western and southern parts of the community and Don responded that Animal Control Officers will have brochures. Efforts will also be made to distribute information through Metro Council members. Julie recommended that information be distributed through community centers and churches.

VI. Adjourn/Next Meeting

With no further business to discuss, the meeting was adjourned. The next meeting is scheduled for Thursday, June 5 at 11:30 a.m. at the Louisville Water Company. Members will receive an e-mail notice prior to the meeting.

**SPOT FUND, INC. BOARD
Meeting Summary**

Monday, June 16, 2014

Members Present: Betty Brown, Julie Crutcher, Amber Halloran, Amy Wisotsky, Allison Woosley and Cathy Zion.

Staff and Guests Present: Kim Allen, Donald Robinson and Sadiqa Reynolds.

I. Welcome/Call to Order

The meeting was called to order by Amber Halloran, who reported that Jim Brammell was ill and unable to attend the meeting.

II. Approval of the June 5, 2014 Meeting Summary

In the absence of a quorum, the June 5, 2014 meeting summary was tabled until the next meeting.

III. SPOT Capital Campaign

Amber reported that the primary agenda item would involve planning for a future capital campaign and preparing for the board's upcoming meeting with the Mayor on July 21, 2014. In follow-up to the discussion at the last meeting, Cathy e-mailed Debbie Scoppechio to request her assistance with proper messaging and branding for a public/private partnership, including raising awareness that MAS is working to increase its Live Release Rate and possibly renaming the SPOT Fund, Inc. Board. Cathy reported the Debbie will be back in the office on June 18 and will talk with her team about taking on the project on a pro bono basis.

Donald reported that Karen Little contacted the ASPCA and Best Friends regarding the possibility of grant assistance for marketing and branding. Karen was informed that the ASPCA does not have funding available to assist with branding, but does provide loans at a low interest rate. Although it was not clear that Best Friends fully understood the request, the organization is will to assist with rebranding as it relates to pit bulls and cats. Donald added that MAS has received grant funding from Best Friends to assist with barriers in the kennels and adoptions for cats and bully breeds. In response to a question from Julie, Donald relayed that Best Friends approached MAS and will provide a total of \$28,000 in grant funds for the partnership including AlleyCats and KHS.

Amber asked Sadiqa to share her expectations for the board's meeting with the Mayor. Sadiqa advised board members to update the Mayor on what the board has done, including funding secured, and to outline its plans for the capital campaign. She suggested that the Board discuss its support for the Mayor's plan to build a new facility and to give the Mayor an amount that the board believes it can raise. She recalled that the city had committed

\$400,000 on the front-end for the proposed partnership with KHS, although this amount was based on reduced costs for MAS. The city had also committed over one million for future capital construction. Sadiqa suggested that the board provide the Mayor with a timeline for needed funding commitments from the city.

Betty raised the need for a Co-Captain to assist with major gifts and Sadiqa suggested that the Mayor be given a list of possible names to review. Sadiqa also suggested that the board develop a structured agenda for the meeting with specific amounts of time allocated to each agenda item. Amy raised the topic of board member commitments to the effort and that it might be helpful to tell the Mayor that there is 100% participation from the board. Amber will ask Jim to reach out to board members; no specific amount will be required. Cathy asked if the SPOT Board is classified as a 501(c)(3) organization and Amber reported that it is. Sadiqa recalled that the SPOT Board was initially created during the Abramson administration to serve an advisory and fundraising role.

Amber identified a list of items to be addressed during the meeting with the Mayor including the proposed communications plan and update on work with Debbie Scoppechio; list of potential donors and Co-Captain for major gifts; 100% financial participation by board members; amount of matching funds to be requested from Metro Government; work with Animal Arts to obtain a rendering of the new facility; and an update from Jim on hiring a development professional to assist with the campaign. Betty added that Susan Moorman recommended contacting Paula Hale to assist with fund development and Amber agreed to ask Jim Brammell to follow-up with her.

Allison recommended that a subset of the board work on large donor relations. Amber agreed that would be helpful and asked for volunteers; Betty, Cathy and Amy agreed to assist with Allison serving in an advisory role. Sadiqa suggested that John Sheller may also be interested in serving on the group. Allison stressed the importance of approaching both individual and corporate donors. Betty raised the possibility of approaching the Gheens and Brown Forman Foundations.

Sadiqa emphasized the importance of presenting information on costs during the meeting with the Mayor and having an idea of how much funding will need to be secured before the campaign will go public. Based on the latest construction estimate of \$3.4M and likely Metro commitments, Cathy Zion estimated that the board would need to raise approximately \$2M. It was noted that the original construction estimate exceeded \$14M and that it would be important to explain and make the case for the current estimate. Sadiqa added that the board may also want to consider some corrections at Animal House as part of the fundraising plan and reported that KHS had identified the need for \$100,000 in improvements during discussions of the proposed partnership.

Amber agreed to compile an agenda and draft talking points for the meeting and distribute a copy to members to review. Amy suggested including information about pet-friendly cities and the potential draws and positive impacts. Sadiqa reported that there is a component for animals under the Mayor's commitment to making Louisville a Compassionate City.

Allison noted that \$3.5M in construction costs is overwhelming and difficult for people to understand. Sadiqa recommended that the board explain the importance of an environment in which animals can be healthy and not traumatized. Allison reported that HVAC systems can represent 50% of construction costs for hospitals and identified the need for a hospital-grade HVAC for the new facility. Sadiqa also reported that there have been ongoing efforts to try to sell the Manslick property to the state without success.

Members discussed the existing board membership and vacancies. Kim reported that Rudy Davidson has resigned and she has been unable to reach Jean Nelson since she left Metro Government. Sadiqa asked members for names of potential new board members and corporate representatives that may be helpful. Allison suggested the possibility of Home Depot or Lowes as a future adoption location since pets are allowed into the stores. Donald reported that MAS has worked with Neil Huffman Subaru on Dixie Highway as well as Harley Davidson on promotions.

Members also discussed identifying a local vet who may be willing to participate on the board. Sadiqa stressed the importance of finding a vet who has relationships with other vets and who understands what MAS is doing. In light of her recent interest and assistance, Sadiqa will contact Lee Cochran regarding her willingness to serve on the board or on the large donor development group.

Betty asked if members of the large donor development group would be willing to meet to brainstorm ideas. Following discussion, members of the small group agreed to meet on Monday, July 7th at 11:30 a.m. at the restaurant at Brown Forman. Amy will make any necessary arrangements.

IV. Finance Committee Report

Amber distributed copies of the Bank Reconciliation Report for May 31, 2014 and noted that the total unrestricted balance is \$69,317.69.

V. LMAS Update

Sadiqa updated members on the search for a new MAS Director. Phone interviews have been completed to narrow the pool of candidates and in-person interviews have been scheduled. She reported that applications and resumes have been received from across the country and she is hopeful that the position will be filled by the end of July.

She encouraged board members to support the staff and its work with the recognition that employees will make mistakes and the public has little understanding of euthanasia. Donald added that the public does not realize the volume of animals that MAS takes in (over 40/day). Sadiqa thanked the board for its efforts.

Donald reported that the Louisville Metro Employee Charitable Campaign will end on June 30 and now includes 13 different charities. To date, over \$100,000 has been raised from Metro employees with a goal of reaching \$150,000. Donald reported that over \$1,500 in pledges to the SPOT Fund have been received along with \$850 in checks and cash donations.

In response to a question from Allison, Donald reported that adoption fees are \$135 for dogs, \$175 for puppies and \$9 for cats. He reported that MAS is currently full to capacity; KHS pulled 28 animals on Sunday, which meant animals did not have to be euthanized. KHS has pulled approximately 100 animals this month.

Julie asked about transports and Donald reported that MAS typically schedules transports twice weekly with 10-11 animals. He reported that 80% of dogs are currently bully breeds, which makes it more difficult, even though attempts are made to creatively market the dogs according to the breed mix. Allison noted that a local group currently performs DNA testing and raised the possibility of seeking a donation or purchase of test kits at cost to provide certifications of the breed mix. Donald noted that a number of apartment complexes will not allow pit bulls, so having a document stating that the dog is 100% lab would be helpful.

Donald reported that MAS continues to work with AlleyCats and Saving Sunny, which works to provide resources to citizens, i.e. transportation to low cost SNIP clinics. Slugger City is focused on enrichment and has two to three volunteers working at Animal House on designated days.

VI. Adjourn/Next Meeting

With no further business to discuss, the meeting was adjourned. The next meeting is scheduled for Monday, July 21, 2014 at 11:30 a.m. at the Louisville Water Company. The Mayor will be in attendance for this meeting.

