



Public Safety Department  
Animal Services Division  
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## Manatee County Animal Services Advisory Board

**Monday, March 21, 2016, 4:00 p.m.**  
**Manatee County Administration Building**  
**4<sup>th</sup> floor, Manatee Room**

In attendance: Lisa Barnott, Rebecca Neal, Jean Peelen, Gerald Thomas, Lisa Williams, Sarah Brown, Chief, Animal Services Division and Robert Smith, Director of Public Safety.

Absent: Dr. Doyens

Meeting was called to order at 4:03 pm. by Robert Smith. Introductions were made by the board, Brown and Smith.

### **Election of Officers**

The staff recommends three positions for the advisory board, Chair, Vice Chair and Secretary. Lisa Barnott nominated Jean Peelen as the Chair, Rebecca Neal, second. By a unanimous vote, Jean Peelen was voted as Chair. Position of Vice Chair – Rebecca Neal nominated and Jean Peelen, second. By a unanimous vote, Rebecca Neal was voted Vice Chair. Lisa Barnott was appointed Secretary.

### **Ethics and Sunshine Law Overview**

#### *Public Records Act*

Discussion was held. Mr. Eshenfelder advised the newly appointed advisory board on the Public Records Act. Any email with Manatee County Animal Services (MCAS) as the subject matter, is subject to public record. Please send pertinent emails to [sarah.brown@mymanatee.org](mailto:sarah.brown@mymanatee.org) for public record. Please do not use text messaging for MCAS business matters.

#### *Florida Code of Ethics Chapter 112 Part 3*

Discussion was held. Provision of misuse of public office. A vote that may have an impact or harm to a particular board member personally, is requested that member recuse themselves from a vote and fill out a conflict form. The County Attorney's office can assist with this process.

### *Sunshine Law*

Discussion was held. Communication with 2 or more members in regards to board matters must take place at a publicly held meeting. Otherwise it will be considered a sunshine violation.

Requirements for compliance

1. Reasonable notice
2. Open to the public
3. Minutes must be taken

Public has a right to speak on items that require a vote, before the vote. The determination of time is to be decided by the advisory board or the board may use the county commission default of three minutes.

### **Legislative Updates**

Mr. Azzara gave an update on the Dangerous Dog Statute 767.12; 13.

### **Division Chief Updates**

Chief Brown gave updates on shelter capacity and current census, personnel and volunteer updates.

### **Board Member Comment**

Board members are to give thought after reviewing the resolution and come back individually at the next meeting to discuss issues for the direction of the group.

### **Future Meetings Schedule**

The recommendation was made to return to the evening and for the first few months, have monthly meetings.

Next Meeting: Monday, April 18<sup>th</sup>, 2016 at 5:45 pm @ Manatee County Animal Services

### **Public Comment**

Commissioner Whitmore commented to the advisory board the subject of the sale of puppies at retail stores for consideration.

**Adjournment** 5:22 pm