Baldwin County Commission

Legislation Text

File #: 20-0069, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 11/5/2019
Item Status: New
From: Wayne Dyess, County Administrator; Christie Davis, Interim Animal Shelter Manager
Submitted by: Christie Davis, Interim Animal Shelter Manager

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ITEM TITLE
Baldwin County Animal Shelter Standard Operating Procedures Manual

STAFF RECOMMENDATION
Approve the updated Baldwin County Animal Shelter Standard Operating Procedures Manual.

BACKGROUND INFORMATION

Previous Commission action/date: 02/06/2018

Background: The Baldwin County Animal Shelter Standard Operating Procedures Manual was approved by the Baldwin County Animal Control Advisory Board on January 11, 2018 and by the Baldwin County Commission on February 6, 2018. The Baldwin County Animal Control Advisory Board respectfully requests that the Baldwin County Commission approve updates to the Baldwin County Animal Shelter Standard Operating Procedures Manual as approved at the Advisory Board meeting on October 3, 2019.

Changes include heartworm protocol, microchip protocol and an updated vaccination schedule.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Shelter staff

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Christie Davis will ensure the revised manual is posted on the Animal Shelter website and copies are provided to all shelter staff.

Additional instructions/notes: N/A