

**Pennsylvania State Animal Response Team
Board of Directors Meeting
Tuesday, July 12, 2005
11:00 p.m.-2:00 p.m.
Hershey Convention Center, Cocoa Suite 1
Hershey, PA**

In Attendance

- Dr. Nanette Hanshaw-Roberts, **Board Chairperson**, Emergency Planning Coordinator, Bureau of Animal Health and Diagnostic Services, Pennsylvania Department of Agriculture
- Ms. Charlene Wandzilak, **Board Vice-Chairperson**, Executive Director, Pennsylvania Veterinary Medical Association
- Ms. Anne Irwin, **Board Secretary**, Executive Director, Bucks County SPCA and Past President, Federated Humane Societies of Pennsylvania
- Mr. Norm Conrad, **Board Treasurer**, Senior Extension Educator, Union County Cooperative Extension, Mifflinburg, PA
- Mr. Norris Bennis, Esq.
- Mr. Charles Bruckner, Volunteer
- Mr. Darin Cox, PA Federation of Dog Clubs
- Ms. Barbara Dyer, The Humane Society of the United States
- Dr. John Ellis, PA Society for Biomedical Research
- Dr. Charles Newton, University of Penn, School of Veterinary Medicine
- Mr. Joseph Roberge, PEMA
- Mr. James Simpson, President, Hanover Shoe Farms
- Ms. Karen Critchfield, Training Director, PASART
- Mr. Joel Hersh, Ex-Officio, Executive Director, PASART

Absent

- Dr. Donald McLean, USDA, APHIS, Harrisburg, PA
- Dr. Karen Martin, PA Veterinary Medical Association
- Mr. Troy Stump, Director, ZooAmerica

Minutes

Topic of Discussion	Main Points of Discussion	Action Items or Next Steps
Approval of the Minutes	<p>The following minutes were presented for the Boards approval:</p> <ul style="list-style-type: none"> ▪ April 12, 2005 Board of Directors Meeting minutes 	<p>Motion: To approve the minutes of the following meetings as presented:</p> <ul style="list-style-type: none"> ▪ April 12, 2005 Board of Directors Meeting minutes <p>- APPROVED.</p>
Introduction of Board members	Each Board member introduced themselves.	No further action needed.
By Laws discussion and update	By laws discussed in draft. Proposed additional changes discussed at meeting	<p>Motion: To approve By Laws as amended at the meeting.</p> <p>-APPROVED.</p>
Draft Donations Policy	Discussion of draft; need for oversight of CART expenditures; need for centralized policy/procedure to insure IRS compliance; need for determination of eligible expenditures	<p>Motion: To table policy pending further investigation into what NCSART and Colorado have adopted as policies.</p> <p>-POLICY TABLED</p>
Draft Leave Policy	<p>Discussion on components of policy. Holidays to be same as state employee schedule. Comp time will be on hour for hour basis. Part time staff receives paid holidays but no other benefits. Ms. Wandzilak informed Board that Leave Policy adopted by Steering Committee was same as PVMA's. Board to be provided with a copy of that policy.</p>	<p>Motion: To table policy until review of PVMA Policy.</p> <p>-POLICY TABLED</p>
Volunteer Liability Form/Policy	Discussion of need to protect PASART from suit by its own volunteers.	<p>Motion: Approve policy as submitted.</p> <p>-POLICY APPROVED</p>
Draft expense reimbursement Policy	Discussion of draft. Addition of ineligible expense wording.	<p>Motion: To approve policy as amended.</p> <p>-POLICY APPROVED</p>
Draft Enrollment Policy	Discussion on appropriate age limits for volunteers	<p>Motion: To approve policy with amendments insuring compliance with appropriate state and federal rules and regulations.</p> <p>-POLICY APPROVED</p>
Resignation from Board-Lisa Sherman	Discussion on suggestion by staff to offer seat to Randy Rockey -Centre County EMA Coordinator.	<p>Motion: To offer Board seat to Randy Rockey.</p> <p>-APPROVED</p>
Executive Director's Report	<p>Office Location: PASART moved into the PEMA</p>	.

	<p>office building on May 12th.</p> <p>Funding Initiatives: Board was advised that ODP funding of 200k will be available for PASART.</p> <p>Board was advised that additional CDC funding through PADOH was requested.</p> <p>Website Development: Board was provided with mock ups of web pages from PSU Cooperative Extension. Discussion on appropriate items for public access. Projected start date is within the next month.</p> <p>Liability Insurance for Volunteers: Board was advised that insurance has purchased to cover volunteers for liability, excess medical costs and excess automobile liability. Policy is effective through 6/30/06</p> <p>Directors and Officers Insurance: Board was advised that insurance for the Board and staff was purchased. Awaiting certificate of insurance.</p> <p>Pennsylvania State Police: PSP has agreed to send an operational order to all State Police regarding PASART mission and direction to staff to allow CART members access to incidents where they are dispatched by County EMA.</p> <p>Activities Report: Mr. Hersh presented the Board with a listing of activities completed from 4-13-05 through 7-11-05.</p>	<p>No further action needed</p> <p>No further action at this time.</p> <p>No further action at this time.</p> <p>No further action at this time.</p> <p>No further action at this time.</p> <p>No further action at this time.</p> <p>No further action needed.</p> <p>No further action at this time.</p>
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Pubic Outreach and Training Directors Report	Training Policy Recommendations: Limited discussion as a result of limited time. Additional NIMS requirements raised by Joe Roberge. Discussion between Joe and Karen on number of levels of training needed to occur prior to next meeting.	Motion: To table policy pending further discussion and submission to Board at next meeting. -POLICY TABLED
Next Meeting	Next Board meeting to occur on October 11, 2005 from 11:00am to 2:00pm at Hershey Motor Lodge	No further action at this time.
Board Meetings for 2006	The meeting schedule for 2006 is as follows: January 10 th ; April 11 th ; July 11 th ; and October 10 th .	No further action at this time.
Adjournment	There being nothing further to discuss, the meeting was adjourned at 2:15 PM	Motion: To adjourn the July 12, 2005 meeting of the Board. – APPROVED.