



**Regular Meeting**  
**City of Hendersonville**  
**Animal Services Advisory Committee**

**November 21, 2024 @ 5:00 p.m.**

**Hendersonville Police Department | 630 Ashe St. | Hendersonville NC 28792**

**1. Call to Order**

The meeting was called to order at 5:06pm by Chair Caroline Gunther.

Members present: Caroline Gunther, Robin Grainger, Marianne Pendleton, Katie Weibel, Dalleen Jackson-McClasky, Patsy Shepherd, Jean Greeson and Beth Scarborough.

City Staff present: Melissa Justus, Staff Liaison; Kelsey Galloway, Civilian Animal Control Officer; and Police Chief Blair Myhand.

**2. Public Comment**

There was no public comment.

**3. Approval of Agenda**

Motion made by Robin Grainger to approve the agenda, Marianne Pendleton seconded the motion and unanimous vote followed.

**4. Approval of Minutes**

Motion made by Dalleen Jackson-McClasky to approve the August 15, 2024, Meeting Minutes with an addendum. Robin Grainger seconded the motion; unanimous vote followed.

## **5. New Business**

### **A. Introduction of New Civilian Animal Control Officer - Kelsey Galloway**

Introductions of committee members.

### **B. Brainstorming Discussion**

The City of Hendersonville and Henderson County are still in Hurricane recovery mode, therefore; it is not a good time for a survey to be sent out to residents.

## **6. Old Business**

### **A. Onboarding Checklist**

Caroline is continuing to work on an onboarding packet that each new ASAC member will receive when coming onto the committee, to include Quasi-Judicial training information and instructions; goals for the year ahead; and information pertinent to the committee members such as the Chapter 10 Ordinance.

### **B. Website Ideas**

Currently, HPD has an app that has a "Submit a Tip" button on the page as well as the HPD website page. The tips are sent directly to Chief Myhand, most of those tips come from the website. There is a possibility that another icon can be added so that citizens can report things such as animal abuse. Chief Myhand and Caroline will talk to Allison Justus about what can go on the website, with specific goals of ease of reporting and access to information for citizens.

### **C. Infographics**

Pictures/flowcharts to be used as educational pieces in English and Spanish to assist citizens with how things are reported. This would be used as a tool so that citizens would know what steps to take in certain situations instead of calling the Police emergency line. (This item was placed on agenda so that it's not forgotten)

## 7. Adjournment

There being no further business Katie Weibel made a motion to adjourn the meeting at 6:08pm.

Approved by: \_\_\_\_\_  
Caroline Gunther, Chair