

Anderson County Animal Advisory Committee
Anderson County Courthouse, Room 118A
July 28, 2026, 4:00 PM

MINUTES

Members Present: Commissioner Anthony Allen, Les Hunt, Steven Phillips, Jessica Hyder

Ex-Officio Members Present: Mayor Terry Frank, Director Damon McKenna, Law Director Jamie Brooks, County Veterinary Consultant Dr. Mark Garrett

Members Absent: Commissioner Sabra Beauchamp, Commissioner Tracy Wandell

Others present: Anne Jordan, Amy Poteet, Sharon Bourgeios Capshaw, Kim Dixon, Donna Hejtmanek, Harry Varnis, LEEAN TUPPER

Call to Order. Chairman Allen called the meeting to order at 4:01 p.m.

Prayer/Pledge of Allegiance. S. Phillips offered a Prayer and led the Pledge.

Approval of Agenda. Motion by S. Phillips and second by L. Hunt to approve the meeting agenda. Motion carried.

Approval of Minutes. Motion by J. Hyder and second by L. Hunt to approve the minutes of the Committee's June meeting. Motion carried.

Appearance of Citizens. Donna Hejtmanek, Kimberly Dixon

Chairman Allen welcomed new Committee member Jessica Hyder, who provided a brief introduction.

While minutes generally record only committee action, below are some abbreviated notes though no action was taken.

- 1) Chairman Allen asked Director McKenna to assign a staff member to this task: Daily checks of the Animal Care & Control website to determine any issues that need to be addressed with the site. J. Hyder volunteered to research sites used by similar organizations. Mayor Frank provided a brief update about cost changes within the company that currently manages the site.
- 2) Chairman Allen asked that the monthly shelter statistics be provided in a graph or chart for better tracking. Director McKenna said he can pull the stats from the Animals First software.
- 3) Director McKenna said the department's biggest need at this time is fosters. They are posting regularly to the Facebook page.
- 4) It was suggested that the department create short videos to share via social media that can be used to educate the public about spay/neuter, rabies, leash laws, etc.
- 5) Another video was suggested for public education about animal hoarding.
- 6) Create a written plan for moving to the new animal shelter after its completion
- 7) S. Phillips has been taking regular photos of the construction progress and will continue to do so to create a progress video or reel.

- 8) The Animal Care & Control team regularly posts to social media about the need for shelter volunteers and fosters. Chairman Allen suggested a short video could be done to promote the need as well.
- 9) Chairman Allen suggested a future community meeting to gather input for design of the new shelter property's exterior campus.

Chairman Allen said he would like to have a handout "book" of goals prepared in time for the next meeting.

Mayor's Report.

- The vendor for the shelter evaluation project has issued a Request for Information to Anderson County. A virtual kickoff meeting with the vendor was held in mid-July. Once all material in the RFI is gathered, it will be sent to Arizona. And, once the vendor has reviewed all material, an on-site visit to Anderson County will be scheduled.
- Construction is underway and going well for the new animal shelter.
- Per prior motion of the committee, the Archives Department is continuing research on the history of the Carden Farm area. That should be concluded soon, and a plaque honoring the Carden family will be ordered.
- Monthly shelter statistics were provided.
- Hops & Hounds, volunteer Harry Varnis, and Facilities Maintenance Matt Childress recently installed shade sails to the play area at the current shelter location.
- Volunteer applications and plans can be reviewed and discussed at the next meeting.
- Dr. Mark Garrett spoke to how the current animal shelter is following State regulations as well as federal Drug Enforcement Agency rules. He also noted the importance of planning ahead during the construction of the new shelter. He noted that, eventually, the new shelter will house an animal surgery center. But, he said, space for that must be constructed now. Additionally, Dr. Garrett noted that the new facility will have to be re-inspected and re-certified by the State, just like the current shelter. But the new shelter will be inspected like a veterinary hospital. He noted that he is working with the shelter and stressed that getting this 30- to 40-year facility "right" is one of the primary areas of focus right now for the Mayor and the Director.

New Business. Director McKenna said there will be another animal transport to Lincoln Memorial University in August.

Next Meeting. Tuesday, August 25th, at 4 p.m.

Adjourn. There being no other business before the Committee, the meeting was adjourned without objection, at 4:45 p.m.