Regular
Burke County Animal Advisory Board Meeting
Burke County Services Building
Commissioners Meeting Room
110 N. Green Street
Morganton, NC 28655
November 12, 2025
5:30 pm

Meeting Minutes

Board Members Present:

- Debbie Hawkins (Chair)
- Gwen Hood (Vice-Chair)
- Jennifer McGrady (Secretary)
- Denise Smith
- Morgan Bollinger
- Jeff Robinson
- Gwen Stephens

Board Members Absent:

- Linda Arriaga

Also Present:

- Kaitlin Settlemyre – Director of BCAS

Call to Order - @ 5:40PM

Welcome – Mission Statement: *The Burke County Animal Advisory Board's primary mission is to advocate for the humane treatment of companion animals. This will be accomplished through: 1. Encouraging responsible pet ownership by promoting and protecting the health, safety and welfare of companion animals and citizens of Burke County, 2. Monitoring animal welfare groups providing care for the animals, 3. Providing support to Animal Services, 4. Partnering with rescue organizations to promote owner retention and adoptions, 5. Advising County Commissioners on best practice for improvement to the Animal Ordinance, ensuring compliance with statutes pertaining to the care and treatment of animals.*

Approval of Agenda – Jennifer McGrady motioned to approve, Jeff Robinson seconded. Unanimous approval.

Approval of Minutes (August) – Jennifer McGrady motioned to approve, Jeff Robinson seconded. Unanimous approval.

Presentation:

- Monthly Animal Services Report – by Kaitlin Settlemyre – see attached.
    - Large intake after a double homicide and fire – was able to transfer to Orange Country, Forsyth County, Burlington, and Wake ASPCA. Was previously working with owner to help with overpopulation so many of the animals that came back into BCAS were already altered.
    - Foster care: 144 dogs, 184 cats
    - From August 1st to October 31st there were 42 dogs and 84 cats that went directly to foster homes.
- Update on BCAS projects

- Budget Analysis – key performance indicators
  - Metrics: Field return to owner, community support, average length of stay, door count
- New Programs
  - Business Buddies – helps highlight long term residents (canines)
    - Placed 12 of our long term residents during program
    - Try to run it again after the holidays
  - Heat Mapping with GIS of Strays
    - Most strays come from City of Morganton
    - City of Morganton already has a high RTO rate.
    - Plan to do a free Microchip clinic at Morganton Public Library Saturday December 13th from 9am – Noon.
      - 250 animals currently signed up
    - Putting public microchip scanning locations at the public libraries.
  - Heat Mapping with GIS of Owner Surrenders
    - Many coming from eastern Burke County
    - ACOs have been out to find locations with many animals. Going out to those locations to try to educate and offer spay and neuter services.
  - Community Outreach
    - 12 families and 122 animals – almost 10 pets per family
      - Some of this is bringing those animals into the shelter and some of this is providing spay/neuter resources.
- Lost and Found GIS Page
  - Citizen map where people can report lost and found pets.
  - Discussion of need for visibility of link and more user friendly page/link.

Old Business

- Case updates - none
- Staffing
  - Hired a NEW VETERINARIAN
    - Starting part-time until she finishes her contract at AB Tech.
    - Starting November 15th and will start full time with the new shelter in the spring.
  - Lost a shelter manager and full time kennel tech
    - Promoted a part-time kennel tech up to full time – Caitlin.
  - Requesting a reclassification from shelter manager to clinic manager.
    - Would like a registered veterinary technician for this role.
  - Requesting to move some of our full time workers into more supervisors role to help offset some responsibilities from the Director
    - Organization Chart – attached below – Current and Proposed.
  - Currently staffed at 15 positions – 3 ACO, 5 FT in shelter, 7 PT in shelter
    - Currently employed with 13 people.
- Program Needs
  - Always a need for pet food, but more need recently due to missed SNAP benefits.
    - Handed out 3,000 pounds of food in 1 hour

New Business

- Ordinance Revision Status – still waiting on ordinance draft
- Consideration of Owner Surrender Monthly Meeting
    - Most reasons are: too many animal, moving, and new family additions
    - Try to do some follow up with a group of rescues and to pool resources to help these people to reaching out to help.
    - Currently try to bring in 2 dogs and 4 cat Owner Surrender's a week.
    - Consider working with rescues to funnel all owner surrender requests through the shelter.
    - Brainstorm to find goals of this program and then try to bring in all rescues to pool resources.

New Shelter Update:

- Estimated opening in spring, though building may be done in December without natural gas.
    - Hiccup with natural gas and may have a 6 month lead time.

Foundation Report:

- Upcoming Events:
    - United Way Day of Giving
    - December 7th – Purrs and Paws on Main at 100 Main Restaurant from 2pm – 5pm.
        - 25$ ahead of time, $30 at the door – get 2 free drinks and heavy appetizers
        - Goal of $5,000 to raise

Animal Enforcement Report: none

Public Comment: none

Each citizen allotted 3 minutes to present their comments.

Next Regular Meeting

February 18, 2026 @ 5:30 LOCATION TBD

Adjourn

Jennifer McGrady motioned to adjourn, Denise Smith seconded. Unanimous approval.

Adjourned at 6:47pm

Signed: **Date:** 2/18/2026

Debbie Hawkins
Burke County Animal Advisory Board Chair

Attachments:

August and September Intake and Outcome Report

Canines				
		In Shelter	In Foster Care	Total
Beginning Animal Count on 08/01/2025		**39**	**144**	**183**
Live Intake	Adult	Up to 5 Months	Age Unknown	Total
Stray/At Large	63	6	0	69
Relinquished by Owner	21	28	0	49
Transfer in from agency (in state)	1	0	0	1
Transfer in from agency (out of state)	0	0	0	0
Transfer in from agency (international)	0	0	0	0
Owner Intended Euthanasia	0	0	0	0
Impound/Seizure	0	0	0	0
Other Intakes	1	0	0	1
[redacted]L LIVE INTAKE	**86**	**34**	**0**	**120**

~~183~~

91%

August and September Intake and Outcome Report

Live Outcomes	Adult	Up to 5 Months	Age Unknown	Total
Adoption	58	14	0	72
Returned to Owner	15	2	0	17
Transfer out to agency (in state)	24	1	0	25
Transfer out to agency (out of state)	1	1	0	2
Transfer out to agency (international)	0	0	0	0
Returned to Field	0	0	0	0
Other Live Outcome	0	0	0	0
SUBTOTAL: LIVE OUTCOMES	**98**	**18**	**0**	**116**
Other Outcomes	**Adult**	**Up to 5 Months**	**Age Unknown**	**Total**
Died in care	1	0	0	1
Lost in care	0	0	0	0
Shelter Euthanasia	11	0	0	11
Owner Intended Euthanasia	0	0	0	0
SUBTOTAL: OTHER OUTCOMES	**12**	**0**	**0**	**12**
TOTAL OUTCOMES	**110**	**18**	**0**	**128**

116 ÷ 128
= 91%

August and September Intake and Outcome Report

Live Outcomes	Adult	Up to 5 Months	Age Unknown	Total
Adoption	108	42	0	150
Returned to Owner	5	3	0	8
Transfer out to agency (in state)	4	0	0	4
Transfer out to agency (out of state)	0	0	0	0
Transfer out to agency (international)	0	0	0	0
Returned to Field	0	0	0	0
Other Live Outcome	0	0	0	0
SUBTOTAL: LIVE OUTCOMES	**117**	**45**	**0**	**162**

Other Outcomes	Adult	Up to 5 Months	Age Unknown	Total
Died in care	2	14	0	16
Lost in care	3	0	0	3
Shelter Euthanasia	9	11	0	20
Owner Intended Euthanasia	0	0	0	0
SUBTOTAL: OTHER OUTCOMES	**14**	**25**	**0**	**39**
TOTAL OUTCOMES	**131**	**70**	**0**	**201**

162 ÷ 201 =

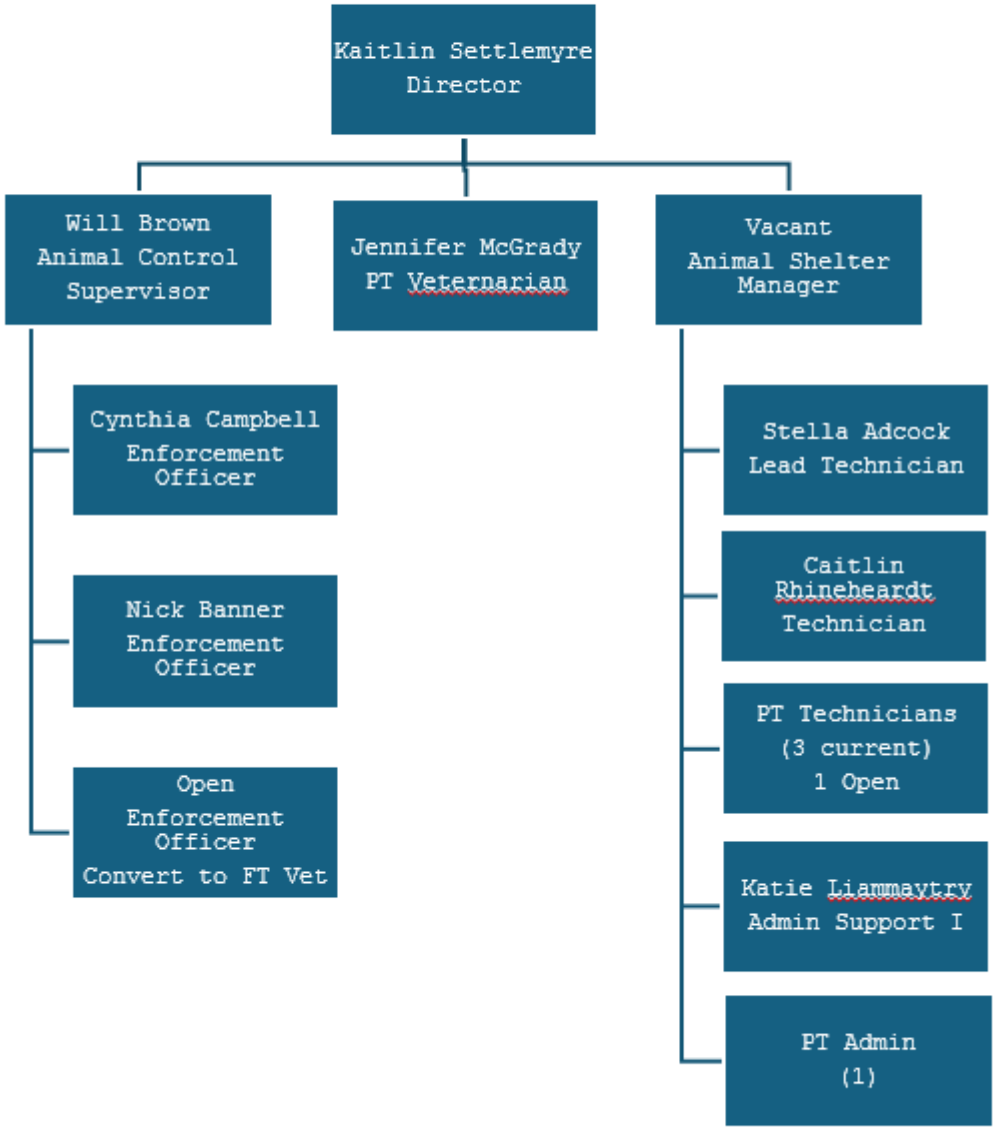
81 %

August and September Intake and Outcome Report

Felines				
		In Shelter	In Foster Care	Total
Beginning Animal Count on 08/01/2025		**50**	**226**	**276**
Live Intake	**Adult**	**Up to 5 Months**	**Age Unknown**	**Total**
Stray/At Large	16	65	0	81
Relinquished by Owner	58	22	0	80
Transfer in from agency (in state)	0	0	0	0
Transfer in from agency (out of state)	0	0	0	0
Transfer in from agency (international)	0	0	0	0
Owner Intended Euthanasia	0	0	0	0
Impound/Seizure	0	0	0	0
Other Intakes	0	0	0	0
AL LIVE INTAKE	**74**	**87**	**0**	**161**

Attachment: BCAS organizational chart

Animal Services Current State



Animal Services
Proposed Future State

