

# HENDRICKS COUNTY ANIMAL CONTROL ADVISORY GROUP

## MEETING MINUTES

**Date:** Tuesday, February 3, 2026

**Time:** 5:30 PM

**Location:** Meeting Rooms 4 & 5, Hendricks County Government Center  
355 S. Washington Street, Suite 165, Danville, IN 46122

**Livestream:** <https://www.youtube.com/@HendricksCoGov>

---

### 1. DETERMINATION OF A QUORUM

The meeting was called to order at 5:30 PM by Bob Gentry.  
The Pledge of Allegiance was led by Bob Gentry.

**Members Present:**

Raven Gerbick, Chuck Parsons, Greg Anderson, Carol Battistini, Scott Butrum, Todd McCormack, Sgt. Jason Wright

**Members Absent:**

Dr. Gary Maloney (arrived at 5:50 PM)

A quorum was determined to be present.

*The Board is currently established under county ordinance as the Hendricks County Animal Control Advisory Group.*

---

### 2. ELECTION OF 2026 OFFICERS

Pursuant to Resolution 10-05, elections were conducted for the 2026 term.

**President (Chair):**

A motion was made to nominate Raven Gerbick. Motion seconded.

**Vote:** Passed unanimously.

**Vice President (Vice Chair):**

A motion was made to nominate Chuck Parsons. Motion seconded.

**Vote:** Passed unanimously.

**Secretary:**

A motion was made to nominate Scott Butrum. Motion seconded.

**Vote:** Passed unanimously.

---

### **3. IMMEDIATE CONCERNS**

#### **A. Shelter Renovations & Facility Status**

Todd McCormack provided an update based on reports from Garmong Construction.

- A dumpster and shredding truck are scheduled for February 9, 2026, at 8:30 AM to begin facility decluttering.
- Renovation priorities include HVAC and plumbing.
- A failing HVAC unit currently located in the kennel ceiling will be relocated to an exterior concrete pad to improve access and functionality.
- Major renovation work is targeted for April–May to minimize weather-related impacts.
- Total renovation costs are projected to be under \$500,000, pending final bids.

#### **B. Space Utilization & Quarantine**

The Board discussed significant storage accumulation and inefficient animal flow within the facility.

- Dr. Maloney emphasized that quarantine areas require separate ventilation and isolation protocols.
- The sally port was identified as a significantly underutilized space that could potentially be insulated and repurposed for intake or additional animal housing.

#### **C. Standard Operating Procedures (SOPs) & Ordinances**

- Existing SOPs are approximately 40 pages, outdated, and require comprehensive review and revision.
- The Board discussed the need for future ordinance updates to clearly distinguish:
  - **Animal Control** (enforcement functions under the Sheriff's Department)
  - **Animal Shelter Operations** (care, housing, and adoptions)
- Discussion was held regarding a potential future name change to the *Hendricks County Animal Shelter Advisory Board*. Any such change would require recommendation to and approval by the Board of Commissioners.

#### **D. Animal Control Division**

Sgt. Jason Wright reported that the Sheriff's Department is establishing the Animal Control division, with a focus on hiring experienced officers and maintaining a clear separation between enforcement responsibilities and shelter operations.

---

---

#### 4. PUBLIC COMMENTS

**John from Plainfield:**

Requested access to engineering studies and RFP documents related to shelter renovations. Todd McCormack stated that legal counsel is reviewing these materials as deliberative documents due to ongoing litigation.

**Diane from Mooresville:**

Shared professional HVAC experience regarding pressure-controlled environments and emphasized the importance of specialized expertise when designing quarantine and isolation areas.

---

#### 5. NEXT MEETING DATE

By consensus, the Board scheduled the next meeting as follows:

- **Date:** Tuesday, February 24, 2026
- **Time:** 5:30 PM
- **Location:** Hendricks County Government Center

A facility walkthrough will be scheduled for late February following the start of the new Shelter Supervisor on February 16, 2026.

---

#### 6. ADJOURNMENT

A motion to adjourn was made and seconded.  
The meeting was adjourned at 6:40 PM.

---

#### INFORMATIONAL – ACTION ITEMS IDENTIFIED

Task	Assigned To	Due Date
Distribute existing SOP document to the Board	Todd McCormack	ASAP

---

Advisory Board walkthrough of building to discuss areas of opportunity	All	Feb 24
Research animal ordinances from surrounding counties	Raven Gerbick / Sgt. Wright	Upcoming
Request HVAC engineer or Garmong representative for next meeting	Todd McCormack	Feb 24
Provide legal update on release of public documents	Todd McCormack	Feb 24 (tentative)

---

**Minutes Submitted By:**  
 Scott Butrum, Secretary

**Minutes Approved By:**



Raven Gerbick, President

Date: 2/24/2026