



## Department of Animal Services

### Animal Shelter Advisory Committee

#### REVISED

Minutes  
October 11, 2017

#### 1. **Call to Order – Establish Quorum**

A meeting of the Animal Shelter Advisory Committee was held at the City Council Chambers and was called to order at 6:02pm by Dr. Guy Johnsen – Chairman.

Board Member	Present	Absent
Barbara Candelaria	X	
Amanda Herrera	X	
Dr. Guy Johnsen	X	
Ken Margherio	X	
Marcia Margherio		X
Charlie Moreno	X	
Claudia Ordaz-Perez		X
Maria Ramirez	X	
Julie Rutledge	X	
Regina Wagner	X	
VACANT		

Animal Services staff present: Paula Powell, Ramon Herrera, Nicole Cote, Mario D'Agostino and Misty Monteros.

Public present: List of attendees available upon request.

#### 2. **Reading and Approval of Minutes**

Discussion and action on the approval of the September 13, 2017 minutes.

**Charlie Moreno made a motion to approve the September 13, 2017 minutes; Ken Margherio seconded; all members voted in favor, none opposed, and motion passed unanimously with Julie Rutledge abstaining.**

#### 3. **Chairman Remarks**

Chair briefly discussed the new badges for members and asked that any member who had not had their picture taken, do so following the meeting. He continued to explain that the badge is for identification purposes at Animal Services or Animal Services events. Chair noted that there are two vacancies on the board for District 2 and District 8, before welcoming Julie Rutledge, the Mayor's appointment, to the group. Additional reference materials were passed out for inclusion in the guidebooks that members received at last month's meeting, to include a cleaner copy of Title 7, an agenda template and a more complete list of animal rescues. There has been some format change to the agenda in an effort to simplify and



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smooth out the agenda and Chair requested that reports be submitted in written form so that each can be recorded without error in the minutes.

### 4. Reports

#### A. Member

Regina Wagner gave a report ([attached here as part of these minutes](#)) on Global Cat Day, noting that through hard work and determination, it will be proven that El Paso cares for its animals as well as its citizens. This will be done by educating the public through canvassing, providing contact information for the citizens of El Paso to call and get help in an effort to alleviate confusion, and developing a strong volunteer base. Local business are getting involved by becoming free-roaming cat advocates and allowing educational materials to be left at their locations. There is a food and cat supply bin at the Humane Society for free-roaming cats through the end of the month, with donated supplies to be distributed to colony managers/caregivers in need. Volunteers are building shelters for free-roaming cats with donated items for warmth. Regina briefly discussed the importance of colony managers and caregivers, who help to control the cat population by spaying and neutering, and provide care for animals who are lost or abandoned by pet owners. [She further proposed a recommendation that Animal Services place a period of delay on adopting out black cats and dogs and white cats and dogs from October 20<sup>th</sup> through November 1<sup>st</sup> to help safeguard the animals around Halloween.](#)

#### B. Subcommittee

None

#### C. Rescue Agency/Limited Shelter Report

None

#### D. Department of Animal Services Report

Paula Powell, Interim Director, briefly reviewed statistics on intake, noting that we are working on aging our animals, so there will be less 'unknown' intakes by age in the future. She continued with outcomes, live release rates, the shelter animal count and approved City Council agenda items, to include the interlocal agreements with San Elizario and Socorro and the license agreement with the El Paso Shelter Foundation, via a PowerPoint slideshow. She further discussed the second 30-days task force update, touching on fire station adoptions, a transport program feasibility study, evaluation of current processes, a change in the shelter intake process and facility improvements. General discussion on the interlocal agreements and shelter animal counts followed before Paula introduced the PAWCAST for member review. Chair opened the floor for questions and general discussion on working cats followed.

### 5. Call to the Public

Ms. Sharon Fowler introduced herself and explained she was observing as part of her Government class at El Paso Community College.

Paula Powell – Interim Director

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### 6. **Main Agenda**

#### A. **Discussion and Action on Dates for the November ASAC Strategic Planning Meeting**

Nicole Cote, a member of the Task Force Team with Animal Services, introduced herself and explained that she would be the facilitator for the strategic planning process before providing tentative dates for the process, which are November 11<sup>th</sup> or December 9<sup>th</sup>. She requested a pre-planning meeting with Dr. Johnsen in order to discuss expectations for the strategic planning meeting. General discussion on dates and times for the strategic planning meeting followed. Chair requested a motion to approve Saturday, December 9<sup>th</sup> for the ASAC Strategic Planning Meeting, from 8am-4pm.

**Julie Rutledge so moved; Charlie Moreno seconded; all members voted in favor, none opposed, and motion passed unanimously.**

#### B. **Discussion and Action on Development of By-laws for the ASAC**

Chair explained he was recently approached with the concept of establishing committee by-laws for the Animal Shelter Advisory Committee and provided a definition of by-laws before noting that Title 7 provides the freedom to adopt by-laws. He explained that if the body agreed to have by-laws, his intention is to pass the drafted document on to the City's Legal Department or to board member Maria Ramirez for review and advice. Chair requested a motion to create by-laws and general discussion on the formation of an ad-hoc committee for research purposes followed. After much discussion, it was decided that Maria Ramirez and Regina Wagner will serve on the ad-hoc subcommittee to research and develop by-laws for the larger group.

**Julie Rutledge made a motion to create by-laws; Amanda Herrera seconded; all members voted in favor, none opposed, and motion passed unanimously.**

#### C. **Discussion and Action on How Bite Cases Are Handled at the Shelter (tabled from 09/13/17)**

Amanda Herrera explained it has been brought to her attention that bite case animals were not being quarantined at Animal Services and pet owners were being advised since the shelter was going to no-kill, they would have to quarantine their animals with a private veterinarian. Paula Powell explained that shelter quarantine capacity dictates whether quarantined animals are accepted at the shelter. If the shelter is at capacity, bite case quarantine pet owners are advised to see their private veterinarian. Amanda went on to express concern over pet owners who don't notify a veterinarian of a quarantine situation and instead put their animal down, avoiding the 10-day holding period and associated fees. Chair noted that anyone attempting deceit could be held responsible when the bite is reported and the biting animal has been destroyed. It was further explained that an Animal Care Officer will follow up on all



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reported quarantine cases and citations are issued if a biting animal is not quarantined per the law. General discussion followed before Paula briefly reviewed bite case procedures via a PowerPoint slideshow, to include notification of a bite, contact with the victim, contact with the owner and no known owner bite cases. *No action taken at this time.*

D. **Discussion on Animal Breeding Laws**

Ramon Herrera began by explaining this topic came up out of curiosity at the last meeting and he felt it important to understand breeding permits and litter permits. Ramon reviewed breeder permit requirements and litter permit requirements via a PowerPoint slideshow and provided information on cost, requirements and restrictions for each permit. General discussion on total permits issued this year, unintentional breeding, fines and service animals followed.

7. **Future Agenda Items**

Chair briefly explained that this item allows members to request any agenda items they want for future meetings. He noted that the Animal Abuse and Neglect Task Force has been formed and will come before this body to make a presentation in November, there will be a by-laws discussion, election of chair and vice-chair in December and the strategic plan adoption in January. Ken Margherio requested disease control at Animal Services for November, to include stats on illness, quarantine and cross-contamination. Charlie Moreno requested information on number of reported bites for this year, broken down by zip code. Chair noted that would be included in the Department of Animal Services report next month.

8. **Adjournment**

Maria Ramirez made a motion to adjourn; Charlie Moreno seconded; all members voted in favor, none opposed, and motion passed unanimously. Meeting was adjourned at 7:43pm.

Prepared by: Misty Monteros

Approved by ASAC Chairman:

A handwritten signature in black ink, appearing to be "Misty Monteros", is written over a horizontal line.

CITY CLERK DEPT.  
2018 JAN 9 PM3:54



# *Trap Neuter Return (TNR) for El Paso, Texas*

*FREE-ROAMING CATS Sub-committee October 2017     DRAFT*

*In celebration of GLOBAL CAT DAY: It is our intention that through hard work and determination we will prove that El Paso cares for its animals as well as its citizens*

## *EDUCATING THE PUBLIC:*

*This will help El Pasoans realize we will continue our efforts in helping all free roaming cats that have been living outside and doing well on their own, whether feral or friendly. In addition, we hope to alleviate confusion for the citizens of El Paso by providing contact information and allowing the community to call and get help. In turn, we hope to educate more individuals while developing a strong volunteer base.*

*We have begun canvassing neighborhoods and have realized many are not aware of the program and its benefits.*

*Local Businesses are getting involved by becoming free roaming cat advocates and allowing us to leave educational material at their locations*

## *FOOD/cat Supply BIN*

*Special thanks to HSEP for allowing SCC to place a bin for supplies for the free-roaming cats this will be at their site in the next couple of days till the end of the month and then distributed to colony managers /caregivers in need.*

## *BUILDING SHELTERS FOR CATS:*

*Volunteers are building shelters for outdoor free roaming cats;*



made out of Rubbermaid containers and ice chests. Other items were being recycled from different business to help us construct these shelters at a low cost. STRAW (not Hay) for warmth has been allocated.

#### TNR CLINICS:

Last Saturday, in celebration of Global Cat Day, with the help of many caregivers from across the City and county, 118 cats were brought in. 5 were already sterilized, so a total of 113 cats went thru TNR surgery. Special thanks to the combined efforts of City Shelter staff (especially Karen), and SCC volunteers.

In years past, we discussed not only celebrating on October 16, but throughout the month of October. Being endorsed by ASAC allows people across the nation and within our city to realize El Paso cares for the welfare of the Animals as well as its citizens.

**MOTION:** We would love for the Animal Shelter Advisory Committee to endorse celebrating Global Cat Day not only the 16<sup>th</sup> but throughout the month of October

#### THE IMPORTANCE OF COLONY MANAGERS/CAREGIVERS

Community cat caregivers care for outdoor cats but are not owners of these. Caregivers neither create nor increase the community cat population. Rather, they are Good Samaritans stepping forward to protect the descendants of animals that were lost or abandoned by pet owners. Without someone stepping in to spay/neuter these animals, the population will continue to grow.

Someone stepping in to become a caregiver is what will ultimately limit the growth of a community cat colony. Restrictive requirements therefore have it backwards: they make it difficult to limit the growth of community cat colonies, while keeping residents safe from spaying and neutering community cats.

## HALLOWEEN

*We would like to propose a recommendation from ASAC that Animal Services place a period of delay on adopting out Black cats and dogs and white cats and dogs between October 20 through November 1st. The proposal is being put forth to help safeguard the animals safety around Halloween.*

*The adoption paperwork can proceed as usual, but the animals be held until November 1, at which time they can be picked up by the approved adopter.*

*If this is not approved, I would motion any animal being adopted during this time receive follow-up home checks to confirm the pet's healthy condition.*