



Department of Animal Services

CITY CLERK DEPT.
2018 FEB 9 AM 11:15

Animal Shelter Advisory Committee

Minutes
December 13, 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 6:05pm by Dr. Guy Johnsen – Chairman.

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

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

Public present: List of attendees available upon request.

2. **Reading and Approval of Minutes**

Discussion and action on approval of the November 8, 2017 minutes.

Charlie Moreno made a motion to approve the November 8, 2017 minutes as written; Ken Margherio seconded; all members voted in favor, none opposed, and motion passed unanimously.

3. **Chairman Remarks**

Chair welcomed new member George Eric Stoltz, who introduced himself and provided a brief background of his work experience. Chair went on to note there is one remaining vacancy on the board for District 8, and members were reminded that ASAC will send an informal letter out to recognized shelters that must be inspected by a veterinarian and have a Z3 form on file with the State.

4. **Reports**



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A. Member

Regina Wagner spoke on winter weather tips for free-roaming cats, briefly discussing shelter and insulation options, food portions, food storage, and feeding stations. She followed with safety tips and precautions such as checking vehicles for cats, ceasing the use of salt or chemicals to melt snow or ice to prevent ingestion, and winter TNR tips such as shaving a smaller area on free-roaming cats to help preserve warmth. At the last TNR clinic, 100 cats went through surgery and the next clinic will be held on January 6th. Chair opened the floor for questions and general discussion on winter feeding methods followed.

Barbara Candelaria thanked staff and volunteers who participated in the Thanksgiving Day parade and for coverage provided by television and radio interviews on Animal Services events and winter safety tips. She requested beginning Valentine's promotions for the shelter in January, the creation of a volunteer packet to be handed out at local schools and business cards for animals taken to adoption offsites that contain information on animals present. Chair opened the floor for questions; there were none.

B. Subcommittee

Maria Ramirez spoke, explaining she had not had an opportunity to put the notes together for a by-law discussion, but noted it would be ready for discussion at the January meeting.

C. Rescue Agency/Limited Shelter Report

Mary Mackay with Mutt Love Dog Rescue provided positive feedback in thanks for shelter staff assistance with getting injured dogs out.

D. Department of Animal Services Report

Paula Powell, Interim Director, provided the November monthly report via a PowerPoint slideshow, briefly reviewing statistics and comparatives on intakes, outcomes, live release rates, and shelter animal counts. She noted the live release rate is currently the highest ever at Animal Services, and the euthanasia rate is the lowest ever. Paula discussed release of the 2018 Firefighters and Furry Friends calendar, staff participation in the Downtown Halloween Zombie Walk, firehouse adoptions, the Sun Bowl Thanksgiving Day Parade, new electronic billboards at Hawkins and Executive, Pets for Vets adoptions, the Home for the Holidays promotion and visits to shelters in Austin and San Antonio before introducing the Pawcast for member review. General discussion followed.

5. Call to the Public

The following members of the public commented: Linda Krasowski, Marcia Margherio, Mary Mackay and Patricia Johnson.

Paula Powell – Interim Director

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6. **Main Agenda**

A. Discussion and Action on ASAC By-laws

Chair requested the item be tabled until the next regularly scheduled meeting on January 10, 2018.

Maria Ramirez moved to table discussion and action on ASAC By-laws to the January 2018 agenda; Charlie Moreno seconded; all members voted in favor, none opposed, and motion passed unanimously.

B. Discussion and Action on the ASAC Strategic Planning Mission, Objectives, Values, Etc.

Assistant City Attorney Josette Flores with the City's Legal Department requested that discussion and action on the item be limited to discussion and action on a rescheduled date for the meeting in a space that the public is able to access due to comments received and logistical issues. She further noted if the original intent was to have a subcommittee meeting that was open to the public, that meeting should be held on a date in the future, in a location that is open to the public. Julie Rutledge offered use of the conference room at the Humane Society before asking Josette if her direction meant moving forward as if the December 9th meeting never happened and the committee start all over again; Josette replied affirmatively. General discussion on potential dates and location followed and it was decided to leave the decision up to the new Chairperson and Vice-Chairperson. *No action taken at this time.*

C. Discussion and Action on Election of ASAC Chairperson and Vice-Chairperson

Chair noted that the terms are each for a year and the positions would be taken separately before opening the floor for Chairperson nominations. Ken Margherio self-nominated and there were no further nominations. Chair closed nominations and requested a motion to approve the nomination of Ken Margherio by acclamation.

Claudia Ordaz Perez so moved; Maria Ramirez seconded; all members voted in favor, none opposed, and motion passed unanimously.

Chair next opened the floor for Vice-Chairperson nominations, and Regina Wagner nominated Julie Rutledge, who accepted the nomination. There were no further nominations. Chair closed nominations and requested a motion to approve the nomination of Julie Rutledge.



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Charlie Moreno so moved; Ken Margherio seconded; all members voted in favor, none opposed, and motion passed unanimously.

In conclusion, Ken Margherio was elected Chairperson and Julie Rutledge was elected Vice-Chairperson.

7. **Future Agenda Items**

Chair requested 'Presentation of the By-laws by the Ad Hoc Committee' for the January agenda, and 'Strategic Plan Development', 'Change of Meeting Venue', 'Statute 823 Defining a Shelter', 'Adoption of Strategic Plan Objectives, Goals and Mission Statement' and an 'Update from the El Paso Animal Shelter Foundation on their Directives to the Community' for future meetings. Charlie Moreno requested 'Education on Pet Responsibility' for the January agenda and Paula Powell requested an Open Meetings training and purview of the ASAC, which Josette Flores will speak on.

8. **Adjournment**

Meeting was adjourned at 7:32pm.

Prepared by: Misty Monteros

Approved by ASAC Chairman:

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