



ENVIRONMENTAL SERVICES DEPARTMENT

*Dedicated to Outstanding Customer Service for a Better Community*

SERVICE SOLUTIONS SUCCESS



## Animal Shelter Advisory Committee

### Minutes

February 12, 2014

1. The Animal Shelter Advisory Committee held a meeting at the Animal Services Shelter Conference Room which was called to order at 6:00 p.m. by Dr. Roger Freund, Chairperson.

Board Member A.S.A.C.	Present	Absent
Peggy Edman	X	
Dr. Roger Freund	X	
Patricia Gonzalez	X	
Betty Hoover	X	
Linda Krasowski	X	
Marcia Margherio		X
Robert Melson	X	
Rep. Ann Morgan-Lilly	X	
Janice Nutt		X
Regina Wagner	X	

Environmental Services staff present: Kurt Fenstermacher, Luis Rios, Daniel Marin, Elda R. Hefner, Rose Janice, Larry Brunt, Maribel Karisch

Public present: List of attendees available upon request.

2. Discussion and action on the approval of ASAC January 8, 2014 minutes.

Committee members were asked if there were any questions or revisions.

**Motion made by Betty Hoover and seconded by Robert Melson to accept the January 8, 2014 minutes with corrections.**

Ellen A. Smyth, Director

Environmental Services Department

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### Mayor

Oscar Leaser

### City Council

#### District 1

Ann Morgan Lilly

#### District 2

Larry Romero

#### District 3

Emma Acosta

#### District 4

Carl L. Robinson

#### District 5

Dr. Michiel R. Noe

#### District 6

Eddie Holguin Jr.

#### District 7

Lily Limón

#### District 8

Cortney C. Niland

### City Manager

Joyce A. Wilson

**Ayes:** Peggy Edman, Roger Freund, Patricia Gonzalez, Betty Hoover, Linda Krasowski, Robert Melson, Ann Morgan-Lilly, Regina Wagner.

**Nays:** None.

3. Discussion and action on Sub-committees' reports:

- a. Free Roaming Cats – Chairperson Regina Wagner provided a report on the status of several activities. Animal Services Officers will be given a presentation on the TNR program in order to help educate the public on how to reduce the number of free roaming cats in the community. Animal Services has approved the printing of the informational flyers. These flyers are being distributed by Animal Control Officers and staff to educate and empower citizen to be aware and help find solutions. Ms. Wagner also informed the committee that they are in desperate need of volunteers. Betty Hoover questioned what area of town are these volunteers needed. Ms. Wagner advised on all areas of town. Dr. Snyder has signed up to help with spay and neutering. Volunteers will begin trapping and the neighborhood association will pay Veterinarians directly for their services.

**Motion: No action taken.**

- b. Public Education, Outreach, and Responsible Pet Ownership  
Chairperson Patricia Gonzalez informed the committee about a recent visit to Mesita Elementary School where Ms. Regina Wagner gave a presentation on the TNR and Spay & Neuter Programs. The response was very positive. Information on how to obtain cat traps was also provided. Ms. Gonzalez advised that she is in the process of reaching out to PTA's to

help educate children on the responsibilities of adoptions. Dr. Freund added that information could also be distributed during Book Fair events.

**Motion made by Robert Melson and seconded by Linda Krasowski to have ESD/AS plan and implement an aggressive and comprehensive public education campaign addressing the key community animal welfare issues. ESD/AS will report with the plan within 90 days. Betty Hoover also stated that the plan should include issues such as responsible ownership, spay and neuter, vaccinations and registration. Robert Melson added that there is a misunderstanding of education. This plan is not for classroom or before a group. This education is to be given out on a radio or TV ad for public education of all citizens.**

**Ayes:** Peggy Edman, Roger Freund, Patricia Gonzalez, Betty Hoover, Linda Krasowski, Robert Melson, Ann Morgan-Lilly, Regina Wagner.

#### 4. Old Business

- a. Discussion and action on the status of the Lower Valley Spay & Neuter Clinic. Larry Brunt provided copies of the floor plans to the committee. Linda Krasowski questioned about the selection process of the architect. Larry advised that it is undetermined yet due to procedures and city. Kurt Fenstermacher added that a meeting will be held with the engineering department and will have an update. Regina Wagner inquired about whether transportation to and from the clinic for the animals was going to be available. Larry advised that grants to get a van was in the process.



b. Action on Educational Media Campaign. Daniel Marin gave a power point presentation on billboard and signage designs. He went over several designs for buses, flyer and brochures. Mr. Marin advised that City Hall is displaying ads on cable channel 15. The Fountains of Farrah is also displaying ads and allowing for adoption events. Spay and Neuter flyers and brochures are available and the series will expand. Mr. Marin advised that he had spoken to movie theater representatives on running commercials and received several quotes.

**Motion: No action taken.**

5. Discussion and action on the use of an Open Item Tracking Log. Linda Krasowski suggested that the committee should use an open item tracking log. She advised that the log will be handy to keep track of the committee's old business. Dr. Freund asked to have samples emailed and he will send to committee.

**Motion: No action taken**

6. Animal Services Monthly Operations Report. Daniel Marin read a request made from Ellen Smyth to the committee to have the Veterinarian Association report where the 10% of the total registration sales are being used for. Kurt Fenstermacher clarified to have the Veterinarian Association prepare and submit an Annual Report on how the funds are being spent. Daniel Marin went over the Adoptions Calendars. Rose Janice explained the outreach program Happy Trails which are a lesson plans for 3<sup>rd</sup> graders on Pet Responsibility. Ms. Janice informed on the progress of the VIP program. Mr. Rios gave a report on improvements and projects at the shelter. He mentioned that Texas Tech had donated a brand new walk-in freezer. The shelter is in

need of an industrial size washer and dryer set. The present washer and dryer have broken due to the high volume of washes. There are still problems with the draining system and are continuing in the efforts to find solutions.

**Motion: No action taken.**

7. Discussion and action on the process for setting up reviews of the process and procedures at Animal Services by ASAC members. It was decided that ASAC members will have access to information if requested. Staff will also be available if requested. A sub-committee of ASAC members will be responsible for these requests of information.

**Motion made by Linda Krasowski and seconded by Peggy Edman to have a sub-committee to have access to information when requested. All in favor and available for sub-committee except for Patricia Gonzalez.**

**Ayes:** Peggy Edman, Roger Freund, Betty Hoover, Linda Krasowski, Robert Melson, Ann Morgan-Lilly, Regina Wagner.

8. Discussion on action on shelters regarding their requirements under Chapter 823 of the Texas Health Safety Code and required under Title 7. Discussion on requirements of Chapter 823 is presented by Regina Wagner for Compliance. Dr. Freund suggested that a spreadsheet be kept to track of this compliance.

**Motion: No action taken.**

9. Discussion on Animal Services Statistics. Progress is being made on Animal Services reports as they are being revised constantly. There

are still clichés and Animal Services is working with IT to correct this problem.

**Motion: No action taken**


10. Call to Public (30 minutes)

- a. Member of the public requested for change to be made in the stray cat impoundment and disposal process.
- b. Member of the public praises Animal Services on its various projects. He supports the volunteer program and would like to have brochures in microchipping and on updating information. He requested to have informational signage placed at the location where a pet gets picked up out in the county.
- c. Member of the public questioned the difference in adoption prices.

10. Meeting was adjourned at 7: 33 pm.

Prepared by: Maribel Karisch Animal Services

Approved A.S.A.C Chairperson

A handwritten signature in blue ink, appearing to be "R. J. ...", written over a horizontal line.