

**Animal Services****Mayor**  
Dee Margo**City Council***District 1*  
Peter Svarzbein*District 2*  
Alexandra Anello*District 3*  
Cassandra H. Brown*District 4*  
Sam Morgan*District 5*  
Dr. Michiel R. Noe*District 6*  
Claudia Ordaz Perez*District 7*  
Henry Rivera*District 8*  
Cissy Lizarraga**City Manager**  
Tommy Gonzalez**Animal Shelter Advisory Committee****Minutes**  
**August 9, 2017**

1. A meeting of the Animal Shelter Advisory Committee was held at the City Council Chambers and was called to order at 6:06 p.m. by Dr. Guy Johnsen-Chairperson. No quorum.

<b>Board Member A.S.A.C.</b>	<b>Present</b>	<b>Absent</b>
Vacant		
Dr. Guy Johnsen	x	
Cecilia Carpio	x	
Marcia Margherio	x	
Charlie Moreno	x	
Regina Wagner		x
Barbara Candelaria		x
Amanda Herrera	x	
Vacant		
Vacant		
Vacant		

Animal Services staff present: Paula Powell, Hugo Navarro, Nicole Cote, Ramon Herrera, Mario D'Agostino, Gina Ramirez, Abraham Muniz and Maribel Karisch

Public present: List of attendees available upon request.

2. **Reading and approval of minutes**  
Discussion and action on the approval of ASAC July 12, 2017 minutes. There was no action.
3. **Chairman Remarks**  
Dr. Guy Johnsen mentioned that speakers will be allowed to comment on any of new business agenda items and call to public. They will be limited to speak for 3 minutes per topic. The time can be extended if one of the committee members wants to ask questions or have a conversation. The

Paula Powell

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## Animal Services

Chairman has the right to interrupt and redirect the conversation if it goes off topic.

Dr. Johnsen welcomed the new ASAC member, Charlie Moreno appointed by District 4. He mentioned the resignation of Janice Nutt, the vacancies for Districts 2, 3 and 6 and 2 from the Mayor. He also welcomed Interim Director Paula Powell and the new Task Force. The draft of the letter to the mayor regarding the continuation of the goal to reach 90% live release rate that Marcia Margherio presented to the members last month's meeting, will be deferred because of the recent personnel changes at Animal Services.

### 4. Reports of Special Committees, Animal Services, Rescue Groups and Shelters

#### a. *Free Roaming Cats-*

No report. Regina Wagner was not present

#### b. *Public Education, Outreach and Responsible Ownership*

No report. Barbara Candelaria was not present.

#### c. *Rescue Agency/Limited Shelter Report*

None

#### d. *Departmental of Animal Services Report*

Interim Director Paula Powell introduced members from the Task Force: Nicole Cote, Ramon Herrera, Hugo Navarro and Mario D'Agostino. Paula Powell had been working for the City of El Paso with the Parks and Recreation Department for 22 years. She was in the Military, attended the United States Military Academy and then received her Masters from UTEP. She is planning to use the same skills she used to create change with Parks and Recreation and to help increase the life release rate at Animal Services.

The intake for July was 2706, compared to 2505 in 2015 and 2765 in 2016. The outcome for July was 2431 compared to 2031 in 2015 and 2408 in 2016. The total live release rate for July was 73.63%. The live release rate for dogs was 70.46% and for cats was 79.03%. The live release rate for 2015 was 36% and 54% for 2016.

She also mentioned other stats that were not included in the Shelter Counts report. There were 123 transfers in one week, 861 adoptions and 327 transports. There was a 6% return from the 861 adoptions, a total of 458 community cats were spayed and neutered, 17,088 likes on Facebook, 1608 hours were placed by 124 volunteers. These are key components to the Animal Services 90% live release rate goal.



## Animal Services

Paula Powell asked the committee members what they want the Director's Report to include for future meeting. Cecilia Carpio would like to see the number of adopted animals returned due to sickness and how many perished. Charlie Moreno would like to know whether resources on how to contain their pet have been offered to the owners of animals that have gone through the shelter repeatedly. Marcia Margherio would like to have a breakdown of reasons for euthanasia. Cecilia Carpio would also like a report on how many animals are serviced at the Low-Cost Vaccination Clinic. Charlie Moreno inquired whether Animal Service Officers are out after the shelter closes. Hugo Navarro explained that after 11:00 PM, 311 goes directly to the 911 non-emergency number (832-4400). Mario D'Agostino will handle the 311 and 911 issues.

***e. Presentation and introduction from Task Force***

Paula Powell introduced the Task Force members: Nicole Cote, Ramon Herrera, Hugo Navarro, Mario D'Agostino and Alana Canupp who was not present. She mentioned in her presentation that Animal Services will be a No Kill shelter by 2020. The Task Force will continue with the Animal Shelter Reform Plan, increase the number of adoption partnerships, and create a transport program in the efforts of reaching the No Kill goal.

After the initial observation of the shelter, they found three key areas of the shelter that needed immediate attention: Safety and Capacity, Cleanliness and the Handling of Medical Supplies. The disorganization and limited space were safety concerns that were seen for staff and pets, becoming critical when capacity reaches 500-550 pets. The lack of cleanliness and clutter in the workspace areas is creating safety hazards. Inventory management, storage and procedures for medical supplies also need improvement. With nearly 70 years of governmental experience, the Task Force is 100% committed in reaching the No Kill goal by 2020. They will also focus on Customer Service by creating a peer support program, cross-training and providing continuing education opportunities for internal customers. The task force will focus on keeping pets healthy, reducing wait times and having educational outreach at community facilities for external customers. The shelter will also go through an internal process by evaluating inventory management, the organizational structure and high call volume. The shelter is also in need of dog playground equipment, new cages; modernization of IT infrastructure, mobile working stations, building maintenance and medical inventory management that is more efficient.



## **Animal Services**

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The Fire Department will be assisting Animal Services with SOP's, medical protocols inventory management processes and equipment, Health and Safety program, employee development, and will receive administrative support from finance and human resources.

Ramon Herrera presented the PAWCAST and mentioned that Dr. Hagler received the Best Friends Live-saving Luminary Award for Animal Services.

**5. Call to the public**

Member from the public Loretta Hyde representing Animal Rescue League mentioned that she would like to receive the zip codes from where sick animal are coming from. She also inquired about spay/neutering of bunnies being fostered by Julia Itomorales.

**6. New Business-Main Discussion of Meeting**

**a. Discussion and action on a Resolution wishing out past Interim Director well.**

Dr. Johnsen read a resolution for Kurt Fenstermacher and will bring back once the committee has all the members.

**b. Discussion and action on the ASAC Guidebook Table of Contents**

Dr. Johnsen handed out an outline of a table of content for the revised ASAC guidebook. He asked committee members for their ideas on the table of contents. Cecilia Carpio suggested adding the Task Force Reform Plan and Charlie Moreno suggested adding the subcommittees.

**c. Discussion and action on establishing a date and time for a Strategic Planning Meeting for the ASAC**

Dr. Johnsen stressed on the need for ASAC to establish their main endeavors for the coming year. However, the committee still has several vacancies; he wants to wait until the committee has all the members. He suggested sending a note to Council and Mayor to nominate candidates for the committee. He also suggested having Paula Powell help in finding someone to lead the strategic planning meeting and possibly having the meeting on a Saturday.

Public member Ken Margherio mentioned that he advocates for ASAC having a strategic plan. The plan should mirror what Animal Services is doing and if the objective for ASAC is becoming No Kill by 2020, then ASAC should be a partner and supportive on reaching that goal.



## Animal Services

**d. Discussion and action on proposing a member of the ASAC to sit on the Board of Directors of the El Paso Animal Shelter Foundation (501c3)**

Dr. Johnson suggested having an ASAC member as a liaison on the El Paso Shelter Foundation to be present at the meetings and maintain a connection with other governing bodies, other shelters and Animal Services to help understand what the foundation supports.

Dr. Johnson suggested placing this item on next month agenda.

Paula Powell will be having a meeting with Representative Dr. Noe on Friday.

**e. Discussion and action on ASAC agenda Protocol**

Paula Powell suggested making some changes to the agenda in order to be more transparent. She suggested posting the entire backup along with the agenda so the material can be reviewed before the meeting, giving opportunity for questions.

She also asked the committee members what they would like on the Director's report. Dr. Johnsen suggested simplifying the stats report by having actual numbers only, whether it is for adoptions, transfers or comparatives from month to months or for previous years.

She also mentioned that an agenda item may be placed for a special report from Animal Services.

**7. Future Agenda Item**

Cecilia Carpio suggested having an update on the Low Cost Vaccination Clinic and the Socorro Spay/Neuter Clinic.

Charlie Moreno inquired whether there is marketing for the Socorro Spay/Neuter clinic and on Educational Outreach.

**8. Motion was made by Cecilia Carpio and seconded by Amanda Herrera to adjourn the August 9, 2017 meeting at 7:37PM.**

Prepared by: Maribel Karisch

Approved by A.S.A.C. Chairman

A handwritten signature in black ink, appearing to read "Amy J. [unclear]", is written over a horizontal line.