

City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Tuesday, March 10, 2015
City Hall Conference Room
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

- I. Call to order.
Dawna Carabajal called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:30 pm on Tuesday March 10, 2015. The following members were present: Dawna Carabajal, Jeri Fontenot, and Kelli Keath (recognized as a voting member). Absent members: Dr. McKelroy. City Staff present were: Lt. Marvin Gibbs, Amanda Traister, David Erickson, Maria Martinez, and Jackie Lozada.
- II. Consider approving minutes from January 13, 2015 meeting.
The Minutes from the January 13, 2015 meeting were passed out and board members were given time to review them. The Chairperson, Dawna Carabajal, opened the floor for comments or questions. A change was made to the minutes. Jeri Fontenot made a motion to approve minutes with changes. Seconded by Maria Martinez. Motion passed.
- III. Update from Staff on Shelter Stats.
Maria Martinez presented the shelter stats to the board (Attachment 1). Placement Rate is 100%. Lt. Gibbs stated that details will be added to stats, including transfers and actual adoptions.
- IV. Discuss proposed improvements to the shelter.
Lt. Gibbs stated that the target date is June, however these improvements may not be completed by then. Wooden play area in front, dog run gate, dog houses, shaded areas, covered kennels are among improvements discussed.
- V. Discuss euthanasia at the shelter.
Lt Gibbs stated that he discussed with the Chief and City Manager regarding the length of time that animals can be kept at the shelter. Policy was enacted that after 30 days, staff will evaluate animals to affirm adoptability. Animals which have remained in the shelter for 60 days shall be evaluated on a weekly basis to assess for adoptability (Attachment 2). Animals remaining at the shelter beyond 60 days may be considered for euthanasia based on the needs of the shelter.
- VI. Discuss utilizing social media to help the shelter.
Dawna Carabajal presented information regarding using Facebook for:
 - Reuniting owners with pets using Facebook.
 - Able to utilize Facebook to re-home pets.
 - Helps reach rescue groups that have not heard of Rowlett.
 - Helps to reach out-of-state adopters.
 - Able to network emergency cases.

- Able to respond to people about animals in real time.
- Able to respond to negative rumors and get the truth out right away.
- Able to share photos
- Helps market Adoptathons and offsite events

Rowlett Police Department also has a new Facebook page and Lt. Gibbs would like to utilize the page for the benefit of the shelter as well.

VII. New Business.

House bill 2276 was discussed as it pertains to the records kept at the Shelter.

VIII. Public Announcement

March 21, 2015 Adopt-a-thon, Shot Clinic 1:00 – 3:00

March 29, 2015 Easter Pupalooza

IX. Future Agenda Topics

Update from staff on shelter stats

Update on Adoptathon

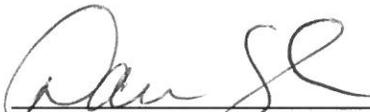
Update on Shelter Improvements

Update on boosters

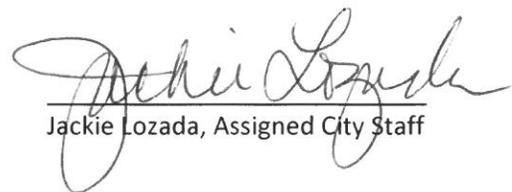
Next meeting will be held on Tuesday, May 12, 2015

X. Adjournment

The Chairperson called for a Motion to adjourn. The Motion was made by Maria Martinez and seconded by Amanda Traister. The motion passed. The meeting was adjourned at 8:34 pm.



 Dawna Carabajal, Chairperson



 Jackie Lozada, Assigned City Staff

5/12/15

 Date Approved

City of Rowlett

Animal Services

Yearly Report

10/01/2014 - 09/30/2015

	October	November	December	January	February	March	April	May	June	July	August	September	Total YTD
Service Calls	238	170	170	239	183								1000
Live Pickups	74	98	84	75	48								379
Animals Euthanized	0	0	1	4	0								5
Animals Redeemed	23	35	11	35	10								114
Humane Adoptions	46	70	67	64	45								292

Placement Rate 100%

1. Animals received at the Shelter brought in by a resident shall be processed as follows:
 - a. When possible a picture shall be taken of the impounded animal using the digital camera.
 - b. The animal shall be placed in appropriate cage considering size, health, sex, etc. and provided with fresh water.
 - c. The impounded animal's information shall be entered into the Shelter Pro program, including the location where the animal was found, to produce a kennel card. The kennel card shall be placed on the cage/kennel of the impounded animal.
 - d. When possible the Animal Services staff in charge of the impoundment will scan the animal for a microchip. The results of the scan will be indicated on the entered into Shelter Pro and indicated on the kennel card.
2. As time permits, Animal Services staff will review the lost animal reports and call all close matching descriptions of animals reported lost.
3. Holding requirements:
 - a. Any animal that has been brought to the Shelter, found running at large whose owner cannot be identified will be held for a total of five days. If after five days, no owner has come forth to claim said animal, on the sixth day of its impoundment, the animal may be placed for adoption on a first come first serve basis, provided the animal meets adoption standards. If the sixth day, the day the animal is ready for adoption, falls on a Sunday or a Holiday the animal shall not be adopted until the next regular business day.
 - b. Exceptions:
 - 1) If the sixth day of impoundment occurs and the animal has not been checked by the veterinarian, the animal shall be held until the veterinarian has determined that the animal is healthy enough to be placed in the adoption program.
 - 2) In the event that the animal shelter has become overcrowded with impounded animals and/or owner surrenders, the Community Services Division Commander or his/her designee may allow the transfer of animals to other animal control agencies or give the animal to humane organizations in good standing with the city to help alleviate

overcrowded conditions.

- c. Animals remaining in the shelter for 30 days shall be reassessed by staff to affirm adoptability. Animals which have remained in the shelter for 60 days shall be evaluated on weekly basis to assess for adoptability.
 - 1) Determination of continued holding of an animal will be based on assessment of the behavior and mental well-being of the animal, space, and length of stay.
 - 2) Animals remaining at the shelter beyond 60 days may be considered for euthanasia based on the needs of the shelter, including but not limited to overcrowding.
- d. Any indigenous wildlife impounded will be:
 - 1) relocated by a licensed rehabilitator;
 - 2) relocated by an ACO; or
 - 3) humanely euthanized