

City of Rowlett  
Regular Meeting  
Animal Shelter Advisory Board  
Tuesday, November 2, 2010  
Library Conference Room  
3900 Main Street, Rowlett, Texas

Meeting Minutes

- I. Call to order  
Chairman, Katherine Rinz called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:28 pm on Tuesday, November 2, 2010. The roll call was conducted verbally. The following members were present: Katherine Rinz, Jeri Fontenot, Nancy Petty, Leigh Culver, Lt. Marvin Gibbs and Jeff Ochsner. Joe Tilger and Dr. Lori McKelroy arrived late. Absent from the meeting was Tim Pace and that absence was excused.
- II. Consider approving the minutes from the September 14, 2010 meeting.  
The Minutes from the September 14, 2010 meeting were passed out and board members were given time to review them. The Chairman opened the floor comments or questions and none were made. Ms. Rinz called for a motion to accept the Minutes as written. The motion was made by Jeri Fontenot and seconded by Jeff Ochsner. The motion was passed with none opposed.
- III. Welcoming and Introductions of new Animal Shelter Advisory Board members.  
The Chairman welcomed the new Animal Shelter Advisory Board members by introducing herself and having the others introduced in the room. Leigh Culver and Nancy Petty gave brief biographies and were welcomed to the group.
- IV. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.  
The Chairman called for the Oath of Office to be administered but Kristen Harris had administered them individually before the meeting.
- V. Elect Officers for the Animal Shelter Advisory Board.  
The Chairman motioned to table the item because two of the full-time members were not yet present and Leigh Culver seconded. The item was tabled with none opposed.
- VI. Determine the dates for six meetings to be scheduled for Fiscal Year 2010-2011.  
The Chairman opened the item for discussion and suggested the following dates: October 11, 2011; March 8, 2011, May 10, 2011; July 12, 2011 and September 13, 2011 – each at 7:15 pm. Katie motioned these dates and times be accepted and Jeri Fontenot seconded. The motion passed with none opposed.
- VII. Update from Staff on status of the proposed cat containment ordinance.  
The Chairman opened the item for discussion and gave the floor to Lt. Gibbs stated that after meeting with Joe Tilger, Jeff Ochsner and Chief Walling it was decided that there would be no cat containment ordinance adopted based on the problems that would be caused at

the shelter. After brief discussion among the members, Chairman Katherine Rinz closed the item from discussion and moved on to the next item.

VIII. Update of any progress on obtaining sponsorship for purchasing Microchips for Adopted Animals.

The Chairman opened the item for discussion when Dr. Trahan arrived at the meeting. Dr. Trahan stated she had not obtained sponsorship. She stated she was confused about if it was "all or nothing." It was agreed that any amount of sponsorship and chips would be welcome and the shelter would offer chips until they ran out and then they would stop. Dr. Trahan believes becoming involved in the Health Fair with the Chamber could encourage them to donate money to our cause. She believes a distributor would be more likely to donate. She is also going to contact the veterinary clinic in town to see if they will donate some. The Chairman then closed the item and moved to the next item.

IX. Update from Staff on progress of utilizing Facebook for advertising/education for the Animal Shelter.

The Chairman opened the item for discussion and gave the floor to Lt. Gibbs. He stated he spoke with the Chief and was told no due to the upkeep of the website being required of City staff. Lt. Gibbs stated we could include a link to FRAs on Facebook. Lt. Gibbs also stated he would not allow an externally controlled link to be added to the Animal Services website due to the content being out of City Control. After additional discussion on advertising options, the Chairman closed the item from discussion and moved to the next item.

X. Update from Staff with the results of the October 23, 2010 Adopt-A-Thon.

The Chairman opened the item for discussion and gave the floor to Jeff Ochsner. Mr. Ochsner stated the overall attendance was down due to the weather but it was estimated there were approximately 100 visitors that attended throughout the day and nine animals were placed. Eleven microchips were implanted that day as well. FRAs had to cancel their animal costume event due to the weather. Mr. Ochsner stated that the overwhelming majority of the people at the event were there due to seeing the A-Frame signs placed by the Public Information Office on Monday, October 18. They had a total of 20 volunteers. The next adoption event will be Saturday, February 19. The Chairman closed the item from discussion and moved to the next item.

XI. Update from Staff with Animal Shelter's quarterly numbers.

The Chairman opened the item for discussion and gave the floor to Jeff Ochsner. Mr. Ochsner went over a handout he provided to the members showing the overall numbers for the month and year to date. After some discussion, the Chairman closed the item from discussion and moved to the next item.

XII. Discussion of Goals for 2011.

The Chairman opened the item for discussion and referred back to the previous year's goals. Jeri Fontenot and Katie Rinz stated that since the City is growing so should the shelter. Therefore, the evaluation of the size and staffing needs should still be on there. The following goals from last year are being carried over:

- Evaluate size and staffing needs

- Publicizing registration, look at how other Cities get the pets registered, (Leigh Culver questioned where the money from the licensing went and stated there should be a way to collect those fees because it would be an abundance of funds for the shelter.)
- Discuss scheduling of adoption events, microchipping and vaccination clinics
- Discuss placement of advertising signage
- Discuss a meeting with the Parks Board for a dog park
- Discuss ideas for future educational topics whether using video blogging or web
- Discuss continued education about wildlife for the citizens
- Evaluate progress of changes made in 2010

After some discussion, the Chairman stated she would send the list to Lt. Gibbs and moved to the next item.

XIII. Public announcements.

The Chairman opened the item for discussion and gave the floor to Lt. Gibbs. Lt. Gibbs stated that a meeting was held today to discuss the outcome of the shelter assessment by a third party. There are some good changes coming to the shelter. For adoptions, a sign will probably be made that says Adoption Today that can be placed on the corner and lower the fees when there are an overabundance of animals to cut the euthanasia rate at the City Manager's request.

Lt. Gibbs will be approaching FRAs to get some funds to get him a scanner to place in the Animal Control truck. Jeri Fontenot states this should not be a problem. The Chairman is going to see if she can donate one to the City. The department is also looking at purchasing a commercial dishwasher for the shelter to clean bowls for the animals. The shelter may enact a rule that we are not accepting animals on certain days if the shelter is full.

Lt. Gibbs believes there will be a lot of positive changes at the shelter and that there was a lot of recognition of the great staff at the shelter by the third party assessors. The improvements being suggested will make the shelter a model operation. A work plan is being implemented to ensure these changes are made.

Jeri Fontenot and Katherine Rinz asked if the size of the shelter was evaluated and Lt. Gibbs said yes. He states we are comparable to other Cities.

Chairman Katherine Rinz announced November is adopt a senior pet month.

After some discussion, the Chairman stated she would send the list to Lt. Gibbs and moved to the next item.

XIV. Topics for future agendas.

Elect Officers for the Animal Shelter Advisory Board.

Update on microchipping.

Discussion of signage in front of shelter.

Meeting the requirements of being able to transfer to a rescue organization.

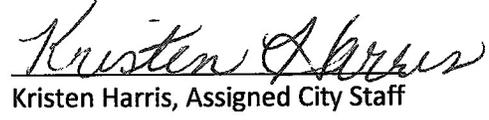
Quarterly numbers.

XV. XI. Adjournment.

The Chairman, Katie Rinz called for a Motion to adjourn. The Motion was made by Jeri Fontenot and was seconded by Dr. Lori McKelroy. The meeting was adjourned at about 9:25

p.m.

  
Ms. Katherine Rinz, Chairman

  
Kristen Harris, Assigned City Staff

1 - 3 - 2011

Date Approved