City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Tuesday, November 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 7:33 pm on Tuesday, November 10, 2015. The following members were present: Leslie Williams, Calvin Trey Scott (Trey), Dr. Lori McKelroy, Dawna Carabajal. Absent members: Deana Seigler. Alternate member present: LaQueata Brown. City Staff present were: David Erickson, Maria Martinez, Sgt. Kevin Harrelson, Lt. Marvin Gibbs, Chief Mike Brodnax and Jackie Lozada.

II. Administer the "Oath of Office" to new advisory board members.

Oath was administered to Leslie Williams, Trey Scott, LaQueata Brown and Dr. Lori McKelroy by Jackie Lozada. Introductions were made.

III. Elect Chair and Vice Chair for 2015-2016.

For the office of Chairman, David Erickson nominated Trey Scott, seconded by Dawna Carabajal. For the office of Vice Chair, Maria Martinez nominated Dawna Carabajal, seconded by Dr. McKelroy.

IV. Consider approving minutes from July 14, 2015 meeting.

The Minutes from the July 14, 2015 meeting were passed out and board members were given time to review them. The Chairperson, Trey Scott, opened the floor for comments or questions. Dr. McKelroy made a motion to approve minutes. Seconded by Dawna Carabajal. Motion passed.

V. New member orientation PowerPoint Presentation.

Lt. Gibbs presented information that included background on the Animal Services Advisory Board, the Texas Health & Safety Code, and information on the role of Animal Shelter Advisory board members (Attachment 1).

VI. Update from Staff on Shelter Stats.

Maria Martinez presented the shelter stats to the board (Attachment 2). Lt. Gibbs commended FRAS and other placement groups for helping to keep the euthanasia numbers low. Placement Rate for end of FY 2015 is 97%.

VII. Update and discussion from Staff on October Adoptathon.

Maria Martinez stated that at the October 24, 2015 Adoptathon there were 13 adoptions: 7 cats, 6 dogs. Typically, there are four scheduled adoption events per year.

VIII. New Business.

ASAB Chair and Vice Chair will meet with City Council. Their names will be submitted to Evette. Accomplishments will be sent to Council in May or June.

Caturday – reduced price for cats over 1 year old on select Saturdays.

IX. Public Announcement

November 11, 2015 11:30a Veteran's Ceremony at Pecan Grove Park/RCC

City offices closed November 26 and 27, 2015

Boards and Commission Volunteer Banquet December 3, 2015 at 630 pm at RCC

FRAS – Petsmart Saturday, November 14, 2015 from 12-3 adoptable dogs

Covington's – first weekend of December – Santa Pics

Kids Kingdom Town Hall meeting for rebuild days December 1-6, 2015.

X. Future Agenda Topics

Update from staff on shelter stats

FRAS offsite adoption updates

Discuss upcoming Adoptathon in February

XI. Adjournment

The Chair called for a Motion to adjourn. The Motion was made by Dawna Carabajal and seconded by Dr. McKelroy. The motion passed. The meeting was adjourned at 8:35 pm.

Calvin Trey Scott, Chairperson

Dawna Carabajal, Vice

3/8/2016

Date Approved

Jackie Lozada, Assigned City Staff

Animal Shelter Advisory Board Orientation

Texas Health & Safety Code*

§ 823.005. ADVISORY COMMITTEE. (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter. (b) The advisory committee must be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. (c) The advisory committee shall meet at least three times a year. Acts 1989, 71st Leg., ch. 678, § 1, eff. Sept. 1, 1989.

Last modified: August 11, 2007

City of Rowlett ASAB

The Animal Shelter Advisory Board (ASAB) is appointed to advise and assist the City in complying with state statutes regarding operation and maintenance of its animal shelter. The board consists of seven (7) members *(who must by state statute include at least one licensed veterinarian, one City staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency*)* appointed to two-year staggered terms and two (2) alternates appointed annually. The City's staff liaison (*Lt. Marvin Gibbs*) is designated by the City Manager. The board is strictly advisory in nature to the City Council.

Board Members

Staff Liaison	One Staff Member	Daily Operation of animal shelter	Licensed Veterinarian
Lt. Marvin Gibbs mgibbs@rowlett.com 972-412-6246	David Erickson derickson@rowlett.com 972-412-6219	Maria Martinez mmartinez@rowlett.com 972-412-6123	Dr. Lori McKelroy

Animal Welfare Agency Representative	Member 5	Member 6	Member 7
Deana Seigler	Leslie Williams	Dawna Carabajal, Chair	Calvin Scott

Alternate 1	Alternate 2
LaQueata Brown	Vacant

Community Services Specialist
Jackie Lozada 972-412-6283

The Role of Appointed Board Members

Your Role on the City of Rowlett Animal Shelter Advisory Board:

Attend scheduled meetings. The animal shelter advisory board shall meet at least six times each year *(75%+ attendance is required).*

Responsibilities. The animal shelter advisory board authority shall be limited to the following tasks and responsibilities: meet to discuss ideas that will help ensure the animal shelter is in compliance with the state department of health rules pertaining to animal shelters and to make recommendations for the betterment of the community concerning operations, policies, procedures, new programs, and the improvement of existing programs.

Additionally, the members serve as a "sounding board" to discuss new state laws, proposed new ordinances and changes to existing ordinances and how new ordinances or changes will affect owners of animals within the City of Rowlett.

What can I do as a Board Member

- Can I request an item be placed on the agenda for discussion by the Animal Shelter Advisory Board? Yes.
  - At the end of each Board meeting, members may request an item or items be placed on the agenda for a future meeting.
  - Typically, two weeks prior to each meeting, Board members receive an e-mail from the Staff Liaison requesting ideas for discussion that they want placed on the agenda.

- You may not:
  - Interfere with daily operations at the shelter.

Roll of Members vs City Staff

City Staff

- Serve as a liaison between the Board and the City.
- First contact for any Board issues/questions.

City Council

- Governing body of City responsible for creating policies.
- Appoint members to serve on Boards.

Board Member

- Advise and assist Animal Shelter in complying with state statues and City Ordinances.

Animal Shelter Advisory Board

Meetings

- Generally at 7:15 pm
- Six times per year
- City Hall Municipal Building
  City Hall Conference Room
  4000 Main St.
  Rowlett, TX 75088
  View Map

Agendas

Agendas are available prior to the meetings.
Most Recent Agenda | View All

Minutes

Minutes are also available following approval.
Most Recent Minutes | View All

Many archived documents are now available via this website. Agendas and minutes prior to 2008 are located in Laserfiche, a document imaging program used by the City for archived records. Instructions are also provided.

Members

The Animal Shelter Advisory Board is comprised of seven regular members (that must, by State statute, include at least one licensed veterinarian, one City staff member, one person whose duties include the daily operation of an animal shelter and one representative from an animal welfare agency) appointed by the City Council who serve staggered two-year terms and two alternate members appointed by the City Council annually.

Member	Position	Term Expires
David Erickson	Staff Member	Continuous
Maria Martinez	Daily Operation Member	Continuous
Dr. Lori McKelroy	Licensed Veterinarian	September 30, 2017
Deana Seigler	Animal Welfare Representative	September 30, 2016
Dawna Carabajal	Regular Member, Chair	September 30, 2016
Calvin Scott	Regular Member	September 30, 2017
Leslie Williams	Regular Member	September 30, 2017
LaQueata Brown	Alternate Member	September 30, 2016
Vacant	Alternate Member	September 30, 2016

Board Responsibilities

Duties and responsibilities of the Animal Shelter Advisory Board include advising and assisting the City in complying with State statutes regarding operation and maintenance of its animal shelter.

Time Commitment

Contact
Lt. Marvin Gibbs
Staff Liaison / Community Services Division Commander
Email

Rowlett Police and Municipal Courts Building
4401 Rowlett Rd.
Rowlett, TX 75088
View Map

972-412-6246
972-463-3970 Fax

Animal Shelter Advisory Board page – accessible through Rowlett.com City Secretary's Office Boards and Commissions

Why Are You Here?

Why did you want to serve?

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	233	270	299	316	265	241	273	2897
Live Pickups	74	98	84	75	48	92	116	139	143	121	104	89	1183
Animals Euthanized	0	0	1	4	0	1	0	1	4	5	1	2	19
Animals Redeemed	23	35	11	35	10	36	52	28	35	40	30	29	364
Humane Adoptions	39	64	54	50	37	39	54	54	72	54	75	54	646
Transferred/Rescued	7	6	12	14	8	7	7	9	12	19	22	16	139

Placement Rate 97%

98% Live Release for FY 15

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	302												302
Live Pickups	120												120
Animals Euthanized	3												3
Animals Redeemed	44												44
Humane Adoptions	54												54
Transferred/Rescued	18												18

Placement Rate