



# Animal Shelter Advisory Board

## **Minutes**

### **Regular Meeting**

**February 7, 2024 – 6:00 pm**

**Wylie Municipal Complex – Council Chambers**

**300 Country Club Road, Bldg. 100**

**Wylie, TX 75098**

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:01 p.m. Board members present Dr. Brad Abraham, Shelia Patton, Amber Porter, Jeff Forrester, Laurie Black, and Susan Cranford. Joe Webb is absent. Quorum is present.

### **INVOCATION**

The invocation was given by Jeff Forrester.

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

### **REGULAR AGENDA**

- 1. Consider and act upon the Animal Shelter Advisory Board minutes of October 11, 2023.  
(ASAB Chair)**

#### **Board Action**

A motion was made by Jeff Forrester to accept the Animal Shelter Advisory Board minutes of October 11, 2023, as presented. Susan Cranford seconded to accept the Animal Shelter Advisory Board minutes of October 11, 2023, as presented. A vote was taken, and the motion passed unanimously.

**2. Consider and place on file the 2023 fourth-quarter statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Susan Cranford to accept and place on file the 2023 fourth-quarter statistical information for shelter operations, as presented. Amber Porter seconded to accept and place on file the 2023 fourth-quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

Jeff Forrester asked if we are seeing the number of feral cats starting to level off.

Shelia Patton stated that the program is new, so we don't have much information, but there hasn't been an increase in the number of calls in certain areas.

Jeff Forrester asked if we are receiving positive feedback from the public.

Shelia Patton said that, yes, citizens are seeing the benefits.

**3. Consider and place on file the 2023 statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Amber Porter to accept and place on file the 2023 statistical information for shelter operations, as presented. Susan Cranford seconded to accept and place on file the 2023 statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

Shelia Patton stated that the TNR map by district is the total number of TNR cats since the program started, not just the animals serviced in 2023.

Jeff Forrester wanted Shelia to clarify that the map is the total number of TNR cats, and the report shows the number that have been TNR this year.

Shelia Patton stated that the report is for services provided this year for TNR cats.

Jeff Forrester asked if the map is the population of cats within that district.

Shelia Patton responded that that is what the map represents.

**4. Consider and place on file the attached 2023 Texas Department of State Health Services Inspection of Rabies Quarantine Facility completed November 16, 2023. (ASAB Chair)**

**Board Action**

A motion was made by Shelia Patton to accept and place on file the 2023 Texas Department of State Health Services Inspection of Rabies Quarantine Facility, as presented. Laurie Black seconded to accept and place on file the 2023 Texas Department of State Health Services Inspection of Rabies Quarantine Facility, as presented. A vote was taken, and the motion passed unanimously.

Shelia Patton stated that the state requires us to be inspected at least once a year. We passed our inspection without any infractions.

**5. Consider and place on file the attached 2023 Veterinarian Rabies Quarantine Facility Inspection completed December 12, 2023. (ASAB Chair)**

**Board Action**

A motion was made by Susan Cranford to accept and place on file the 2023 Veterinarian Rabies Quarantine Facility Inspection, as presented. Amber Porter seconded to accept and place on file the 2023 Veterinarian Rabies Quarantine Facility Inspection, as presented. A vote was taken, and the motion passed unanimously.

Shelia Patton stated that this is a scheduled inspection with a veterinarian, and it is also required by the state once a year.

**WORK SESSION**

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**WS1. Discuss the status of the Board's recommendations related to current and future facility needs.**

Shelia Patton stated that on 12/12/23, the board's liaison, Lt. Cotton, gave a presentation to the city council regarding the shelter renovations. The city council was very receptive to the idea of renovations and possibly a new shelter if needed. The assessment study by Shelter Planners of America was completed on 2/1/24, and we will get their report on our needs in 6 to 8 weeks. The renovations that we have requested include office space, a breakroom, bathrooms, a hallway, isolation rooms, and more quarantine rooms. We had a meeting with a contractor on 1/10/24 about these renovations, and we should hear back from them within the week. After we get the reports back, we should have a clearer idea of the renovations' cost and our needs. Shelia also stated that she won't have any good answers until we get those reports back.

Amber Porter asked when you meet with the contractor and the consultant.

Shelia Patton responded that she met with the contractor on 1/10/24 and the consultant on 2/1/24.

Jeff Forrester asked if we discussed the renovations with the consultant and if they knew how long the renovations would last for us. He also asked if they gave us multiple options, from renovations to a new shelter, based on our needs.

Shelia Patton responded that we need to wait for the study to come back, but she believes that our current building does not fit our current needs. We need to do something because if we need a new shelter, the bond could take up to 3 to 4 years.

Amber Porter stated that she believes that we need a new shelter and that we also need to do what we can to have the current shelter last another 3 to 4 years.

Shelia Patton agrees with Amber.

**ADJOURNMENT**

Motion was made by Shelia Patton and seconded by Susan Cranford to adjourn the meeting.  
With no further business before the board, the board's consensus was to adjourn at 6:50 p.m.



ASAB Chair

ATTEST:



Shelia Patton, ASAB member