

Wylie Animal Shelter Advisory Board Regular Meeting

November 17, 2021 – 6:00 PM

Council Conference Room - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider and act upon approval of the Animal Shelter Advisory Board minutes of March 24, 2021. (ASAB Chair)
2. Consider and place on file 2021 first, second, and third quarter statistical information for shelter operations. (ASAB Board Chair)
3. Consider and place on file 2021 Texas Department of State Health Services facility inspection. (ASAB Chair)

WORK SESSION

WS1. 2021 shelter events and status. (S. Patton, ASAB Board Member)

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on November 12, 2021, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Animal Shelter Advisory Board

Minutes

Regular Meeting

March 24, 2021 – 6:00 pm

Wylie Municipal Complex – Council Conference Room

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 6:11 pm. Board members present Shelia Patton, Amber Porter, and Jeff Forrester. Quorum is present. Staff Liaison Lt. Matt Miller is also present.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Brad Abraham. The pledge of allegiance was led 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 approval of the Animal Shelter Advisory Board minutes of November 11, 2020. (ASAB Chair)**

Board Action

A motion was made by Jeff Forrester to accept the Animal Shelter Advisory Board minutes of November 11, 2020, as presented. Amber Porter seconded to accept the Animal Shelter Advisory Board minutes of November 11, 2020, as presented. A vote was taken and the motion passed unanimously.

1. Consider and place on file 2020 fourth quarter statistical information for shelter operations. (ASAB Board Chair)

Board Action

A motion was made by Brad Abraham to accept and place on file fourth quarter statistical information for shelter operations. Jeff Forrester seconded the motion to accept and place on file fourth quarter statistical information for shelter operations. A vote was taken and the motion passed unanimously.

DISCUSSION ITEMS

- **Discussion regarding 2020 shelter events and status fourth quarters. (S. Patton, ASAB Board Member)**

Shelia Patton reports one a low-cost vaccination clinic held at the City of Wylie Animal Shelter facility during evening hours provides residents access to low-cost vaccinations, heartworm testing, and preventative medication. Thirty-two animals received pre-adoption veterinary services. Vet care for twenty-seven injured or diseased stray animals was provided by staff transport to local veterinary clinics.

Pet of the week twice monthly with Wylie News continues. Participation during Facebook live with Mayor continues to feature an adoptable pet and information related to shelter animal availabilities.

The shelter adoption is still operating with restrictions. There is an extreme shortage of animal services staff. Open positions continue to be posted utilizing multiple resources by the HR team. The shortage of the Wylie team is not unique to the current labor industry related to animal care. Applicants are subject to a psychological evaluation.

Related to mental health Matt Miller reports the high level of importance the Department places to ensure staff has support. The position requires job duties that are considered a possible threat to the employee if not monitored. WPD has available to the division resources geared toward the importance of gaining, maintaining, and supporting employees who may need the

resources. Current AS staff has completed open meetings to ensure they are aware of programs available and to ensure that their mental health is a high priority. Dr. Brad Abraham expresses his knowledge of the mental crisis that affects the animal welfare and animal care community.

There has been notable success related to operational changes related to adoptions. Currently, adoptions are being conducted by appointment only. This process allows adopters to select available pets for adoption prior to coming to the facility. A staff member is dedicated to this visitor and the entire process of adoption. Meet and greets with family pets are continuing. The facility is posting a 97.08 percent positive outcome rate for 2020 supporting the continued efforts toward positive outcomes.

Jeff Forrester expresses his appreciation of the hard work and dedication of the staff. This appreciation is also expressed by Amber Porter.

Animal Services continues to provide 24-hour emergency assistance to residents. Field operations are six days a week. Adoption appointments are available six days a week. Shelter care of animals is conducted seven days a week. As a certified state quarantine facility, this area functions 24/7.

ADJOURNMENT

Motion was made by Dr. Brad Abraham and seconded by Shelia Patton to adjourn the meeting. With no further business before the board, the consensus of the board was to adjourn at 6:33 pm.

Brad Abraham, ASAB Chair

ATTEST:

Shelia Patton, ASAB member

Animal Shelter Advisory Board Report

January thru March 2021

	Dogs	Cats	Others	Total
Impounds	111	27	60	223
Owner Surrender	2	3	0	15
Stray	82	8	12	106
Quarantine	17	1	0	14
Safe Keeping	4	0	0	2
DOA	6	11	39	60
Trapped by resident	0	4	9	26
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	82	5	1	92
Adopted	16	9	7	23
Rescued	1	1	4	11
Euthanized	1	0	6	8
Other	2	1	2	29

Euthanasia Reason

Behavioral	1	0	0	0
Medical	0	0	2	5
Policy- H.R.R.C	0	0	4	3
Wild Animal	0	0	0	0

Euthanasia for dogs 0.90%

Euthanasia for cats 0.00%

Euthanasia for dogs & cats total 0.78%

Dogs at facility at end of report: 9

Dogs at facility at beginning of report: 6

Cats at facility at end of report: 3

Cats at facility at beginning of report: 2

Euthanasia Rate for Facility January 1, 2021 thru March 31, 2021: 0.78%

Euthanasia Rate for Facility January 1, 2021 thru March 31, 2021: 0.78%

Animal Shelter Advisory Committee Report

April thru June 2021

	Dogs	Cats	Others	Total
Impounds	117	35	88	240
Owner Surrender	3	1	0	4
Stray	80	21	41	142
Quarantine	22	2	0	24
Safe Keeping	2	0	0	2
DOA	10	6	32	48
Trapped by resident	0	5	15	20
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	74	3	12	89
Adopted	13	11	1	25
Rescued	5	0	8	13
Euthanized	2	8	8	18
Other	2	1	7	10

Euthanasia Reason

Behavioral	2	0	0	2
Medical	0	8	8	16
Policy- H.R.R.C	0	0	0	0
Wild Animal	0	0	0	0

Euthanasia for dogs 1.72%
 Euthanasia for cats 25.00%
 Euthanasia for dogs & cats total 6.76%

Dogs at facility at end of report: 20
 Dogs at facility at beginning of report: 9
 Cats at facility at end of report: 8
 Cats at facility at beginning of report: 3

Euthanasia Rate for Facility April 1, 2021 thru June 30, 2021: 6.76%
 Euthanasia Rate for Facility January 1, 2021 thru June 30, 2021: 4.15%

Animal Shelter Advisory Committee Report

July thru September

	Dogs	Cats	Others	Total
Impounds	111	45	34	190
Owner Surrender	1	0	0	1
Stray	81	29	18	128
Quarantine	15	1	0	16
Safe Keeping	6	0	0	6
DOA	8	15	13	36
Trapped by resident	0	0	3	3
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	84	3	11	98
Adopted	25	19	0	44
Rescued	1	0	1	2
Euthanized	2	3	2	7
Other	0	0	7	7

Euthanasia Reason

Behavioral	1	0	0	1
Medical	1	3	2	6
Policy- H.R.R.C	0	0	0	0
Wild Animal	0	0	0	0

Euthanasia for dogs 1.63%

Euthanasia for cats 7.89%

Euthanasia for dogs & cats total 3.11%

Dogs at facility at end of report: 11

Dogs at facility at beginning of report: 20

Cats at facility at end of report: 13

Cats at facility at beginning of report: 8

Euthanasia Rate for Facility July 1, 2021 thru September 30, 2021: 3.11%

Euthanasia Rate for Facility January 1, 2021 thru September 30, 2021 4.02%

Inspection for Animal Shelter, Impoundment, and Rabies Quarantine Facilities

11/17/2021 Item 3.

Date 10-15-21 Name of Manager Shelia Patton Registration No. 05-005
 Name of Establishment Wylie Animal Control Inspector N. Ferguson
 Location of Establishment 999 Houston Ln Mailing Address _____
 City Wylie State TX Zip Code 75098
 Phone 972 429 2047 County Collin

Note to Inspector: Put Yes, No, or N/A (Not Applicable) in the columns to the right of the question.

A. General - [TAC Section 169.26(a)]		Heating	
Structural Strength		14. Are animals protected from cold and inclement weather and direct effects of wind, rain, and snow?	
1. Is the facility structurally sound and maintained in good repair in order to protect the animals from injury, contain them, and prevent transmission of diseases?	Yes	15. Is auxiliary heat or bedding provided if the temperature is below 50°F when animals are present?	Yes
Water and Electric Power		Cooling and Ventilation	
2. Does the facility have reliable and adequate electricity to comply with other requirements?	Yes	16. Are animals protected from any form of overheating and from direct rays of the sun?	Yes
3. Does the facility have fresh, clean water available?	Yes	17. Are fresh air and adequate ventilation to minimize drafts, odors, and moisture condensation provided?	Yes
Storage		18. Is extra ventilation, such as fans or air conditioning, provided in indoor facilities if the temperature is 85°F or above when animals are present?	
4. Are food and bedding stored to protect them against infestation or contamination by vermin?	Yes		Yes
5. Is a refrigerator available for perishable foods?	Yes	Lighting	
Waste Disposal		19. Is lighting adequate to permit routine inspection and cleaning?	
6. Are there provisions for the removal and disposal of animal and food wastes, bedding, dead animals, and debris?	Yes	20. Are primary enclosures situated to protect the animals from excessive illumination (man-made or natural)?	
7. Are disposal facilities operated in a manner that minimizes vermin infestations, odors, and disease hazards?	Yes	Construction	
8. Is there a suitable method for rapidly and safely removing water and other liquid wastes?	Yes	21. Is the facility constructed to protect the animals and not create a health risk or public nuisance?	
Washrooms and Sinks		22. Are building surfaces constructed and maintained so that they are impervious to moisture and can be readily sanitized?	
9. Are there facilities (such as washrooms, basins, or sinks) for employees to wash their hands?	Yes	23. Is the floor made of durable, nonabsorbent material?	
Management		Primary Enclosures	
10. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.003:		24. Are primary enclosures structurally sound, maintained, and constructed with surfaces that are impervious to moisture and can be readily sanitized?	
a. Are animals separated by species and by sex?	Yes	25. Do primary enclosures enable the animal to remain dry and clean and protect the animal's feet and legs from injury?	
b. If not related to one another, are animals of relatively the same size sharing cages/pens?	Yes	26. Do the cages and kennels provide enough space for each animal to make normal postural adjustments without touching the top of the enclosure, including turning freely, standing easily, sitting, stretching, moving its head, lying in a comfortable position with limbs extended, and moving and assuming a comfortable posture for feeding, drinking, urinating, and defecating?	
c. Are sick or injured animals segregated from healthy animals?	Yes		
11. For facilities located in a county with a population of 75,000 or over (only), in accordance with THSC Section 823.005:		B. Feeding - [TAC Section 169.26(b)]	
Has the governing body of the city or county in which the shelter is located established an advisory committee to assist in compliance with THSC Chapter 823?	Yes	27. Are dogs and cats fed at least once a day or more often as appropriate for the age and condition of the animal, except as directed by a veterinarian? Are other animals fed as described on packaging of a commercial, species-specific food or as directed by a veterinarian (see #32 for ferret requirements)?	
Records			
12. Does the facility keep records on each animal?	Yes		
13. Do records document animal description, impoundment and disposition dates, and method of disposition?	Yes		

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code

Inspector Initials: NF

Date: 10-15-21

Facility: Wylie Animal Center

Registration No: 03-025

11/17/2021 Item 3.

Feeding (cont.)		Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.27(a)]	
28. Is food wholesome, palatable, free from contamination, of sufficient nutritive value to meet daily requirements, and accessible to animals?	<u>Y</u>	38. Is there documentation of twice-daily observations of quarantined animals?	<u>Y</u>
29. Are food pans kept clean and sanitary, and if disposable food pans are used, are they discarded after each feeding?	<u>Y</u>	Rabies Quarantine Facilities (Completed by DSHS Only) - [TAC Section 169.28(a) and THSC Section 826.042(g)]	
C. Watering - [TAC Section 169.26(c)]		39. Does the facility have a written Standard Operating Procedure (SOP)?	<u>Y</u>
30. Do animals have convenient access to fresh water and is it offered at least twice daily for at least an hour (except as directed by a veterinarian)?	<u>Y</u>	40. Is the SOP specific for the facility?	<u>Y</u>
31. Are the water bowls clean and sanitary?	<u>Y</u>	41. Is the SOP posted or otherwise readily available to all employees?	<u>Y</u>
32. Do domestic ferrets have 24-hour access to water in a drinking bottle and to food?	<u>Y</u>	42. Is the SOP designed to ensure effective and safe quarantine procedures?	<u>Y</u>
D. Sanitation - [TAC Section 169.26(d)]		43. Do enclosures have solid walls to prevent physical contact between animals?	<u>Y</u>
33. Are excreta removed from primary enclosures often enough to prevent contamination of the animals (at least once a day)?	<u>Y</u>	44. Are the primary enclosures enclosed on all sides, including the top, to prevent escape?	<u>Y</u>
34. Are cages, rooms, and pens maintained in a sanitary condition?	<u>Y</u>	45. Does each quarantine run, cage, and kennel containing a quarantined animal have a "Rabies Quarantine" placard/sign posted on it?	<u>Y</u>
35. Are the building and premises kept clean?	<u>Y</u>	For Facilities Subject to THSC Chapter 829 (Located in Non-exempt County) - (Sections 829.002 and 829.007)	
E. Pest Control - [TAC Section 169.26(e)]		46. This standard is for purposes of meeting requirements set forth in THSC Chapter 829 only. Are all employees whose primary job is to enforce animal control laws in compliance with training requirements (Sec. 829.002)? If so, this inspection form serves as a certificate of compliance per Section 829.007.	<u>Y</u>

This facility has approximately 21 cat cages and 34 dog cages/pens.

When the facility was inspected today, it was housing approximately 12 cats and 14 dogs.

Inspector Comments:

☐ Check here if additional inspector comments are attached

Facility Rating: Satisfactory ✓

Unsatisfactory _____

Probation _____

If applicable, timeline for probationary period _____

As the inspector, I certify that I have personally inspected this facility and that it conforms to the statements above.

Inspector Signature [Signature]

Date 10-15-21

The signatures below acknowledge completion and receipt of the inspection form:

Manager [Signature] (retain pink copy after signature)

Date 10-15-21

Regional Zoonosis Control (ZC) Veterinarian _____

Date _____

White original and yellow copy to DSHS Regional Office after Inspector's and Manager's signatures. Regional Office retains yellow copy after ZC Veterinarian's signature and returns original with all signatures to facility.

TAC=Texas Administrative Code, THSC=Texas Health and Safety Code



TEXAS
Health and Human
Services

Texas Department of State
Health Services
Zoonosis Control