

Animal Shelter Advisory Committee (ASAC)
Minutes
February 18, 2010

A regular meeting of the Animal Shelter Advisory Committee was held at the Main Library, Maud Sullivan Gallery and was called to order at 6:04 P.M.

- I. With this being the first meeting of this committee there was a welcome and introduction by Mr. de Castro (Deputy Director of Animal Services). Members were asked to introduce themselves.

Committee Member	Present	Absent
Janice Nutt	x	
Yoli Barbe	x	
Betty Hoover	x	
Loretta Hyde	x	
Rebecca Rojas	x	
Maria Elena Garcia	x	
Charles Hooten	x	
Brandy Gardes	x	
Rachel Quintana	x	
Carla Cardoza	x	
Dr. Nancy Crider	x	
Ruth Reyes		x
Gracie Sandoval		x

Margaret Kirk has submitted a letter of resignation on 02-18-10

Health Department Staff present: Perla Ramos, Eduardo de Castro, and Larry Brunt

Texas Department of Health Regional Veterinarian: Dr. Ken Waldrup

City of El Paso Legal Department: Josette Flores

- II. There was a short explanation of officer duties and an ensuing vote to elect a Chairperson and Vice-Chairperson. Ballots were submitted by members and the following results are:

Brandy Gardes – Chairperson
Rebecca Rojas - Vice-Chairperson

- III. Josette Flores of City Legal gave a presentation of expectations of the committee to follow.

A. Texas Open Meetings Requirements

- B. Quorum needs, times and postings
- C. Roberts Rules of order
- D. Explanation of the codes and ordinances that bind the committee
- E. Members and their use. With a request from Mr.Hooten, Josette will check with her office and relay information on this.
- F. The ultimate Goal of the committee is to report to City Council findings pertinent to the charge of the committee with recommendations.

- IV. Dr. Ken Waldrup with the State Zoonosis Control gave a presentation of the expectations of a Shelter and the requirements of the State of Texas. Specifically in the area of Rabies Control.
 - A. The El Paso Animal Services facility is the rabies / animal control facility.(An explanation of what this means)
 - B. The state Inspection for a Rabies Quarantine Facility was explained and presented as passing this years inspection.
 - C. The specific portions of the State Laws were gone over. Questions along with examples of situations were answered.
 - D. Mr. Hooten is looking for signatures on documents. Dr. Waldrup explains
 - E. Mrs. Barbe asks about Mc Kelligon canyon bats. Dr. Waldrup gives short presentation on AREA bats and forecasted problems if not controlled.
 - F. Ms. Gardes asks about animal bites within other facilities and how this is handled. Dr. Waldrup explains about the Rabies Veterinarian roll and how Dr. Medina of animal services would “probably “respond due to state requirements.
 - G. Dr. Waldrup explains about vaccination timetables in people and animals.
- V. The remainder of the power point presentation is given with an explanation by Mr. de Castro and Larry Brunt of Animal Control of the qualifications, certifications and shelter educational accomplishments of its employees. Questions and clarifications are answered. Numerous offers are given by staff to reproduce power point information if a member requests.
- VI. The facility “Best Practices” document is presented. This document is an inspection done by the ASAC Veterinarian and another. Its points are gone over with an explanation of findings. Virtually all findings are either initial construction flaws or over crowing conditions due to animal over population. Mr. de Castro / Larry Brunt explain points and answer questions.
 - A. Ms. Gardes feels plug height is an O.S.H.A. point
 - B. Mr. Hooten asks about animal boarding in the kennels.
 - C. Dr. Crider questions space allocations and euthanasia placement within the facility
 - D. Mr. Hooten congratulates the Shelter for being as good as it is! (Fully compliant in all areas presented).

- VII. Ms. Rojas makes a motion that the remaining four (4) shelters within the city be approached to present their assessments at the next meeting of July 15, 2010. This to be done on the state forms from Dr. Waldrup.
- A. Motion is seconded by Ms. Hyde; all members are in favor.
- VIII. Ms. Quintana requests information on upcoming event of Spay Day. Ms. Hoover with the Humane Society gives report and explanation.

In closing remarks, Josette Flores from Legal reminds committee that area for “public remarks” is just that, time for the public to make their remarks.

Meeting is adjourned at 7:37 P.M.

DRAFT