

Agenda
ANIMAL CARE SERVICES ADVISORY BOARD MEETING
Animal Care Services Facility, 4710 State Highway 151, San Antonio, TX 78227
Wednesday, October 15, 2014 AT 6:30 PM

At any time during the Animal Care Services Advisory Board Meeting, the Board may meet in Executive Session regarding any of the matters posted below in compliance with the Texas Open Meetings Act (Attorney-client, Personnel, Security, Real Estate) under Chapter 551 of the Texas Government Code.

1. Call to Order
2. Approval of Minutes from August 20, 2014
3. Citizens to be Heard
4. Director's report regarding performance measures for Animal Care Services pertaining to field, live release, shelter, media, and clinic operations – *Presented by Kathy Davis*
5. Advisory Board By-Laws Update – *Presented by Bill White*
6. Report regarding the inspection of Animal Care Services' Hwy 151, Brackenridge and Brooks facilities – *Presented by Rita Braeutigam*
7. FY2015 Animal Care Services' initiatives and goals – *Presented by Kathy Davis*
8. Board Continuing Education regarding Wildlife and Livestock handling – *Presented by Kathy Davis*
9. Set next meeting date
10. Adjournment

DISABILITY ASSISTANCE NOTICE

This meeting site is wheelchair accessible. Parking is available. **Auxiliary Aids and Services are available upon request (Interpreters for the Deaf must be requested forty-eight [48] hours prior to the meeting).** For Assistance, Call (210) 207-7268 Voice/TTY.

Esta reunión es accesible a personas incapacitadas. Se hará disponible el estacionamiento. **Equipo y servicios adicionales (interpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión.** Para asistencia llame al (210)207-7268 por voz/servicio de TTY.

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ANIMAL CARE SERVICES ADVISORY BOARD

Meeting Minutes

August 20, 2014, 6:30 p.m.

4710 State Highway 151, Annex Training Rooms 1 & 2
San Antonio, TX 78227

ACS Board Members¹: Mona Thaxton-Chair, Rita Braeutigam Vice Chair, Sallie Scott-Secretary, Shannon Espy², Cynthia Martinez², Michael Dowdell, Roderick Sanchez, Bill White, Karen Speer, Virginia Brown, and Leslie Carranza²

Ex-Officio Members: Kathy Davis, Erik Walsh, and Vincent Nathan²

Staff Liaison: Maria Kieke

I. Call to Order

Ms. Thaxton, Board Chair welcomed Monica Hernandez from City of San Antonio Attorney's Office who read a statement to the Board regarding protocol for citizens to be heard.

Ms. Thaxton convened the meeting at 6:47 PM with a quorum present.

II. Citizens to be Heard

1. Jennifer Studley - expressed concerns regarding aggressive dog evaluations, bite dogs and ACS's no kill status statistics
2. Carolyn Fields - conceded time to Jennifer Studley
3. Deanna Lee - expressed concerns with ACS communication failures
4. John Bachman - expressed concerns with ACS management and supervision with policy and procedures
5. Gavin Nichols - spoke about two upcoming SAAF spay/neuter and adoption events in the community. One in October and a second event in mid-November. In addition, SAAF along with AAPAW and other community partners will be holding a holiday celebration on December 6.

III. Approval of minutes from April 16, 2014

Rita Braeutigam moved, seconded by Michael Dowdell, to approve the April 16th meeting minutes. Motion passed.

IV. Director's Report

Kathy Davis presented performance measurements and accomplishments for Field, Live Release, Shelter, Media and Clinic Operations including an update on ASPCA \$100K Rachel Ray Challenge. Full report handouts were provided to Board members.

V. Animal Care Services Advisory Board Elections

The Board conducted their Annual Board Member Election presented by Bill White. Board voted as follows: Rita Braeutigam was elected as Board Chair, Bill White elected as Vice-Chair, and Michael Dowdell was elected as Board Secretary. Virginia Brown moved, seconded by Karen Speer. Motion passed.

VI. Viewing of Animal Care Services adoption videos

Kathy Davis presented several adoption videos created to assist and reinforce public awareness regarding adopting from ACS.

VII. Animal Defense League's kennel construction project status report

The contractor at ADL has installed the roof to the puppy building and is working on installing the roof of two other kennels. ADL is on target to finish construction by 1st of November 2014.

¹ One (1) ACS Board Member position is currently vacant in Council District 7

² Indicates not present at Board Meeting

VIII. Animal Care Services” Pets for Life Program update

ACS Pets for Life Program is on track in implementing the \$50,000 grant received from the Humane Society of the United States funded by Petsmart Charities. To date, we have performed 320 spay/neuters and one vaccination clinic including Blockwalking.

IX. Discussion and vote regarding the Inspection Checklist for Animal Care Services Hwy 151, Brackenridge and Brooks facilities

Karen Speer moved, seconded by Bill White, to accept the Inspection Checklists as presented with the exception of area to be added. Motion passed.

X. Report regarding the inspections check list for Animal Care Services’ Hwy 151, Brackenridge and Brooks facilities

Ms. Thaxton and Ms. Braeutigam presented the inspection report of Brackenridge and expressed concerns with deficiencies with the air circulation and grounds maintenance. Sallie Scott presented inspection report of the 151 facility and reported deficiencies in building 1 and poor grounds maintenance. Michael Dowdell presented inspection report of the Brooks facility and reported no deficiencies found. ACS staff addressed all inspection deficiencies reported by Board members for the facilities. Full report handouts were provided to Board members.

XI. Board continuing education regarding budget process

Erik Walsh provided a high level summary of the 2015 budget process. Heber Lefgren presented to the Board the ACS FY 2014 accomplishments, FY 2015 Budget proposal and proposed FY 2015 initiatives.

XII. Next meeting

The next ACS Advisory Board meeting was scheduled for October 15, 2014 at 6:30 p.m.

XIII. Adjournment

The meeting adjourned at 8:30 p.m.



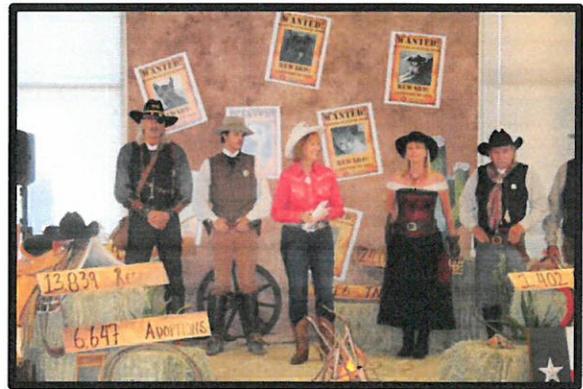
City of San Antonio Animal Care Services Department Director's Report



October 16, 2014

The department closed out FY 2014 on a historic high. ACS achieved a Live Release Rate of over 81% for the year. More ACS pets found placement this year than ever before! The last few months of the Fiscal Year brought the ASPCA Rachael Ray \$100K Challenge. ACS competed in the Challenge with 50 other Shelters from across the country – and we came in third place!

While we came in 3rd for the greatest number of pets rescued above last year's amounts, we saved far more lives than any other participant in the Challenge. During the three month challenge period, we saved 5,672 pets. This is 1,226 more than Arizona Humane Society (Agency with the second highest number of lives saved). Compared to Fresno, CA (who won the challenge this year), ACS saved 3,032 more pets during the challenge when comparing the total number of pets saved.



To our outstanding, amazing, tremendous Partners, Volunteers, Fosters, and Adopters. Thank you. Every pet you loved, every pet you re-homed made this our most successful year ever. To our Advisory Board, we couldn't have done it without your continued, steadfast support. And to ACS Staff – you are the shining stars. You are the good guys and gals in the white hats. No matter the situation, no matter the task – you came through every single time. I applaud your tenacity, your courage, your strength, your compassion, and your dedication to making better things happen for our pets. I could not be more proud of each and every one of you. I thank you from the very bottom of my heart for the honor of working with you.

Every bubble on the Annex wall is a success story; Broken, injured, and sick pets – they went home; Lost pets were reunited with their owners; New Best friendships were forged; and Together – we broke records!

- RTO's – what a success. We started looking at these last fall. Could we do better? Shelter, Clinic, and Field working together – automated reporting to help identify pets that need microchip follow-up; double checking for chips throughout a pet's stay in the shelter. The number of pets returned grew; but could we do better? We centralized the process, Field jumped in: PetEx-ing pets home, using additional resources to locate owners...and the record was broken! Highest number of RTO's in our history - 2,758 – representing a 35% increase over last year.
- Rescues – I thought we'd hired some of our rescue partners because they were here so much! You came and you pulled and you took more and you loaded your vehicles and you wore a path out to the parking lot. 13,835 pets transferred to our rescue partners - highest number in our history and 16% more than last year! Clearly, we are not a 1 trick pony...

- In August. In one of our highest intake months. In the heat of a long summer. We had a no euth day. Incredible. Even more incredible – 4 no euth days in September and 3 already in October. Additionally, August brought us the most adoptions in one month – 813 and the highest number of live releases in one month – 2,403.
- Barn Cats – we had great success promoting our cats to ranchers. While this is not a new program, putting some media spotlight on it, got our cats another opportunity. We opened the barn doors and the cats went through them!
- Some of the records we broke for this Fiscal Year:
 - Over 14,750 Volunteer hours
 - 1,402 MORE lives saved this summer than last summer.
 - 24,060 TOTAL LIVE RELEASE for FY 14 – a 9% INCREASE!!!

There are so many great stories, so many great pets and never enough time to thank everyone for the huge amount of hard work. While we didn't win the big prize this time, I'd like to read excerpts from a note we received from the ASPCA:

Good morning!!! I'm writing to you early to send a big wooHOOO and congratulations to you on saving 5,672 lives this summer – an increase of 1,402 and 33%!!! But more than that, congratulations on keeping your eyes on the big prize – the end of euthanasia for homeless animals in San Antonio. A lesser group of people would have stopped at your last major Challenge accomplishment, or would give up in the face of nasty emails and facebook posts and constant attacks, or would have just plain fatigued of constantly doing more and more and more. But you all are some of the most determined and dedicated people I've ever had the pleasure to work with – and you inspire me every day!

Bert Troughton, Vice President – Strategic Initiatives, ASPCA

Very high praise from a National Organization. Please take Bert's words to heart. I couldn't have said it better. I AM SO AMAZINGLY PROUD OF ALL OF YOU. WE DID WIN – AND OUR PETS WERE THE ULTIMATE WINNERS.

The Challenge brought an avenue that we all could rally around. We could not have been more thrilled with our achievement. We grew as an organization and we surpassed our own goal. Here's to an even better FY 2015!

We are working on the department's FY 2014 Annual Report and will post for public viewing and distribution upon its completion within the next month. Additionally, the department is working on a complete overhaul of the department's website, complete with a new design, updated information, and better ease and access for users. The new and improved website is expected Winter 2014. The ACS website is the 2nd most visited City website with over 1 million hits, so this new website will be a great addition in ensuring that information about ACS programs and services continue to be available to the public.



City of San Antonio Animal Care Services Department Director's Report



FY 2014 YEAR END AUDITED SUMMARY

ENHANCED ENFORCEMENT

Performance Indicators	FY 2013 Actual	FY 2014 Target	FY 2014 Total	Variance (FY 14 Target)	Variance (FY 13 Actual)	% Change (FY 14 vs. FY 13)
Calls-for-Service Requests	91,993	82,000	90,515	8,515	(1,478)	(1.6%)
Impoundments (Overall)	29,220	33,500	30,056	(3,444)	836	2.9%
Dogs	21,672	23,450	23,714	264	2,042	9.4%
Cats	7,548	10,050	6,342	(3,708)	(1,206)	(16%)
Impoundments (Field)	16,489	20,100	18,263	(1,837)	1,774	10.8%
Return-to-Owners (Field)	1,082	1,300	917	(383)	(165)	(15.2%)
Citations/Warnings Issued	5,070	6,000	5,331	(669)	261	5.1%
Licenses Issued	22,722	23,000	23,680	958	680	(2.9%)
Aggr./Dang. Dog Designations**	42		40		(2)	(4.8%)
Serious Bodily Injury Cases**	3		6		3	100%
Cruelty Cases****	113		42		(71)	(62.8%)

IMPROVED CONTROL

Performance Indicators	FY 2013 Actual	FY 2014 Target	FY 2014 Total	Variance (FY 14 Target)	Variance (FY 13 Actual)	% Change (FY 14 vs. FY 13)
Surgeries Performed by ACS	17,500	16,783	16,400	(383)	(1,100)	(6.3%)
Surgeries Performed by Partners	8,644	9,717	9,683	(34)	1,039	12%
Deceased Dog/Cat Pick-Up	27,687		25,409		(2,278)	(8.2%)

INCREASED LIVE RELEASE

Performance Indicators	FY 2013 Actual	FY 2014 Target	FY 2014 Total	Variance (FY 14 Target)	Variance (FY 13 Actual)	% Change (FY 14 vs. FY 13)
Live Release Rate	77%	75%	81%	6%	4%	4%
Adoptions	7,167	7,675	6,647	(1,028)	(520)	(7.3%)
Rescues	11,900	14,000	13,835	(165)	1,935	16.3%
Return-to-Owners (Overall)	2,046	2,700	2,758	58	712	34.8%
Trap-Neuter>Returns	975	1,000	816	(184)	(159)	(16.3%)
Pets Fostered	2,075	2,000	1,403	(597)	(672)	(32.4%)
Volunteer Hours	13,592	14,000	14,750*	750	1,158	8.5%

ADMINISTRATION/OTHER

Performance Indicators	FY 2013 Actual	FY 2014 Target	FY 2014 Total	Variance (FY 14 Target)	Variance (FY 13 Actual)	% Change (FY 14 vs. FY 13)
FY 2014 Budget	\$11.04 M	\$11.29 M	TBD*			
Media Interactions	794	450	871	421	77	9.6%

* Information is pending from partners. FY 2014 Year-End Budget Process has not been completed as of time of this report.

**This statistic represents cases that have actually been deemed and designated as aggressive/dangerous.

***This statistic represents cases that have been investigated, packaged, and delivered to the prosecutor for potential prosecution.



City of San Antonio
Animal Care Services Department



**Advisory Board Inspection Checklist
– Brooks Facility–**

Advisory Board Member Name: Mona Thaxton and Rita Braeutigam

Date of Inspection: 10-09-2014 Time of Inspection: 3:30 p.m.

Main Kennel Buildings	Excellent	Good	Fair	Poor	N/A
Proper Signage in place		X			
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Each occupied run has correct kennel card		X			
Aisles are free of debris or safety hazards	X				
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	X				
Hand sanitizer available		X			
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	X				
Comments/Actions Needed					
General Premises	Excellent	Good	Fair	Poor	N/A
Grass area is not overgrown and landscaped appropriately		X			
Grass area is free of feces					
Premises does not show signs of flea or tick infestation		X*			
Comments/Actions Needed					
*Control in outside areas has required periodic spraying; challenge increased with Brooks area construction site preparation adjacent to kennels.					

Additional Notes: Land clearing near kennels has caused displacement of wildlife not normally sighted at location (coyote, raccoon).

_Plans for closing the Brooks facility at the end of October are in place, including the transition to manage transportation of the animals in the Quarantine kennels to Building 2 at the main shelter, 4710 St. Hwy 151, SA 78227. The trailer currently housing staff at Brooks is to be moved there, and the Quarantine kennel staff will office at 151 and continue to manage the kennel. Assorted crates, fans, washing machine and bathing tubs and miscellaneous equipment will also be relocated.

This transition has been made possible by the construction of two additional ACS kennels opening in November 2014 at the Animal Defense League on Nacogdoches Road in SA. They are owned by the City of San Antonio, and will be leased to and managed by ADL with oversight by ACS.

INTERIM REPORT BY BYLAWS SUBCOMMITTEE
CITY OF SAN ANTONIO ANIMAL CARE SERVICES ADVISORY BOARD

OCTOBER 15, 2014

In 2011, as the Community Strategic Plan to arrive at “No Kill” status was being updated, Animal Care Services Advisory Board observed that the existing Board By-Laws may contain inconsistencies and conflicts. These conditions may have been created by new ways of conducting Board business and interacting with other organizations and departments, or may have been overlooked since the last revision was adopted on December 13, 2006. Periodic amendments have been made since 1986. The Board established a Bylaws Subcommittee to research and address these issues and to propose revisions the subcommittee recommends as necessary to present to the Board. Work was performed by the Subcommittee in 2011 and 2012 but recommendations have not yet been forwarded to the Board. Current Subcommittee members are Bill White (chair), Karen Speer, and Sallie Scott. Carole Abitz (former Board member) and Sallie Scott performed a substantial review of the bylaws prior to the current effort, and their material is being utilized. Completion of the review and submission of any recommended amendments is planned for the December 2014 regular Board meeting.

In summary, key points in the review of the existing by-laws include but are not limited to the following. Other points may be added at Board members’ request.

- Clarify term limits of Board officers, including whether lifetime limits apply to officers
- Consider if existing one-year terms for officers should be extended to two-years (May conflict with mandated one-year Board member terms by City Council)
- Clarify reporting responsibilities of Board with respect to increased reporting by Animal Care Services, and how these efforts can be complemented while complying with City Code Chapter 5 requirements (Board currently has its own reporting requirements, according to bylaws, based on quarterly cycle)
- Consider whether role of Board-ACS liaison representative should be included
- Clarify or add to section regarding conduct of meetings, if necessary
- Consider whether additional Standing Committee(s) are warranted
- Consider whether additional ex-officio members are warranted
- Consider how Board member attendance and participation can be maximized by any changes to the By-Laws, and determine how extended Board member vacancies can be minimized

Any existing or amended portions of the bylaws must not conflict with current City or State Code. The By-Laws shall be amended by two-thirds majority vote of the Board and posted to City Clerk.