MINUTES

Members Present: Denise ~~Jeffrey~~ Jeffery, Chairperson
~~Neil R~~ RNeil Ferguson, Council Representative
Amanda Earl, Animal Services Supervisor, Animal Shelter Representative
Juli Patrick, Citizen at Large

Members Absent: Dr. Walter Legg, DVM, Veterinarian Representative
Beverly Freed, Animal Welfare Organization Representative
Deanna Perkins, Citizen at Large

City Staff Present: Jackie Davis, Manager, Code Enforcement & Animal Services
Crystal Palmer, Field Supervisor, Animal Services
Ariel Davis, Shelter Clerk, Animal Services

Item #1: Mrs. Denise ~~Jeffrey~~ ~~Jeff~~ Jeffery, Chairperson, called the meeting to order at 6:33 p.m. Four (4) Committee members were present, constituting a quorum.

Item #2: Minutes from the previous meeting held on November 12, 2019 were approved. Mrs. Denise Jeffrey made a motion to approve the minutes as read and Mrs. Juli Patrick, Citizen at Large, seconded the motion.

Item #3: A moment of silence was held in honor of the passing of Jeanne Kule, previous advisory committee member, Vice-Chairperson. Mrs. Denise Jeffrey motioned for the moment of silence and moved to Item #4 at the conclusion.

Item #4: Mrs. Denise Jeffrey motioned to appoint Mrs. Juli Patrick to Vice-Chairperson. Ms. Amanda Earl, Animal Shelter Representative, seconded the motion.

Item #5: Ms. Amanda Earl provided information on shelter updates and stated many things have changed. The shelter received numerous donations exceeding $1000 in honor of the passing of both Ms. Margaret Worth, previous Volunteer Coordinator and Senior Animal Care Specialist, and Mrs. Jeanne Kule. The shelter completed a needs assessment with Quorum Architects who are working on a mock-up for potential build-outs that will not be ready for a couple of months. They are looking at a broad overview of adding kennels, spay/neuter clinic, outdoor play yard for infrastructure improvement projected for the next 5-10 years. The shelter will be requesting a new position as an Outreach Supervisor in this year's action step that will be in charge of volunteers, rescues, fosters, and special events. A majority of the shelter staff have pitched in with these listed responsibilities and the need for this position is to maintain consistency. The shelter has over 75 active volunteers and Mrs. Deanna Machado, Volunteer Coordinator and Senior Animal Care Specialist, holds at least two volunteer orientations a month with 7-10 attendees for each. Last year volunteers donated over 4000 hours and reinforced the need for the Outreach Supervisor position to oversee the volunteer program. During Ms. Margaret Worth's absence, Mrs. Deanna Machado became the Interim Volunteer Coordinator and Senior Animal Care Specialist and has since been promoted into that position. Mrs. Anita Johnston, part-time Shelter Attendant, has been given a conditional offer for the Animal Care Specialist position pending a

background check and physical. This will leave an open permanent part-time Shelter Attendant position which will likely be filled by one of the temporary part-time employees. A conditional offer was also offered for an applicant for one of the two vacant Animal Control Officer positions and interviews are still being held for the remaining vacancy which will hopefully leave the shelter fully staffed by the end of March. The shelter is in the process of obtaining software that will connect with PetFinder and automate the creation of adoptable animals' profiles onto the website in the interest of saving double work from staff and volunteers and expediting the process of listing adoptable animals. It was explained that PetFinder has a greater reach than other websites, and though the shelter currently has almost 8000 followers on Facebook, these are people that already know about us. There were two adopters that traveled from San Antonio and Oklahoma, respectively, to adopt and were found through PetFinder. Graphs were provided for the fiscal year to date for intakes of cats and dogs and Mrs. Juli Patrick questioned the general reason for the drop in intakes for the month of December and general reasons were discussed. Ms. Amanda Earl also mentioned the shelter nearly doubled in capacity within the past week and explained that intakes are going to start picking again and discussed the Valentine's Day special for the first two weeks of February. Transfer partners took a majority of the adoptable cats in the month of January and explained that they have more foot traffic for their adoptable animals to be seen. Ms. Amanda Earl gave some approximate monthly statistics from October 2019 to January 2020 of 700 visitors per month, 1700 service requests per month, a range of 10-15 after-hours calls per month, 220 notices issued, and 27 citations issued. Mrs. Juli Patrick inquired on the progress of switching to mandatory microchipping in lieu of registration and it was explained that the shelter is locked into a contract with PetData until October and discussion has been put on hold for now. Multiple members agreed that microchipping is a more efficient process. Mrs. Denise Jeffrey motioned to move to upcoming events if there were no further questions and Ms. Amanda Earl called on Mrs. Crystal Palmer, Animal Shelter Representative, to discuss item 6.

Item #6: Paws in the Park is coming up on March 28th, 2020 from 9 am-2 pm which is earlier than the shelter has ever had it due to scheduling issues in April, which is the preferred month, and the shelter hopes there will be no issue with the weather. Many of the previous attractions will be held again such as the Weenie/Wannabe Races, Raising Cane's, TCAP low-cost vaccinations, a bounce house, a caricature artist, face painting/henna, and the dog demos. There will be more attendance from municipal shelters than previously and attendees include but are not limited to Denton, The Colony, Hickory Creek, and multiple rescues. There are approximately 30 pet-related vendors and a food truck as well as Raising Cane's who will give free tea and lemonade. The new attraction this year is 50 free microchips for the public that were donated by Pet Health Inc, the company that runs PetPoint which is the database the shelter uses. The shelter tries to add something small each year to the attractions. The shelter will be holding Urban Wildlife classes for the public in April and May to be taught by Mrs. Crystal Palmer. The class will talk about common misconceptions, dispel myths about urban wildlife and why they are seen in our area; it is not necessarily due to displacement. It will be held in the shelter meeting room but if it is a full class other locations have been planned. The shelter receives a lot of questions and service calls in regard to this topic and Mrs. Crystal Palmer hopes for good attendance to help alleviate some of these calls. Mrs. Crystal Palmer reiterated the date and time of Paws in the Park and invited the committee to attend and stated it is a favorite event due to its uniqueness and Mrs. Juli Patrick discussed the success of the event in previous years as well as the participation of Code Enforcement for cooking hotdogs. Mr. Jackie Davis, Manager, Code Enforcement & Animal Services, inquired about the food truck that will be attending and stated the Code Enforcement officers were disappointed that they won't be cooking. The food truck will be Grillas Grub and it will serve Cajun cuisine. Mrs. Crystal Palmer brought up volunteer appreciation and suggested

the Code Enforcement Officers can grill for the volunteers. Mr. ~~Neil R~~ Neil Ferguson, Council Representative, discussed the benefit of using an additional location for the Urban Wildlife class and Mrs. Crystal Palmer explained it is the first time she has taught the class and thought it would be best to start small; previously, 911 Wildlife taught the class and the shelter hosted with an attendance of approximately 10 people. Mr. Neil Ferguson suggested the locations of the library or MCL Grand and stated their classrooms are highly underutilized as well as ease of getting on their calendars as well as the potential of different attendees with those locations. Mrs. Crystal Palmer stated those locations were her back up ideas and asked for class registration for this reason and the last time she checked she only had one registrant and explained it is not indicative of who will usually attend. The date for these classes is April 14th and May 14th, 2020. Mrs. Juli Patrick stated it would be a good idea to have this class as well when Castle Hills is annexed in. Mrs. Denise Jeffrey motioned to move to the next topic that was briefly touched on previously.

Item #7: Mrs. Amanda Earl discussed volunteer orientation that will be held on March 10th and March 30th, 2020 that will be taught by Mrs. Deanna Machado. Reiterated that orientation is usually held twice a month. A volunteer meeting was held on February 20th, 2020 and was posted via Facebook live on the volunteer Facebook page. Mrs. Deanna Machado will be sending meeting notes within a week to the volunteers through Volgistics, the shelter's volunteer management software. There were some clarifications on responsibilities and questions were answered from the volunteers. Ms. Amanda Earl believed that the meeting went well and Mrs. Juli Patrick agreed but stated that some of the volunteers may not have felt comfortable voicing their concerns; there was clarification about daily operations and discussed that some the topics were difficult to discuss but it opened the door for volunteers to discuss those topics. Mrs. Denise Jeffrey motioned to move to item 8.

Item #8: Mrs. Denise Jeffrey inquired about the disaster plan and Ms. Amanda Earl stated that the topic has been tabled due to discussion of Castle Hills and other projects. The shelter does have to do a presentation and Mr. Jackie Davis stated it should be started sometime next month and should move forward dependent on when they are scheduled to present to city council. It is a busy time of year coming up and Mr. Jackie Davis anticipates that they may be rescheduled a couple of times but there will be a plan in place to present to city council that will be similar to the previous presentations from Public Works and Police. The presentations are similar and will likely be approved. Mrs. Denise Jeffrey motioned to set the next meeting date.

Item #9: Ms. Amanda Earl asked for preferences for the next meeting date and schedules were discussed. A majority of the members discussed May 12th, 2020 and Mrs. Denise Jeffrey motioned to approve the date. Ms. Amanda Earl seconded the motion.

Item #10: Ms. Amanda Earl moved to adjourn the meeting, Mrs. Denise Jeffery asked if there were any additional questions or comments seconded the motion. The meeting adjourned at 7:10 p.m.

Respectfully submitted, Ariel Davis, Shelter Clerk.

THESE MINUTES ARE APPROVED BY THE CITY OF LEWISVILLE ANIMAL SERVICES ADVISORY COMMITTEE

DENISE JEFFREY, CHAIRPERSON

JULI PATRICK, VICE-CHAIRPERSON