

Arlington Animal Services Center Advisory Board

MINUTES March 31, 2004

The City of Arlington Animal Services Advisory Board held a meeting at Noon on Wednesday, March 31, 2004 in the conference room of the Animal Services Center at 5920 West Pioneer Parkway, Arlington TX.

All Board Members Present:

Lisa Allen	Place 1
Jayne Cole	Place 2
Dr. Erin Miller	Place 3
Linda Yarbrough	Place 4
Lee Hitchcock	Place 5
John McDermott	Place 6
Suzanne Berk	Place 7

Staff Members Present:

Mike Bass

I. Call to Order

II. Approval of Minutes

- a. Minutes of February 25, 2004 were approved with no changes.

III. Agenda Items

a. Board Positions/Change in City Policy

April Nixon, Director of Administrative Services, explained the most recent change in the Board position policy. She advised that each Board member would be receiving another letter from Mayor Cluck's office and although existing members who are eligible still need to reapply, this change ensures existing appointments could be fulfilled. The first policy change caused some members to lose a portion of their terms. She also explained that Council and Mayor recognized the need for consistency in the Boards, especially where critical projects are underway, like the new Animal Shelter.

b. New Shelter Planning Update – Master Project Plan

Lee Hitchcock announced that although the realignment of staff in Neighborhood Services has removed him from direct responsibility for Animal Services, Trey Yelverton has assigned him to still lead the new building process. Lee provided the board with an initial rough draft of building requirements that are unofficial until the council-mandated fundraising benchmark of \$200,000 is met. He asked that Board members provide feedback before the next meeting in April. He also shared the initial (Microsoft Project) plan that still needs all the tasks and key dependencies added. Lee also requested that Linda Yarbrough serve as ongoing liaison for the board for the duration of the project. The

recommendation was accepted unanimously by the board. Linda noted that it might be beneficial if Suzanne Berk also participates to represent the interests of PAWS2005, the private-donor stakeholders.

c. Fund Raising Update

Suzanne Berk provided an update on PAWS2005 planned activities, most notably an October event featuring a nationally recognized celebrity. As soon as the contract is signed she can reveal who it is.

d. Rescue Group Contracts/NCTSC Meeting Update

Linda Yarbrough explained that the North Central Texas Shelter Coalition (NCTSC) is a group comprised of approximately 44 (paying) shelter members, including AAS. She noted that members of the rescue community asked her to speak to the NCTSC about ongoing concerns where various group's "placement assistance" practices are questionable. She further explained the problem is compounded by the fact there is no formal training or accreditation for these groups in the North Texas area. As a result she participated in NCTSC's March session and made a presentation entitled "Animal Rescue – An Industry in Crisis". It was well received and NCTSC board members agreed to form a committee directly after the April Adoptathon and begin discussions about some type of training and recommendations.

e. Shelter conditions Update

Mike Bass had previously provided the board with copies of the current euthanasia and shelter cleaning standard operating procedures. He noted new supplies were arriving in support of the positive changes. The board recognized that progress had been made and thanked Mike for his efforts. Linda Yarbrough inquired about the Arlington Police Department (APD) seizure/release procedures because she recently found a Siamese cat roaming free in the back room and bay areas. She asked Staff who explained the cat had been around since January". Linda took the cat to her own Vet for checkup. It was found to be an unspayed female with ring worm. Mike noted he would follow up with Staff about the procedures. Linda offered to assist in these (APD) situations if staff would call her and if the number each month are not too large.

IV. Announcements

NCTSC's April Adopathon will be held on Saturday, April 18th, 1-5pm in SW Arlington in the Albertson's Shopping Center off Green Oaks and I20.

V. Future agenda items

The Board agreed the standing agenda is a good approach with the main focus needs on the new building project unless other critical policy or procedure items are introduced between meetings.

VI. Discussion of Future Meeting Dates and Times

Next meeting is scheduled for Noon on Wednesday, April 21, 2004 at the Animal Services Center at 5920 West Pioneer Parkway, Arlington TX.

VII. Adjourn

The order of the meeting is subject to change per the Chair's Discretion. For more information, contact Mike Bass, Animal Services Manager, 817-451-3536 or Linda Yarbrough, Chair 817-274-4188.