



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
corpuschristitx.gov

Meeting Minutes

Animal Care Advisory Committee

Wednesday, December 17, 2025

12:30 PM Animal Care Facility Conference Room, 2626 Holly Rd.

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A. Call To Order

The meeting was called to order by Vice Chair Roland Dominguez at 12:29 p.m.

B. Roll Call

Roland Dominguez (Vice-Chair)
Dr. Robert Perkins
Diana Cardenas
Monica Montalvo
Kylie Long

C. Public Comment

D. Approval of Minutes and Action on Absences

25-1952

Adoption of Minutes - Regular Meeting November 19, 2025

Attachments: [Meeting Minutes November 2025](#)

Perkins motioned to approve. Cardenas seconded the motion, and it passed unanimously.

25-1953

Approval of Absences

Dominguez asked for absences to be tabled due to advisory member's continued absence.

Cardenas motioned to approve the motion. Long seconded the motion, and it passed unanimously.

E. Committee Reports**F. Staff Reports****25-1950**

Director's Report

Director Kathleen Chapa provided an update to the Advisory Committee, focusing on staffing efforts, and community events.

Regarding staffing, ACS currently has 17 vacancies and is actively working to fill these positions. Applications for the veterinary assistant and both administrative assistant positions are being reviewed, with interviews scheduled for the first or second week after the holiday break. Two kennel technician positions were vacant; however, one has been filled and will start on January 12th. One animal care officer position has also been filled, with a start date of January 26th. The adoption counselor position has been reposted, and the field supervisor position will be posted shortly.

In terms of community events, Chapa reported the "Fall in Love" month-long adoption event resulted in 93 adoptions, while the December's Bissell Empty the Shelters "Holiday Hope" event led to 39 adoptions. Cardenas asked for clarification on whether all adopted animals left the shelter spayed or neutered. Chapa confirmed that we are partnered with the STAR Mobile Clinic, and all pets are indeed leaving from the shelter spayed and neutered or if they are adopted they can leave from Star Mobile Clinic after the procedure.

25-1951

Monthly Shelter Clinic Report

Chapa presented the CCACS Advisory Committee Report for November 2025, which was automatically generated from Chameleon.

Dominguez asked for clarification on the difference between the two similar intake categories, "Owner SUR" and "Owner SURR," as well as the meaning of "Service O." Chapa clarified that both categories are the same; however, the report is still being worked on to combine them. Program Manager Miguel Escobar explained that "Service O" stands for "Service Out," which will replace "TNR." Escobar stated that "Service In" referred to the intake for TNR, while "Service O" indicated that the TNR had been completed and the animal had been released.

Cardenas asked about the reasons animals might return from foster care. Chapa responded that these animals are cared for until they reach an appropriate age for adoption, gain confidence, or they may be in foster care while waiting to be transferred to a rescue partner.

Cardenas also asked about the term "INV" listed under Total Field Activities. Escobar

clarified that this referred to the number of calls Animal Care Services received to investigate situations.

Perkins inquired about "Failure to Reclaim After Quarantine," listed under citations, and asked why it occurs. Chapa explained that this happens when an owner does not return for their pet and cited an instance where a resident preferred not to go through the hassle of returning for their pet.

Cardenas asked about consequences for the "Failure to Obtain Rabies Vaccination" listed under citations. Chapa stated that when an owner failed to provide proof of their pet's rabies vaccination, they received a citation.

Perkins asked if the same applies to citations regarding spaying and neutering. Chapa confirmed this; if officers could not identify the procedure through a tattoo or scar and the owner lacked proof, the officers issued a citation that could result in a fine of up to \$500. However, Escobar mentioned that if the owner complied, ACS advocated for the dismissal of the citation.

G. Unfinished Business

H. New Business for Discussion and Possible Action

25-1947

Annual Report 2026 - Animal Care Advisory Committee

Dominguez requested clarification on the types of goals that needed to be included in the annual report. Chapa suggested that these could include proactive measures for how the board can attract volunteers, fosters, and more visitors to the shelter. Dominguez encouraged the committee to think about the goals they would like to see included in the discussion for the next meeting and submitted for the report.

I. Future Agenda Items

J. Adjournment

Motion to adjourn at 12:54 p.m.