



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Minutes

Animal Care Advisory Committee

Wednesday, August 20, 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 Chair Jackie McCollough at 12:33 pm

B. Roll Call

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

C. Public Comment

D. Approval of Minutes and Action on Absences

1. [25-1356](#)

Adoption of Minutes - Regular Meeting July 16, 2025

Attachments: [MeetingMinutes-July 2025](#)

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

2. [25-1357](#)

Approval of Absences from May 21 and July 16, 2025

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

E. Committee Reports

F. Staff Reports

3. [25-1349](#)

Director's Report

Director Kathleen Chapa presented a comprehensive update to the Advisory Committee, focusing on facility enhancements, staffing, and the FY 26 budget. Chapa reported that all projects for mid-year budget adjustments aimed at shelter are underway. The roofs of the five buildings are expected to be completed in the coming days. The repair of the back security gate has been finished, and the permit for the wash bay has been approved. The HVAC plans for Kennel 3 have been submitted for review, with the contractor estimating that the project will begin in November 2025. As for the Administration Building MEPs, the designs are 90% complete and will undergo final review on Friday.

Chapa also reported updates on staffing. The Dispatcher, Kennel Technicians, Investigators, and Shelter supervisor positions all close soon, and interviews for the volunteer coordinator begin next week. The Veterinarian position is still vacant, and recruitment efforts are ongoing. Assistant City Manager Sony Peronel also mentioned that the ACS Director had conducted interviews and that a candidate had progressed to a series of in-person interviews. Interview panel included the Animal Care Committee Chair and Vice Chair, a veterinarian, a community advocate, and a Gulf Coast Humane Society representative. However, after this series of interviews, which also involved HR and the City Manager, it was decided the candidate would not move forward due to discrepancies identified during the interview process. Peronel noted that the position has been reposted with an increased salary range. It is set to close in two weeks, and the recruitment process will start again.

Regarding the FY 26 Budget Priorities, Chapa said they are asking for 250K for the Spay and Neuter program, 70K relief for contractual veterinarian and an additional administrative position.

4. [25-1350](#)

Monthly Shelter Clinic Report

Assistant Director Cynthia Martinez presented the board with the CCACS Advisory Committee Report for July 2025, which is automatically generated from Chameleon.

Perkins and McCullough inquired about the age classification for kittens and puppies. Martinez explained that under 5 months old is categorized as a kitten or puppy.

McCullough also asked about the difference between Microchip Registration and Microchip Implants. Martinez clarified that "Microchip Implants" refers to microchips that

have been implanted and automatically registered in the CCACS system, while "Microchip Registration" pertains to cases where ACS did not implant the microchip but only registered it in the system. Martinez mentioned that a report is in progress to determine the number of microchips implanted, in order to gauge the success of the microchip program.

Cardenas asked about the number of unaltered pets. Martinez clarified that the animals that left unsterilized was due to medical reasons. Martinez also emphasized that ACS hired a contract veterinarian for onsite sterilizations and has partnered with Star Mobile clinic to assure that all animals can be sterilized.

G. Unfinished Business

5. 25-1116

Animal Care Advisory Committee FY 26 Budget Priorities

Cardenas motioned to approve, Dominguez Seconded, and motion was passed unanimously.

6. 25-1353

Discuss private vet partnerships, ideas for collaboration, shelter and community benefits

Chapa provided an update on ACS's partnerships with local veterinary clinics and animal hospitals. Chapa explained that the initiative involves reaching out to various clinics to distribute information about ACS that can be shared with the public. Additionally, Chapa discussed ways ACS could enhance the partnership to benefit both parties, such as providing veterinary discounts in adoption packets.

McCollough mentioned that the Gulf Coast Humane Society has a list of veterinary clinics they currently partner with, which offer adoption vet visit discounts. McCollough agreed to share this list with ACS in the hope that these clinics would also collaborate with ACS. McCollough also suggested that having informational flyers available at local and major pet supply stores would be beneficial.

Perkins asked what is included in an ACS adoption packet. Martinez responded that each pet adopted from ACS comes spayed or neutered, microchipped, with age-appropriate vaccines, flea and tick prevention, as well as a leash, collar, and waste bag dispenser.

7. [25-1117](#)

CCACS using free PSAs and CCTV

Martinez stated that the CCTV channel alternates between different city departments, and that ACS has been invited to participate in the City Podcast and several "CC in a Minute" videos.

Dominguez questioned whether it would be possible to include flyers with utility bills.

Martinez responded that ACS would need to pay for those flyers to be distributed.

Martinez emphasized that CCACS is strategically approaching these opportunities, and as ACS grows, the outreach program will expand as well.

H. New Business for Discussion and Possible Action

8. [25-1352](#)

Officer Training Program presented by Field Supervisor Jamie Bowers

Field Supervisor Jamie Bowers presented the new officer training program, discussing her background and how it influenced the development of the program. This training consists of four phases, with each officer required to fully comprehend and complete each phase independently before progressing to the next one.

Bowers emphasized that this comprehensive training program will help identify each officer's strengths and areas for improvement. It will also enable leadership to track the officers' training progress, ensuring that they feel confident when working independently, as they have received thorough training.

Perkins questioned whether officers received training in handling aggressive dogs. Martinez responded that, in addition to using protective equipment like catch poles, officers are trained to observe their surroundings, understand animal body language, and recognize the types and causes of aggression.

Martinez also stated that a training program would be implemented in each division of the shelter to improve operations.

I. Future Agenda Items

9. [25-1360](#)

Next Scheduled Advisory Committee Meeting - September 17, 2025

J. Adjournment

Motion to adjourn at 1:28 p.m.