



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Minutes

Animal Care Advisory Committee

Wednesday, October 22, 2025

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

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, disability or political belief. Reasonable accommodation is provided upon request and in accordance with the Americans with Disabilities Act. For assistance or to request a reasonable accommodation, contact (361) 826-3300 at least 48 hours in advance. Upon request, this information can be available in larger print and/or in electronic format.

A. Call To Order

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

B. Roll Call

The meeting was called to order by Vice-Chair Roland Dominguez at 12:30 p.m.

C. Public Comment

D. Approval of Minutes and Action on Absences

1. [25-1633](#)

Adoption of Minutes - Regular Meeting September 17, 2025

Attachments: [Meeting Minutes Sept 17](#)

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

2. [25-1635](#)

Approval of Absences

Dr. Perkins was on vacation. Cardenas motioned to approve. Montalvo seconded the motion, and it passed unanimously.

Ronald Smith's decision on absence was tabled by Dominguez due to Committee Member's continued absence.

E. Committee Reports**F. Staff Reports****3. [25-1637](#)**

Director's Report

Director Kathleen Chapa provided an update to the Advisory Committee, focusing on facility enhancements, staffing efforts, FY 26 budget, and community outreach events.

Chapa reported the roof projects are complete, and the installation of the wash rack expected to be complete at the end of the month. The construction of Kennel Building 3 is scheduled to be completed in February, and the timeline remains on track, spanning 300 days across two project stages. Additionally, upgrades to the mechanical, electrical, and plumbing systems of the administration building are expected to start in January.

Regarding staffing, ACS currently has 15 vacancies and is actively working to fill these positions. Both the Veterinary Technician and Dispatcher roles have been filled through internal promotions. The Animal Care Lead will start on November 3rd, and the Supervisor position will begin on October 20th. Applications for the Adoption Counselor and Kennel Technician positions are being reviewed, with interviews scheduled for the following week. Recruitment for the Veterinarian and Director positions is still ongoing.

Chapa also provided updates on the city-approved budget. The \$250,000 allocated for the Spay and Neuter program is currently in the procurement process and the extra administrative position was created and will be posted for recruitment by the end of the month.

Chapa also listed the ACS Community Outreach Events. ACS held its 4th annual Trunk or Treat event, which attracted nearly 1,000 residents and resulted in 7 adoptions. ACS also participated in the National Night Out event at the Lindale Senior Center. On October 23rd, ACS will distribute information at Halloween with the Hooks. On October 31st, ACS will host an on-site event with waived adoption fees as part of the ASPCA Grant.

4. [25-1638](#)

Monthly Shelter Clinic Report

Assistant Director Cynthia Martinez presented the CCACS Advisory Committee Report for September 2025, which was automatically generated from Chameleon.

Dominguez pointed out an error in the report that mentioned "8 years" in the charts. Martinez clarified that this issue is being addressed by the Chameleon software staff. However, the numbers in the report are now more accurate. The current issue Chameleon is having is the report's formatting.

Dominguez also asked for clarification on the definition of "Failure to Quarantine" and questioned the number of sterilization orders issued. Martinez explained that "Failure to Quarantine" occurs when ACS is aware that an animal has bitten someone and broken skin, necessitating a quarantine. If the animal is not quarantined, it results in a citation. Regarding sterilization orders, Martinez noted that most of these are for animals being returned to their owners, and failure to have these animals sterilized within 30 days will also result in a citation. Martinez clarified that most animals adopted from ACS leave the facility already sterilized unless it is medically necessary for them to do otherwise.

Cardenas asked for clarification on cruelty cases. Martinez stated that animals involved in cruelty cases receive the same outcome options as other shelter animals. Once these animals are removed from their situations, they enter the shelter, receive medical attention, and are either placed with a rescue organization or made available for adoption or foster placement once they recover. The goal for handling cruelty cases is to provide these animals with a second chance a safe home.

Dominguez asked about the results for the one rabies tested euthanasia. Martinez mentioned that it came back negative.

Dominguez asked about the distemper rates. Martinez mentioned that it hasn't been as prominent in the community, but distemper does come in cycles and will most likely to ramp up in spring.

G. Unfinished Business

H. New Business for Discussion and Possible Action

5. [25-1631](#)

Recruitment for ACS Volunteer and Foster Program

Chapa spoke to the committee about becoming more involved in the shelter's activities as well as helping to promote animal care within the community.

Martinez proposed a referral program to create a healthy competition among the committee members, where those who recruit the most participants would receive a prize.

Chapa also mentioned that the volunteer coordinator is working on ramping up the Doggy Day Out program, which also offers an opportunity for involvement.

6. [25-1632](#)

Future Volunteer Opportunities for 2026

Looking ahead to future volunteer opportunities in 2026, Martinez suggested that the committee could volunteer, participate in on and off-site community events, or join the Doggy Day Out program to engage with the community.

I. Future Agenda Items

Next Scheduled Advisory Committee Meeting – November 19, 2025

J. Adjournment

Motion to adjourn at 1:02 p.m.