



Meeting Minutes - Final

Animal Care Advisory Committee

Wednesday, November 20, 2024

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 Jackie McCollough at 12:31p.m.

B. Roll Call

Roll was called, and a quorum was confirmed

Present: 6 - Chair Jarvis J. Amaya, Ronald Smith, Diana Cardenas, Jackie McCollough, Robert Perkins, and Roland Dominguez

Absent: 1 - Monica Montalvo

C. Public Comment

None

D. Approval of Minutes and Action on Absences

1. [24-1805](#) Adoption of Minutes-Regular meeting October 16th, 2024

Attachments: [MeetingMinutes31-Oct-2024-10-24-22 draft](#)

There was a motion to approve. The motion was seconded and passed unanimously.

2. [24-1806](#) Approval of Absences from October 16th, 2024
Jarvis Amaya, Jackie McCollough

Jarvis Amaya and Jackie McCollough. There was a motion to approve. The motion was seconded and passed unanimously

3. [24-1496](#) Approval of Absences from August 21st, 2024
Jarvis Amaya

There was a motion to approve. The motion was seconded and passed unanimously

E. Committee Reports

None

F. Staff Reports

4. [24-1807](#) Region 11 Zoonosis Report

Attachments: [Zoonosis June 2024](#)

Kathleen Chapa advised the Board the Zoonosis is the same as the previous month and a new one should be available in January 2025.

5. [24-1808](#) Monthly Shelter and Clinic Report

Ms. Chapa went over the CCACS Comparison Report. During the review of the number of "Kitten intakes" Ms. Cardenas inquired if these were all kittens that officers have brought in, Ms. Chapa explained that some were brought in by officer's others were brought in over the counter. While reviewing the intakes in the "other" for birds, Mr. Smith inquired on what kind of birds have we been getting, Ms. Chapa advised mostly parakeets and parrots. Mr. Dominguez inquired on the violations summary for 6-103(H) Failure to spay/neuter an adopted animal, on how CCACS knows that the spay/neuter was not completed. Ms. Chapa explained that the citizen is issued a Sterilization Order and allowed 30 days to provide proof, if proof isn't provided then a citation is issued. As Ms. Chapa went over the "length of stay" stats she explained to the Board that CCACS has received several mom dogs with puppies or pregnant dogs that had gave birth in the kennels, extending the length of stay average. Ms. McCollough inquired on the 1 Cruelty outcome for October, Ms. Chapa explained that the case was overturned in court and the dog was returned to its owner. Ms. McCollough inquired if the "kitten" stats were all just kittens or cats to as there is not a section for cats only dogs and kittens. Ms. Chapa apologized to the board as the reports are being updated. Ms. McCollough inquired about the bottle baby kittens, if we have fosters and if not if they are euthanized. Ms. Chapa advised that we have a foster program and most of our fosters are full, if CCACS is unable to find placement, then they are euthanized. Ms. Chapa advised CCACS hosted a class to teach citizens how to care for bottle babies in hopes of increasing fosters. Ms. McCollough inquired on the Pending and Dispatched boxes for calls for service. Ms. Chapa explained that a Pending call is a call pending completion in an Officers box and a Dispatched call is a call that a Officer is currently working on at the time the report was created. Ms. McCollough inquired on how the Average length of stay report is ran, Ms. Chapa explained it is based on how many and how long animals were in our care in that month. Ms. McCollough expressed her concern on the euthanasia numbers as she has seen the animals in question on Trello and does not believe the

medical or public safety reasons should result in euthanasia. Ms. Chapa explained that the animals in question are not listed as available for viewing if it is known at the time of intake that the animal will be euthanized due to being severely sick or injured and beyond the scope of treatment at CCACS and not having an isolation area to treat parvo or distemper. Ms. McCollough inquired if any effort is made when babies come in before they are euthanized. Ms. Chapa advised live release reaches out to rescues, fosters and at times staff will take them home. Ms. McCollough inquired about the number of adopted animals leaving without being sterilized as animals are sterilized at 8 weeks or 2 lbs. at her facility. Ms. Chapa advised she cannot speak on behalf of our vet's reasonings, and she is not at CCACS at this time, she is at a training. Ms. McCollough inquired if she could be available at the next meeting to discuss this matter or if they are just not being sterilized because there is not enough time to sterilize them all. Ms. Cardenas and Mr. Perkins inquired on vet students assisting in the clinic. Ms. Chapa advised that CCACS does have interns that come and assist in clinic but are unable to perform surgeries or other treatments without the presence of a licensed veterinarian.

G. Unfinished Business

None

H. New Business for Discussion and Possible Action

6. [24-1809](#) Discussion on The Annual Report for the city boards to be completed by January 31, 2024

Attachments: [2. Boards Committees and Commission Annual Report memo](#)

Board members were advised to discuss as a collective, send individual reports to chair Amaya and co-chair McCollough for the final submission. The Board asked for the input of CCACS of challenges faced to propose possible solutions. Mr. Peronel advised the city gate assessment results to give insight into the challenges and goals of CCACS. Mr. Dominguez added that the challenges of the city as a whole should be considered not just the shelter for the report.

I. Future Agenda Items

7. [24-1651](#) Next Scheduled Advisory Board: November 20th, 2024

Tour of CCACS with staff.
Discussion on input for the Annual Report.

J. Adjournment

The meeting was adjourned at 1:09p.m. All approved, and meeting was adjourned.