

City of Rowlett  
Regular Meeting  
Animal Shelter Advisory Board  
Tuesday, September 12, 2017  
City Hall Conference Room  
4000 Main Street, Rowlett, Texas 75088

Meeting Minutes

- I. Call to order.  
Dawna Carabajal called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:32 pm on Tuesday, September 12, 2017. The following members were present: Dawna Carabajal, Katherine Rinz, Deana Seigler, Stacy Gregoire, and Dr. McKelroy. City Staff present were: David Erickson, Maria Martinez, and Jackie Lozada.  
  
Member Monica Kizziar joined the meeting at 7:44pm.
- II. Consider approving minutes from May 9, 2017 meeting, June 27, 2017 Special meeting and July 18, 2017 City Council Joint meeting.  
The Minutes from May 9, 2017 meeting, June 27, 2017 Special meeting and July 18, 2017 City Council Joint meeting were passed out and board members were given time to review them. The Chairperson, Dawna Carabajal, opened the floor for comments or questions. Deana Seigler made a motion to approve minutes. Seconded by Dr. McKelroy. Motion passed.
- III. Update from Staff on Shelter Stats.  
Maria Martinez presented the shelter stats to the board (Attachment 1). There was an increase in Deaths at Shelter due to cat disease in August. At the August Adoption event, all animals were adopted apart from a bunny, a cat and a dog. Placement Rate is 95% for FY 2017 so far. Live Release Rate is 98%. All Euthanasia was medical in nature.
- IV. Update and discussion from Friends of Rowlett Animals (FRAs) from offsite adoption events.  
Dawna Carabajal reported that FRAS had several events – no onsite events.
- V. Update on amending chapter 6 “Registration” to follow rabies vaccinations 1 or 3 year.  
Maria informed the board that this item has passed. Maria will look into having an insert in the water bills to inform residents about this change.
- VI. Public Announcement  
Swearing in of new Council on September 13, 2017 at 5:30 pm.  
Staff changes - David Erickson is retiring and Matt Wheeler is leaving. Director of Development Services, Marc Kurbansade has resigned. As of October 1, 2017, Code Enforcement, Maria and Jackie will move from PD to 3901 Main St.  
Fall Festival at Covington’s on October 14, 2017 – no animals.  
Fall Festival at RCC on October 21, 2017 with animals.  
Adopt-a-thon October 14, 2017 (second Saturday) - tentative.  
Dallas is using mandatory microchipping instead of registration.

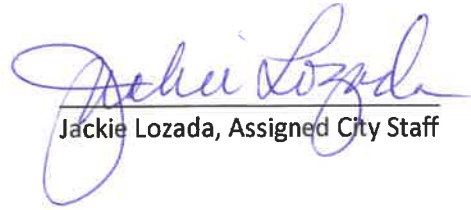
VII. Future Agenda Topics

Update from staff on shelter stats  
FRAS updates  
Orientation  
Swearing in

VIII. Adjournment

The Chair called for a Motion to adjourn. The Motion was made by Dr. McKelroy and seconded by Katherine Rinz. The motion passed. The meeting was adjourned at 7:54 pm.

  
Dawna Carabajal, Vice Chairperson

  
Jackie Lozada, Assigned City Staff

11/15/17  
Date Approved