



NOTICE OF A MEETING
Animal Shelter Advisory Committee
Friday, November 15, 2019 @ 12:00 p.m.
Brenham Police Department
1st Floor Conference Room
1800 Longwood Drive
Brenham, Texas

1. **Call Meeting to Order**
2. **Citizen and Visitor Comments**
3. **Discuss and Possibly Act Upon the Approval of the Minutes from the September 13, 2019 Regular Meeting**
4. **Discussion on Adopting a New Mission Statement for Brenham Animal Services**
5. **Discussion and Update on Completed and Pending Projects for Brenham Animal Services**
6. **Staff Updates**
 - **Administration**
 - **Animal Shelter & Control**

Staff Reports/Updates: Updates and/or reports from City Officials or City staff regarding items of community interest, including expression of thanks, congratulations or condolences; information regarding holiday schedules; honorary or salutary recognitions of public officials, public employees or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving threats to the public health and safety of people in the City that have arisen after the posting of the agenda.

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Animal Shelter Advisory Committee on Friday, November 15, 2019 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Tuesday, November 12, 2019 at 12:00 A.M./P.M.



Robin Hutchens
Animal Shelter Advisory Committee Liaison

Executive Sessions: The Animal Shelter Advisory Committee may convene in Executive Session to discuss matters authorized by the Texas Government Code, Chapter 551, including but not limited to: §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations. The City Attorney must be present for all Executive Session discussions.

Disability Access Statement: This meeting is wheelchair accessible. Accessible parking spaces are located in the parking lot. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested seventy-two (72) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Animal Shelter Advisory Committee was removed by me from the City Hall bulletin board on _____ at _____.

Signature



City of Brenham
Animal Services Advisory Board
Meeting Minutes - September 13, 2019

A regular meeting of the Animal Services Advisory Board was held on Friday, September 13, 2019, beginning at 12:00 pm at the Brenham Police Department, 1st Floor meeting room, 1800 Longwood Dr, Brenham TX 77833.

Members present:

Sally Blackie, Robert Davis, Allison Harper, Jerry Jares, Phyllis McMahon, Lee Panko and Susan Cantey (arrived at 12:50 pm)

Members absent:

None

Others present:

Police Chief Allwin Barrow, Captain Dant Lange and Deputy City Secretary I Kacey Weiss

Citizens present:

None

1. Call meeting to order

Chairperson Panko called the meeting to order.

2. Citizen and visitor comments

There were no visitors.

3. Discuss and Possibly Act Upon the Approval of the Minutes from the July 12, 2019 Regular Meeting

A motion was made by Board Member Davis and seconded by Board Member McMahon to approve the minutes.

Chairperson Panko called for a vote. The motion passed with the Board voting as follows:

Board	Yes	No	Abstain	Absent
Blackie, Sally	X			
Cantey, Susan				X
Davis, Robert	X			
Harper, Allison	X			
Jares, Jerry	X			
Lange, Dant	X			
McMahon, Phyllis	X			
Panko, Lee	X			

4. Discussion and Update on the Brenham Pet Adoption Center’s Participation in “Clear the Shelters” Nationwide Event held on August 17, 2019

Animal Services Manager Allison Harper stated that the event went well, and 40 animals were adopted. Harper noted that only two kittens and one dog were returned. Harper advised that there were 56 animals adopted at the event last year. Board Member Jares stated that many people came in the week before to adopt animals instead of waiting for the event. Board Member Davis asked what the ratio was of dogs and cats that were adopted, and Harper stated that it was about even.

Board Member McMahon inquired about the pet supply donation drive that was recently held at the Bank of Brenham. Harper stated that she had heard about the event, but was not aware of the details.

5. Discussion on Adopting a New Mission Statement for Brenham Animal Services

Board Member Davis explained that the current mission statement is inadequate. Davis asked staff what they believe their mission is now. Davis stated that he feels there are two parts of the statement and that includes the animal control part and an adoption part. Davis asked if there are issues with animal control. Captain Dant Lange stated that the city and county animal control issues are different. Lange advised that over population is a problem and more so for the county. Lange noted that they continue to educate the public and offer help. Lange also advised the Board that the City is the Rabies Control Authority for Washington County. Davis stated that he would like credibility to be given to animal control in the mission statement. Board Member McMahon advised that she would like to see wording included in the mission statement regarding education because the statement will be used when applying for grants, etc. Board Member Panko said that he would like to see a statement added about protecting the health and safety of people.

Board Member Davis explained that the community needs to understand how animal control and the adoption process work together and that everyone is working together to care for the animals. Board Member Davis stated that he would like for the statement to include information about volunteerism.

Board Member Davis suggested there needs to be a sub-committee of the Board to gather ideas and report to everyone. Chairperson Panko asked for volunteers. Board Member Davis and Board Member Blackie volunteered.

Board Member Blackie stated that she believes the statement should be brief and to the point.

Captain Lange stated that everyone should share their thoughts and suggestions with staff and staff would work together to prepare a statement and present it at the next meeting. Lange advised that at that time there would be more discussion and action could be taken if the statement is approved.

6. Discussion on the Interlocal Agreement Between the City of Brenham and Washington County for the Comprehensive Exchange of Services Related to Animal Control Services

Captain Lange gave a brief explanation of the agreement, which has been in effect for many years. Lange stated that in the agreement, the City and County each have certain things to do. Lange advised that the City does certain portions of animal services, but has been doing more than is written into the agreement.

Chief Barrow explained that about 60 percent of the animal calls are for the City and 40 percent are in the County. Barrow stated that most of the calls are received after hours and on weekends and therefore the City is having to pay staff over time. Barrow stated the City is having to pay for vaccinations, medications and vet bills for county animals. Barrow advised that the City has been doing more than agreed to in the interlocal agreement.

Board Member Davis questioned how this problem could be solved because people living in the County would continue to bring animals to the shelter and staff will accept them. Barrow explained that the City and County officials need to meet and agree on terms that are fair for all parties. Barrow noted that the County has been asked in past year to enact animal control ordinances, but they have elected not to do that.

Board Member Blackie questioned what other counties do and stated that perhaps pressure should be placed on the County to do what other counties do.

Chief Barrow stated that he anticipates there will be discussions between the County and City Manager to address the issue beginning in October or November.

7. Staff Updates

➤ Administration

Board Member Harper gave the Board Members a handout detailing shelter statistics for July and August.

Harper advised that City maintenance staff removed the failing PVC beds and staff would be using donations to purchase more beds.

Harper stated that the sally port has been completed. Harper also advised that staff has been getting more information regarding the specs for the shade structures before making any purchases.

Harper noted that the shelter is now fully staffed.

Harper advised that the next board meeting should be November 8th, but requested that it be re-scheduled to November 15th at noon due to Robin Hutchens just returning from maternity leave.

➤ **Animal Shelter & Control**

Captain Lange stated that staff has purchased a 40-foot shipping container that would be used for storing supplies. Lange noted that it would be placed behind the fenced in area.

Board Member Blackie discussed the vaccine protocol at the shelter regarding booster vaccinations. Board Member Harper stated that the shelter does vaccines every two to three weeks.

The meeting was adjourned.

Lee Panko
Chairperson

Kacey A. Weiss
Deputy City Secretary I

DRAFT



To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Mission Statement

Date: November 12, 2019

In the last two Advisory Board meetings it has been discussed to update the originating Mission Statement for Brenham Animal Services. This agenda item will allow all board members to further discuss how they believe the Mission Statement should read.

“The mission of the City of Brenham Animal Services Department is to provide temporary housing for animals waiting for adoption into their forever homes, and to provide Animal Control Services to the City of Brenham.

The City of Brenham Animal Services Department is an open-admittance shelter serving residents in the City of Brenham and Washington County, Texas. Every year, approximately 1,600 animals come through our shelter doors. Many are infirm, ill-treated, injured, very young or elderly. Some have never known the security of a home, while others have lost the only home they've ever known. We accept any animal, regardless of age, species, condition, circumstance or behavioral issues.”



To: Brenham Animal Services Advisory Board

From: Robin Hutchens, Animal Services Specialist

Subject: Completed and Upcoming Projects

Date: November 8, 2019

Over the last year Animal Services staff have completed several projects to upgrade operations, provide comfortable housing for animals, and to assist the staff and volunteers in performing their duties. During this meeting we will discuss in detail completed project such as:

- Enrichment wall in cat room
- Storage container off the Animal Control side of the building
- Commercial Washer and Dryer
- Kuranda Beds

Additionally, there are several projects currently being worked on including:

- Additional Staffing
- Shade Structures
- Commercial Dishwasher