



# Animal Shelter Advisory Board

## **Minutes**

### **Regular Meeting**

**November 5, 2025 – 6:00 pm**

**Wylie Municipal Complex – Council Chambers**

**300 Country Club Road, Bldg. 100**

**Wylie, TX 75098**

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

Amber Porter called to order the Animal Shelter Advisory Board meeting at 6:13 p.m. Board members present Amber Porter, Shelia Patton, Susan Cranford, Michael Schwerin, and Priscilla Muhoho. Todd Pickens and Tracy Vu were absent. Quorum is present.

### **INVOCATION**

The invocation was given by Todd Pickens.

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

### **REGULAR AGENDA**

- 1. Consider and act upon the Animal Shelter Advisory Board minutes of August 13, 2025.**

#### **Board Action**

A motion was made by Michael Schwerin to accept the Animal Shelter Advisory Board minutes of August 13, 2025, as presented. Susan Cranford seconded to accept the Animal Shelter Advisory Board minutes of August 13, 2025, as presented. A vote was taken, and the motion passed unanimously.

- 2. Consider and place on file the 2025 third-quarter statistical information for shelter operations.**

#### **Board Action**

A motion was made by Michael Schwerin to accept the third-quarter statistical information for shelter operations. Susan Cranford seconded to accept the third-quarter statistical information for shelter operations. A vote was taken, and the motion passed unanimously.

## **WORK SESSION**

---

### **WS1. Discuss future facility needs.**

Amber Porter asked Shelia Patton about the statistics she requested. Shelia Patton stated that she is working on gathering the numbers. She also stated that the shelter is open six days a week with five Animal Services Officers. We require a minimum of three officers to be on duty every day. One officer is also on call 24/7 for emergency call-outs. The shelter offers a quarterly vaccination clinic on Saturdays from 10:00 a.m. to 12:00 p.m. The staff is stretched thin, but they continue to provide excellent customer service to our citizens. The recent renovations to the shelter were a band-aid; we need more space for volunteers and for the animals to be separated into available, intake, and sick. The shelter also needs to be inviting and visible. Shelia also stated that she has created a bond presentation for the City Council, but she would like to submit it for the next meeting to get feedback from the board.

Amber Porter stated that the statistics we have don't show that we are struggling with the current shelter situation. That is why she requests the different statistics.

Shelia Patton responded that we work hard to keep our euthanasia rate down, and because of that, rescues don't pull from us because they prefer to pull from places with high euthanasia rates.

Michael Schwerin asked if we could obtain statistics from 5 or 10 years ago to demonstrate growth.

Shelia Patton responded that we intake at our max every year, so the numbers are very consistent from year to year.

Michael Schwerin then asked about our call volume.

Shelia Patton stated that yes, she could get a report made.

Susan Cranford stated that the current shelter is creating a customer service issue because of how squeezed it is. She believes that with a new shelter fit for our needs, we would be able to provide even better customer service.

## **ADJOURNMENT**

Motion was made by Susan Cranford and seconded by Michael Schwerin to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 7:25 p.m.

---

**ASAB Chair**

**ATTEST:**

---

**Chris Marren, ASAB member**