



Animal Shelter Advisory Board

Minutes

Regular Meeting

May 13, 2026 – 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 6:04 p.m. Board members present Amber Porter, Chris Marren, Susan Cranford, Todd Pickens, Michael Schwerin, and Priscilla Muhoho. Tracy Vu was absent. Quorum is present.

INVOCATION

The invocation was given by Michael Schwerin.

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 November 6, 2025.**

Board Action

A motion was made by Susan Cranford to accept the Animal Shelter Advisory Board minutes of February 11, 2026, as presented. Todd Pickens seconded to accept the Animal Shelter Advisory Board minutes of February 11, 2026, as presented. A vote was taken, and the motion passed unanimously.

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

Board Action

A motion was made by Susan Cranford to accept the 2026 first-quarter statistical information for shelter operations. Michael Schwerin seconded to accept the 2026 first-quarter statistical information for shelter operations. A vote was taken, and the motion passed unanimously.

3. Consider and act upon the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure.

Board Action

A motion was made by Michael Schwerin to accept the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure. Susan Cranford seconded to accept 2026 Animal Shelter Advisory Board Bylaws and Rules of Procedure. A vote was taken, and the motion passed unanimously.

4. Consider and act upon the Memorandum of Understanding with Friends of Rescue Animals.

Board Action

A motion was made by Susan Cranford to accept the Memorandum of Understanding with Friends of Rescue Animals. Michael Schwerin seconded to accept the Memorandum of Understanding with Friends of Rescue Animals.

WORK SESSION

- WS1. Discuss an SOP for the Interlocal Cooperation Agreement with Collin College.**

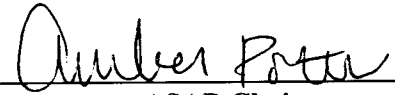
Chris Marren presented the proposed Standard Operating Procedures for the Collin College program in partnership with Animal Services. The board reviewed the SOP and recommended adding language establishing limits on the number of different skills that may be performed on an individual animal, as well as including additional language on the number of times a skill can be repeated on an individual animal. The board indicated that, with these revisions incorporated into the SOP, they believe the Interlocal Cooperation Agreement would provide a beneficial partnership for Animal Services.

- WS2. Discuss a partnership with Adopt My Heart. They provide adopters with heartworm treatment.**

Chris Marren introduced Allison Roberts from Adopt My Heart to help discuss a partnership with Animal Services. Allison explained how the agreement would work. Adopt My Heart would provide heartworm treatment for animals adopted from the Animal Shelter. The board recommended that we pursue this program because they believe it is a positive resource.

ADJOURNMENT

Motion was made by Todd Pickens and seconded by Susan Cranford to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 7:44 p.m.


ASAB Chair

ATTEST: 
Chris Marren, ASAB member