



Animal Shelter Advisory Board

Minutes

Regular Meeting

March 12, 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 6:05 p.m. Board members present Amber Porter, Shelia Patton, Susan Cranford, Laurie Black, Joe Webb, and Dr. Priscilla Muhoho (6:14). Jeff Forrester was absent. Quorum is present.

INVOCATION

The invocation was given by Jeff Forrester.

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 an Animal Shelter Advisory Board minutes of October 9, 2024. (ASAB Chair)**

Board Action

A motion was made by Joe Webb to accept the Animal Shelter Advisory Board minutes of October 9, 2024, as presented. Laurie Black seconded to accept the Animal Shelter Advisory Board minutes of October 9, 2024, as presented. A vote was taken, and the motion passed unanimously.

- 2. Consider and place on file the 2024 fourth-quarter statistical information for shelter operations. (ASAB Chair)**

Board Action

A motion was made by Joe Webb to accept the fourth-quarter statistical information for shelter operations, as presented. Susan Cranford seconded to accept the fourth-quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

3. **Consider and place on file the 2024 statistical information for shelter operations. (ASAB Chair)**

Board Action

A motion was made by Joe Webb to accept the 2024 statistical information for shelter operations, as presented. Laurie Black seconded to accept the 2024 statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

4. **Consider and place on file the attached 2024 Texas Department of State Health Services (Texas DSHS) Inspection of Rabies Quarantine Facility completed November 13, 2024. (ASAB Chair)**

Board Action

A motion was made by Joe Webb to accept the attached 2024 Texas DSHS inspection of rabies quarantine facility, as presented. Susan Cranford seconded to accept the attached 2024 Texas DSHS inspection of rabies quarantine facility, as presented. A vote was taken, and the motion passed unanimously.

5. **Consider and place on file the attached 2024 Veterinarian Inspection of Rabies Quarantine Facility completed December 12, 2024. (ASAB Chair)**

Board Action

A motion was made by Joe Webb to accept the attached 2024 Veterinarian inspection of rabies quarantine facility, as presented. Laurie Black seconded to accept the attached 2024 Veterinarian inspection of rabies quarantine facility, as presented. A vote was taken, and the motion passed unanimously.

Board member Dr. Priscilla Muhoho took her seat at the dias at 6:14 pm.

WORK SESSION

WS1. Update on the status of the animal shelter renovation project.

Shelia Patton stated that phase 1 of the renovation project was completed on 3/3/25, and phase 2 has started. The renovation was to address some of our immediate needs. Phase 1 was about office space, bathrooms, a medical room, a quarantine room, an intake room, floors, and a hallway. Phase 2 will be about making the cat rooms more inviting, adding two isolation rooms and a TNR area. We are also trying to get cat condos for the cat rooms. We are hoping to have Phase 2 completed by 4/1/25.

Joe Webb stated that he commends the staff for the work that they have done throughout the renovation. He also asked if we could have an open house after the renovation has been completed.

Shelia Patton stated that, yes, we could plan a special event on the first Saturday after the renovation. She also wants the public to understand that most of the work done with the renovation is in areas that the public doesn't have access to, such as the intake room, medical room, quarantine room, and office spaces.

Joe Webb then asked if we could do a video of the areas.

Shelia Patton said that we could, and she liked that idea.

Amber Porter then stated that she thinks this is important because the public pointed out the quarantine room and areas for sick animals as areas that needed improvement. She also said that maybe the video could be played during a shot clinic and put on our social media.

Shelia Patton said that, yes, we could consider doing that. She would also like to thank everyone for working with us during the renovations.

Susan Cranford asked if the change order was for the fire and safety plan.

Shelia Patton stated that it wasn't. The change order was for a change in work surface material and electrical work for the outside of the quarantine room.

ADJOURNMENT

Motion was made by Susan Cranford and seconded by Shelia Patton to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:42 p.m.

ASAB Chair

ATTEST:

Shelia Patton, ASAB member