



## Minutes

### Animal Services Advisory and Appeals Board

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Tuesday, August 13, 2019

5:30 PM

821 S. Coppel Rd.

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**Dr. Reid Garfield**

**Jennifer Holmes**

**Adam Metz**

Also present were Animal Services Manager Charlene Lovato and Secretary Nina Williams.

The Animal Services Advisory and Appeals Board of the City of Coppel, Texas, met in the Conference Room at 821 S. Coppel Road on August 13, 2019, at 5:39 p.m.

The purpose of this meeting is to consider the following items:

**Regular Session (Open to the Public)**

**1. Call To Order**

Animal Services Manager Charlene Lovato called the meeting to order at 5:39 p.m.

**Present:** Dr. Reid Garfield and Adam Metz

**Absent:** Jennifer Holmes

**2. Citizens' Appearance**

No citizens signed up to speak.

**3. Consider approval of the minutes: March 26, 2019.**

A motion was made by Dr. Reid Garfield, seconded by Adam Metz, that the Minutes from March 26, 2019, meeting be approved. The motion passed by an unanimous vote.

**4. Discussion of hiring and progress of new and promoted staff.**

Tanesha Riggins was promoted to Supervisor position and Erika Laque was promoted to ACO position and Fawn DeRita was hired for the Kennel Tech position.

5. Discussion regarding City of Grapevine Animal Services agreement.
- Grapevine Animal Services will tentatively be moving to Coppell Animal Services Shelter on September 3rd during the rebuild of their shelter for possibly 14 months.
6. Update on volunteer program.
- The Volunteer Program is now open to citizens 18 years and older. Please visit [coppelltx.gov](http://coppelltx.gov) for more information.
7. Discussion regarding hours of operation change.
- Shelter hours will be changing effective September 2, 2019. Saturday hours will be extended from 9 a.m. to 5 p.m. and Sunday hours will be 1 p.m. to 5 p.m. Monday through Friday will remain 9 a.m. to 5 p.m.
8. Discussion regarding implementation of new animal services software.
- New Animal Services software PetPoint was installed, and now activated, to replace old ShelterPro software.
9. **Adjournment**
- Adournment was made by Charlene Lovato at 5:49 p.m.

ATTEST:

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Charlene Lovato, Animal Services Manager

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Nina Williams, Board Secretary