

**City of San Antonio**  
**Animal Care Services Advisory Board**  
**Meeting Minutes**

Wednesday, September 21, 2022, 5:55 PM  
4710 State Hwy 151, San Antonio, Texas, 78227

**I. Call to Order:**

Board Chair Braeutigam called the meeting to order at 6:04 p.m.

**II. Roll Call:**

**Present:** Cynthia Cox (Dist. 1), Lorena Havill (Dist. 2), George Garcia (Dist. 3), Rita Braeutigam - Chair (Dist. 4), Karen Speer - Secretary (Dist. 5), Valerie Moore (Dist. 7), Susan Beldon -Vice Chair (Dist. 9), Sallie Scott (District 10), Amin Tohmaz (Mayor)  
Ex-Officio Member: David McCary, Shannon Sims

**Absent:** Kathleen Davis (Dist. 6), Katie Jarl (Dist. 8),  
Ex-Officio Members: Dr. Marilyn Gotbeter

**III. Chair's Statement**

**IV. Director's Report**

ACS Director Shannon Sims discussed the first ever staff retreat to be held on September 28, 2022. Sims discussed the next Animal Care Office graduation on December 2, 2022, Request for Applications for rescue incentive program, and outreach to private veterinary clinics.

**V. Consent Agenda:**

1. Approval of the minutes from the Animal Care Services Advisory Board meeting on August 12, 2022.
2. Approval of the ACS Advisory Board Statistical Reports for August 2022.
3. Approval of the ACS Advisory Board Contracts Performance Report.
4. Approval of the ACS Advisory Board Facility Inspections.
5. Approval of the Fiscal Year 2023 Facility Inspection Schedule.
6. Minutes Amendment from March 16, 2022.

Scott pulled item number 4 Approval of the ACS Advisory Board Facility Inspections.

Garcia pulled item 5 Approval of the Fiscal Year 2023 Facility Inspection Schedule.

Havill pulled item 6 Minutes Amendment from March 16, 2022.

**Motion:** Valerie Moore moved to approve the Consent Agenda.  
George Garcia seconded the motion.

**Vote:** Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:** **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

## **VI. Items for Individual Consideration**

Item 4 of the Consent Agenda, ACS Advisory Board Facility Inspections, was pulled for individual discussion. The Board discussed a concern about a leak in the ceiling at the Brackenridge clinic.

**Motion:** Valerie Moore moved to approve the ACS Facility Inspections. Sallie Scott seconded the motion.

**Vote:** Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

Item 5 of the Consent Agenda, Fiscal Year 2023 Facility Inspection Schedule, was pulled for individual consideration and discussion. The Board discussed facility inspections and assigning locations closer to where Board members live.

**Motion:** Valerie Moore moved to approve the November 2022 Inspection Schedule and re-evaluate the remainder of the schedule at the next Board meeting. George Garcia seconded the motion.

**Vote:** Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:**        **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

Item 6 of the Consent Agenda, Minutes Amendment from March 16, 2022, was pulled for individual discussion. Board member Havill asked for clarification on why the minutes were amended.

**Motion:**        Valerie Moore moved to approve the amended March 16, 2022 minutes. George Garcia seconded the motion.

**Vote:**            Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:**        **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

Item 7 is the nomination and election of the Animal Care Services Advisory Board officers.

Animal Care Services Advisory Board Chair nomination and election.

**Motion:**        Sallie Scott moved to nominate Rita Braeutigam as the ACS Advisory Board Chair. Valerie Moore seconded the motion.

**Vote:**            Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:**        **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

Animal Care Services Advisory Board Vice Chair nomination and election.

**Motion:**        Valerie Moore moved to nominate Susan Beldon as the ACS Advisory Board Vice Chair. Amin Tohmaz seconded the motion.

**Vote:** Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:** **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

Animal Care Services Advisory Board Secretary nomination and election.

**Motion:** Valerie Moore moved to nominate Karen Speer as the ACS Advisory Board Secretary. George Garcia seconded the motion.

**Vote:** Ayes: Cox, Havill, Garcia, Braeutigam, Speer, Moore, Beldon, Scott, Tohmaz

Nays: None

Abstain: None

Absent: Davis, Jarl

**Action:** **MOTION PASSED WITH 9 AYES, 0 NAY, 0 ABSTAIN, AND 2 ABSENT.**

7. A Briefing of the Community Animal Support and Assistance Program.

Assistant Director Brad Davenport presented an overview of the development of the Community Animal Support and Assistance (CASA) program and planned initiatives for FY 2023.

8. A Recap of ACS Advisory Board Retreat and an update on the new ACS Strategic Plan.

Director Shannon Sims presented results of the Advisory Board retreat held on August 12, 2022. The Board discussed the results and provided additional details on results.

**VII. Public Comment**

- a. Vicki Steerman discussed the Strategic Plan Survey and backyard breeding. Steerman also expressed her support for registering microchips, advocate forums and livability in San Antonio.

- b. John Bachman made comments about wanting to see a plan that includes “no kill” of healthy, treatable animals and more spay/neuter services.

#### **VIII. Determination of Next Meeting Date**

The next ACS Advisory Board meeting was scheduled for November 16, 2022.

#### **IX. Adjournment**

The meeting adjourned at 7:50 p.m.

**APPROVED**

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Rita Braeutigam, Chair  
Animal Care Services Advisory Board  
City of San Antonio