

**ANIMAL SHELTER ADVISORY COMMITTEE MEETING  
CITY OF RHINELANDER**

**MONDAY, MARCH 14, 2011 3:30 PM CITY HALL**

**Chairperson Karla Ortman**

**Minutes**

**I. Call to Order and Roll Call**

**Members Present:** Ortman, Ring, Gleason, Freudenberg, Paulsen, Mayor Johns & Reklau via conference call.

**Members Absent:** Lofquist, Johnson and Bell

**Others Present:** Lisa Kuczmariski

**II. Review of Past Meeting Minutes**

There were no minutes presented, as this is the first meeting of the Animal Shelter Advisory Committee.

**III. Departmental Report:**

**A. Animal Shelter – Gunder Paulsen**

Paulsen handed out the February 2011 Animal Shelter report and explained its contents. He noted this report is given monthly to the Committee.

There was discussion regarding recent animal hoarding cases. Ortman stated the committee could consider getting information from other shelters on how they deal with animal hoarding cases. Ortman asked if cats were currently being kept in carry cages. Paulsen stated that recent cat adoptions have freed up standard cat cages so that they currently did not have any cats being kept in carry cages.

Ortman asked if volunteers were trained on how to handle dogs and cats and what signs to look for in regards to defensive behaviors. Ortman also asked if volunteers had first aid training for people as well as pets. Paulsen stated that currently the volunteers were not trained, but would like to implement a program that provides necessary training.

Paulsen explained the contract with Headwaters, Inc. to staff kennel cleaners and asked for input from the committee on whether to continue that contract or consider increasing the hours of a current shelter employee. Paulsen explained that the shelter employee is more broadly trained and provides more flexibility than the Headwaters staff. The committee agreed that Paulsen should do what is best from both a staffing and financial perspective.

**IV. Unfinished Business:**

None

**V. New Business:**

A. Nomination and Appointment of Committee Secretary

Nancy Reklau was nominated and appointed as Secretary for the committee.

B. Discuss Role and Expectations for the Committee

Mayor Johns gave a brief overview of what the committee is expected to do, stating that RASAC is replacing the PPP Committee on oversight of the RAS.

C. Walking Familiarization Tour of Animal Shelter

The teleconference portion of the meeting with Reklau ended to allow the Committee to travel to the Animal Shelter. The Committee toured the facility and asked Paulsen questions regarding its operation.

Ortman, Ring, Paulsen and Kuczmarski discussed volunteer training. Ortman stated she would like to see progressive levels of training made mandatory for all volunteers. She felt this would allow the volunteers to train and work with the animals at the level they felt most comfortable with. Ortman also wanted to review the intake procedure at upcoming meetings.

**VI. Matters of Emergency / Informational Nature**

Ortman reported on her research regarding the resurrection of the Oneida County Human Society.

**VII. Consideration of Bills & Claims**

The expenses for the RAS were presented to the Committee for review. A motion to approve was made and seconded. Motion carried.

**VIII. Future Agenda Requests / Next Meeting Date**

Future Agenda items will include:

Update on Oneida County Humane Society Status

Discuss/Approve Volunteer policies, procedures and waiver forms.

Discuss Staffing needs at Shelter

Review Updated Job Descriptions for Jacquelyn Morrill and Gunder Paulsen

The next meeting will be held on Monday April 4, 2011 at 4:00 pm at City Hall.

**IX. Adjournment**

**MOTION MADE BY JOHNS, SECONDED BY GLEASON TO ADJOURN THE MEETING OF THE RHINELANDER ANIMAL SHELTER ADVISORY COMMITTEE AT 5:30 PM. ALL AYES, 0 NAY; MOTION CARRIED.**

Minutes Respectfully Submitted by: N. REKLAU

Minutes Authorized and Received by: K. ORTMAN