

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

**THURSDAY, APRIL 7, 2011 4:00 PM CITY HALL
Chairperson Karla Ortman**

Minutes

I. Call to Order and Roll Call

Members Present: Ortman, Ring, Gleason, Paulsen, Bell, Lofquist and Johnson.

Members Absent: Mayor Johns, Reklau and Freudenberg

Others Present; Semmerling, Swartout, Beard and Kazda

II. Review of Past Meeting Minutes

**MOTION BY GLEASON, SECOND BY LOFTQUIST TO APPROVE THE
MINUES OF THE MARCH 14, 2011 MEETING. ALL AYE, 0 NAY; MOTION
CARRIED.**

III. Departmental Report:

A. Animal Shelter – Gunder Paulsen

Paulsen gave the March 2011 Animal Shelter report and explained its contents.

The question was asked whether the fees listed in the report included both adoptions and donations. It was determined that it combined the two. Bell asked to have a separate line item listed for donations vs. fees.

IV. Unfinished Business:

A. Discuss Role and Expectations of the Committee – *Bill Bell, City Administrator*

Introduction of committee members and staff were made. Karla Ortman represents The Fix Is In, a spay and neuter program; Angela Ring represents animal rescue and was involved with the formation of the Forest County Humane Society; John Johnson Jr. is an attorney and investigator for the State Public Defender's office; Gleason is an Alderperson that represents Rhinelander's 8th District; Lofquist is owner of TLC Dog Training and an animal behavioralist; Semmerling and Swartout are current Animal Shelter employees; Beard is a longtime volunteer at the shelter and Kazda volunteers for The Fix Is In and is the current president of the Oneida County Humane Society.

The committee discussed how volunteers are trained and scheduled for work at the Rhinelander Animal Shelter. It was concluded that there is no formal training program.

Ortman stated the Committee needs to develop and implement a formal training program to make sure volunteers are trained properly and consistently. This will ensure the health and safety of the animals, the volunteers and visitors.

Ortman suggested a "Volunteer Coordinator" position may need to be created. This will allow all scheduling to be handled through one person. It will garner the respect

and long term commitment of volunteers and the community if one person is responsible for scheduling volunteer times and addressing volunteer needs.

Developing a Volunteer Calendar was discussed.

V. New Business:

A. Discuss development of volunteer policies and procedures

It was agreed that Bell would bring the current job descriptions for the shelter employees to the next meeting for review. Discussion will continue at the next meeting in regards to developing job descriptions for volunteers.

B. Discuss and schedule session to review current RAS policies and procedures – track animal from intake to placement

A special meeting will be held on April 13th, 2011 from 5:30 – 7:30 pm to discuss current RAS policies. All RAS staff will be invited to attend and participate in this discussion. The meeting will be held in the Council Chambers.

C. Hand outs for future consideration:

- I Act 90 & ATCP 16 Fact Sheet
- II Asilomar Accords
- III Green County Humane Society Animal Report

Items listed above were given to all committee members for review. Ortman detailed each item briefly and asked that they be discussed in detail at a future meeting.

VI. Matters of Emergency / Informational Nature

It was agreed that Bell and Paulsen would inspect the RAS building and list areas for improvement such as the roof, kennels etc.

VII. Consideration of Bills & Claims

The expenses for the RAS were presented to the Committee for review.

VIII. Future Agenda Requests / Next Meeting Date

Discuss Current Operational systems at the RAS.
Job Descriptions
ATCP 16 & Act 90
Volunteer Policies

The next meeting will be held on Tuesday May 10, 2011 at 4:00 pm at City Hall.

IX. Adjournment

MOTION MADE BY GLEASON, SECONDED BY JOHNSON TO ADJOURN THE MEETING OF THE RHINELANDER ANIMAL SHELTER ADVISORY COMMITTEE. ALL AYES, 0 NAY; MOTION CARRIED.

Minutes Respectfully Submitted by: W. BELL

Minutes Authorized and Received by: K. ORTMAN