

JENNINGS COUNTY ANIMAL CONTROL BOARD

REGULAR MEETING MINUTES

JENNINGS COUNTY HUMAN RESOURCES OFFICE

August 20th, 2024 @ 9:00am

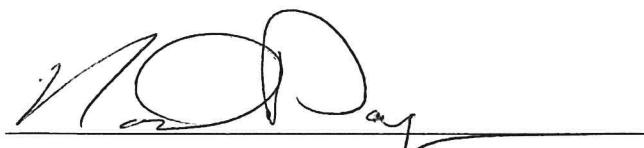
The meeting was called to order at 9:00am.

Board Members in attendance: Nad Day, Trent Wisner, Mark Smith, Dave Woodall, and Tara Thormin. ACO1, ACO2, and full-time kennel technician were in attendance.

Introduction: Meeting was opened by Day. Minutes were signed from July 30th, 2024, motion for approval carried unanimously made by Wisner and seconded by Woodall.

Drawings of floor plans for potential new building was discussed, pole barn style is ideal. Current building could be used for intake / administration. Suggestion of possible design / build, along with general specs and scope of work to be further discussed. Board to discuss credit card machines with treasurer and auditor. Part time kennel technician hiring process to continue. Board asked each employee for any feedback or comments regarding their work and offered assistance to each in whatever necessary. ACO2 stated she enjoys her new job. Woodall to discuss with sheriff's department regarding dash cams along with discussing with EMS regarding the use of one of their old ambulances. Woodall makes the motion to get rid of ford truck at animal control per Alex Zimmerman's direction. Day seconded; motion carried 5-0. Matern has looked into other animal management systems such as Chameleon, also stated there are more inclusions in the Animal Shelter Manager which costs around \$350 a year. Matern stated she is catching up on her clerical work. Board asked all employees what the maximum number of cats that can be held is, employees stated 22 cats is the limit. Woodall to follow up with cost to split cat room as all cats are together. Woodall to instruct completion of construction in cat room as soon as possible. Wisner made the motion to pay up to \$1,000 for stand alone kennels to hold dogs during construction, Thormin seconded. Motion carried 5-0. Thormin to continue communication with local vet offices in partnerships with animal control. Thormin to follow up with board regarding the potential of vets offering vaccines and spay/neuter of some cats in the facility.

Day made the motion to adjourn, Woodall seconded. Motion carried 5-0.



Nad Day, Animal Control Board President



Trent Wisner, Animal Control Board Vice President



Tara Thormin, Animal Control Board Secretary

Dave Woodall, Animal Control Board Member



Mark Smith, Animal Control Board Member

JENNINGS COUNTY ANIMAL CONTROL BOARD

REGULAR MEETING MINUTES

JENNINGS COUNTY GOVERNMENT BUILDING

September 17th, 2024 @ 9:00am

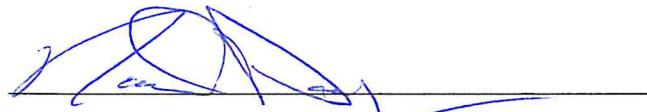
The meeting was called to order at 9:00am.

Board Members in attendance: Nad Day, Trent Wisner, Mark Smith, Tara Thormin, and Department Head / ACO1, Michelle Matern. Missing Dave Woodall.

Introduction: Meeting was opened by Day. Minutes were signed from August 20th, 2024, motion for approval carried 4-0 made by Thormin and seconded by Wisner.

Wisner made the motion to approve new cameras for the shelter out of non-reverting fund, Day seconded, motion carried 4-0. Matern stated old hardware in cameras went out, Smith clarified that new and old cameras are now up to par. Day stated the county may consider using county garage for new animal control building. Thormin to contact auditor and treasurer regarding credit card machines. Matern to call Matt Owens to set up kennels in outside barn area at facility for dogs to stay in during 7-day construction. Board to follow up with Woodall in regard to dash cams and radios to come from Sheriff's office. Liability to be discussed regarding volunteer transports in new ambulance donated to animal control by EMS. Matern has been going through training videos via shelter manager, pet finder, and adopt-a-pet. Wisner suggested doing real time data entry using WIFI based surface pro / laptop. Wisner made the motion for Matern to transfer funding for surface pro up to \$1,000 out of office line item. Thormin seconded. Further discussion of second surface pro for ACO2 to be discussed. Matern stated she was almost finished entering run logs into shelter manager system. Board discusses how non-reverting fund will grow as ACO2 begins fining/citing public as they violate ordinances. Day suggested partnership with Sheriff's office and City to go with ACO1/ACO2 on runs to write citations / blitz one area. Board discusses how roughly \$3,000 runs the shelter monthly, this includes utilities, fuel for vehicles, etc. Overall budget is half per capita. Volunteers ask for basic donations of supplies. New budget to be further discussed as budgets are adopted in September / October. Matern to have ACO2 on her own the first or seconded week in October. Community members can call shelter to set up appointments as ACO2 may be on runs during "after hours". Board to set meeting to further discuss ordinance changes regarding impound fees and euthanasia. Matern to look into partnerships with microchipping.

Day made the motion to adjourn, Smith seconded. Motion carried 4-0.



Nad Day, Animal Control Board President



Trent Wisner, Animal Control Board Vice President



Tara Thormin, Animal Control Board Secretary



Dave Woodall, Animal Control Board Member

Mark Smith, Animal Control Board Member