

ANIMAL CONTROL AD HOC COMMITTEE  
**DRAFT - MEETING MINUTES**  
Thursday, August 3, 2023 – 12:00 p.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: John Kozlowski, Chair  
Brenda Fournier  
Burt Francisco  
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Sheriff Erik Smith  
Michelle Reid, Animal Control Officer

**CALL TO ORDER**

Chair John Kozlowski called the meeting to order at 12:00 p.m.

**INFORMATION ITEM:** Sheriff Erik Smith presented the Animal Control Intake Policy for the Committee to review. Corrections and changes to the policy were discussed. Sheriff Smith will make the necessary updates and send out a new draft to the Committee before the next meeting for approval.

**INFORMATION ITEM:** Sheriff Smith presented the Animal Control Cleaning Policy for the Committee to review. Corrections and changes to the policy were discussed. Sheriff Smith will make the necessary updates and send out a new draft to the Committee before the next meeting for approval.

**INFORMATION ITEM:** Discussion was made on which policies the Committee would like to see addressed first. Commissioner Francisco recommended combining a few of the policies together.

**INFORMATION ITEM:** Discussion was made on current staffing for Animal Control. Sheriff Smith reported 3 staff members resigned within a week of each other. Animal Control Officer Michelle Reid has been doing the work herself since their departure, but they now have 3 new staff members to train. Animal Control also has help from several people assigned by the Drug Court and Juvenile Division.

**OTHER DISCUSSION**

The Committee will start meeting on the first Thursday of the month beginning at noon.

Deputy Reid will begin bringing her monthly Animal Control Report to this Committee instead of the Courts & Public Safety Committee.

**\*Next Meeting: Thursday, September 7, 2023 at 12:00 p.m. in Howard Male Conference Room**

ADJOURNMENT

Motion was made by Commissioner Francisco and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 1:15 p.m.

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John Kozlowski, Chairman

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Kimberly MacArthur, Board Assistant

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