



Wednesday, July 25, 2018 at 8:30AM

MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:34a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Matt Kellogg	ABSENT		
Matthew Prochaska	Here		
John Purcell	ABSENT		

With three members present, a quorum was established to conduct committee business.

Others present: Laura Pawson

Approval of Agenda – Motion made by Member Cullick to approve the agenda, second by Member Prochaska. **With members in agreement, the motion carried by a vote of 4-0.**

Approval of Minutes – Motion made by Member Prochaska to approve the minutes from May 23, 2018, second by Member Cullick. **With four members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Report – Laura Pawson reviewed the census report with the committee. Written report provided.

MAY

Available Dogs for Adoption: 3

Available Cats for Adoption: 7

Bite Report – Total: 29 (2 cats, 27 dogs)

Events/News

Pet Supplies Plus Adoption Event
 Tuesday, August 14 Volunteer Orientation
 Weekly “Pet of the Week” ad in Shaw Media Newspaper

JUNE

Available Dogs for Adoption: 3

Available Cats for Adoption: 7

Bite Report – Total: 18 (1 cat, 17 dogs)

Visitors viewing animals - 76

Operations Report – Written report provided. Ms. Pawson reported the liability waiver system is working well. Ms. Pawson also reported that they are again short-handed due to an employee returning to college. The committee suggested posting the ad in local colleges and veterinary schools as a paid internship.

Ms. Pawson also reported on a new Rabies Certificate software program “Shelter Manager” that she is testing that could replace PetPoint, the current system they are using. Pawson is researching various vendors for microchips, scanners, etc. and working with Technology Services on other options.

Accounting Report - Written report provided. Ms. Pawson reported that Rabies Tag sales are increasing, and one of the Kennel Techs has concentrated on sending out reminder letters to citizens which has helped in keeping animals current with tags.

Ms. Pawson stated that donations normally increase toward the end of the year, and so she anticipates that will continue this year. Ms. Pawson also stated that they did go over on the training budget line due to her required training at Waubensee.

Old Business

Discussion on Animal Control Office Trailer – Discussion on maintenance of the trailer, that the leasing company pays for all maintenance for the trailer while leased, but the County would be responsible for all maintenance and repairs if the trailer was purchased. **The committee was in agreement that Jim Smiley and Scott Koeppel needed to provide additional information at the August meeting.**

New Business

Approval of one (1) Pet Microchip Scanner for the Kendall County Sheriff’s Office – Ms. Pawson reported that scanners range in price from \$300 - \$600. Ms. Pawson stated she could get two scanners free with a “package deal”. Member Cullick made a motion to approve the purchase of up to three scanners for the Sheriff’s Office use as needed, second by Member Flowers. **With three members voting aye, the motion carried by a vote of 3-0.**

Executive Session – Not needed

Action Items for the County Board - None

Public Comment – None

Adjournment – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Cullick. **With three members present in agreement, the meeting was adjourned at 9:02a.m.**

Respectfully Submitted,

Valarie McClain,
Administrative Assistant & Recording Clerk