



Wednesday, August 29, 2018 at 8:30AM
MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:32a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Lynn Cullick		8:37a.m.	
Elizabeth Flowers	Present		9:40a.m.
Matt Kellogg	Yes		
Matthew Prochaska		8:34a.m.	
John Purcell	Aye		

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

Others present: Scott Koeppel, Dr. Gary Schlapp, Laura Pawson

Approval of Agenda – Motion made by Member Kellogg to approve the agenda, second by Member Purcell. **With three members in agreement, the motion carried by a vote of 3-0.**

Approval of Minutes – Motion made by Member Prochaska to approve the minutes from May 23, 2018, second by Member Kellogg. **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 for July 2018.

Available Dogs for Adoption: 0

Available Cats for Adoption: 9 (7 Cats, 2 Kittens)

Bite Report – Total: 17 dogs

Visitors viewing animals – 85

Events/News

Saturday, September 8 Pet Supplies Plus Adoption Event
 Tuesday, September 18 Volunteer Orientation
 Weekly “Pet of the Week” ad in Shaw Media Newspaper

Operations Report – Written report provided. Ms. Pawson reported they have hired a part-time Kennel Technician, and one employee was terminated this week.

Ms. Pawson informed the committee that she created a Facebook page for Animal Control to post pictures of adoptable pets, upcoming events, and opportunities for volunteering. She reported that she named the Facebook page as “Kendall County Animal Control & Shelter”. Discussion on the fact that the word “shelter” can indicate a different meaning than is actually intended. **There was consensus by the committee that the title of the page should be “Kendall County Animal Control & Adoption Center”, in hopes that citizens will be encouraged to adopt animals that are available, on making the page “open” so that anyone can follow the page without asking for Animal Control’s permission to follow the page.** Ms. Pawson and Mr. Koeppel will work with Technology to ensure that the page is more user-friendly for citizens.

Accounting Report - Written report provided. Ms. Pawson stated that donations normally increase toward the end of the year.

Old Business

New Business

- *Discussion of Migrating to Shelter Pro Software to Replace Quickbooks and Petpoint shelter Management Software -*
- *Discussion and Recommendation for Half Price Cat Adoption Special -*
- *Discussion of Part-Time Starting Hourly Wage -*

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 10:26a.m.**

Respectfully Submitted,

Valarie McClain,
Administrative Assistant & Recording Clerk