



MEETING MINUTES FOR WEDNESDAY, OCTOBER 31, 2018

**Call to Order** – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:35a.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Lynn Cullick	<b>ABSENT</b>		
Elizabeth Flowers	Present		
Matt Kellogg	Yes		
Matthew Prochaska		8:37a.m.	
John Purcell	Here		

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

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

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

**Approval of Minutes** – Motion made by Member Kellogg to approve the minutes from September 26, 2018, second by Member Purcell. **With three members in agreement, the minutes were approved by a 3-0 vote.**

**Monthly Report** – Laura Pawson reviewed the census report with the committee. Written report provided for September 2018.

**Dogs**

Intakes: 23  
 Adopted: 5  
 Reclaimed: 12  
 Transferred to Rescue: 1  
 Available for Adoption: 3

**Cats**

Intakes: 2  
 Adopted: 4  
 Reclaimed: 0  
 Transferred to Rescue: 0  
 Available for Adoption: 3

**Bite Report** – Total: 11 dogs, 2 cats

## Visitors viewing animals – 37

### Events/News

Saturday, November 10<sup>th</sup> Pet Supplies Plus Adoption Event 11:00am-2:00pm  
Wednesday, November 14<sup>th</sup> Volunteer Orientation 6:00pm-7:30pm  
Weekly “Pet of the Week” ad in Shaw Media Newspapers

**Operations Report** – Written report provided. Director Pawson reported a high number of unavailable dogs (14) due to the spread of Kennel Cough. Dr. Schlapp advised putting a hold on all dog adoptions for at least 10-days or until full recovery.

**Accounting Report** - Written report provided.

### Old Business

*Review and Discuss Pricing for New Shelter Software System* – Director Pawson outlined the Chameleon Software, the purchase cost and the annual service fee, as well as the benefits of using this software in the facility to combine registrations, medical history and vaccination information, donations, tags, and communication with other facilities. Ms. Pawson stated that having this software will eliminate the need for Quickbooks, spreadsheets, and other programs currently being used.

### New Business

*Discussion of revising the Standard Operating Procedures adding language from Animal Control Act ILCS5/3.5 regarding the Population Control Fund Use Limitation to allow funding for Feral Cat Spay/Neuter Program* – Ms. Pawson stated that she has had recent discussions with the State’s Attorney’s Office about adding language from the Animal Control Act regarding funding for Feral Cat Spay/Neuter Program. Discussion by the committee on the need for such a program, the process and responsibilities for the Animal Control staff. **The committee requested additional clarification and information to be presented at the November committee meeting.**

*Discussion on Amending Resolution 2014-01 Kendall County Animal Control Fees* – Ms. Pawson presented the idea of reducing the fees for animals that have remained in the facility for longer than 60-days to half price, and after 90-days to free. Ms. Pawson presented 2018 fees charged by surrounding facilities. There was consensus by the committee to forward to the County Board the approval of the Amending of the Kendall County Animal Control Fees Ordinance 2014-01. **With four members voting aye the motion carried.**

Chair Flowers reminded Ms. Pawson and Mr. Koeppl that the resolution would need to be corrected to include the reduced fees before being presented to the Board for approval at the November 7, 2018 meeting.

**Executive Session** – Not needed

**Action Items for the County Board**

*Approval to Amend Resolution 2014-01 Kendall County Animal Control Fees to include a reduction in fees to half price after an animal has been at the facility for 60-days, and to no fee after an animal has been at the facility for 90-days*

**Public Comment** – None

**Adjournment** – Member Purcell made a motion to adjourn the meeting, second to the motion by Member Prochaska. **With four members present in agreement, the meeting was adjourned at 9:41a.m.**

Respectfully Submitted,

Valarie McClain,  
Administrative Assistant & Recording Clerk