



Wednesday, May 18, 2016 at 4:00PM

MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Jeff Wehrli at 4:01p.m.

Roll Call

Committee Members Present: Lynn Cullick - here, John Purcell - here, Jeff Wehrli – here. **With three members present, a quorum was established to conduct committee business.**

Member Prochaska arrived at 4:09p.m. Member Flowers entered the meeting at 4:15p.m.

Others present: Laura Pawson, Dr. Gary Schlapp, Jeff Wilkins

Approval of Agenda – Motion made by Member Cullick to approve the agenda, second by Member Purcell. **With all in agreement, the motion carried.**

New Business - None

Census Report – Ms. Pawson reviewed the APRIL census and bite/euthanasia reports with the committee.

<u>DOGS</u>	<u>APRIL</u>	<u>MAY (to-date)</u>
Intakes	27	20
Adopted	7	3
Reclaimed	15	9
Transferred	3	1
Euthanized	1 (Behavior)	1

Total Dogs Available for Adoption: 4

Total Unavailable Dogs: 13 (1 held for pending case)

<u>CATS</u>	<u>APRIL</u>	<u>MAY (to-date)</u>
Intakes	4	6
Adopted	2	1
Reclaimed	0	0
Transferred	0	1
Euthanized	1 (Health)	1

Total Cats Available for Adoption: 2 cats

Total Unavailable Cats: 3 cats

Bite Report April Total: 27 Dogs 6 Cats

Visitors April - 99

Upcoming Events/News

May 14	Pet Supplies Plus Adoption Event - Yorkville
May 18	WSPY Television featuring adoptable pet “Pork Chop”
May 22	Circle Y Gas Station Adoption Event – Yorkville
June 11	Pet Supplies Plus Adoption Event - Yorkville
June 16-19	Prairie Fest Adoption Event – Oswego

Continue running weekly Ad for adoptable pets in Record Newspapers
Possible return to WSPY in June

Accounting Report – Jeff Wilkins reviewed the monthly financial report with the committee, and said it has been a good year so far, although revenues are down slightly overall, but expenses are also down. Mr. Wilkins also briefly reviewed the vouchers submitted for payment.

Operations Report

- *Full-time Kennel Manager/Animal Control Officer posting and Job Description* – Jeff Wilkins informed the committee about the posting and briefly reviewed the proposed job description.

Laura Pawson also explained that since the trailer will be used as the business offices for the facility, and she will be in the office area, there is need for a Kennel Manager to remain in the facility to supervise the volunteers, interact with citizens and oversee the care of the animals.

Discussion on the funding for this position, why a position is being added when it doesn't appear to be warranted based on the current animal intakes, where cuts will be made to warrant the position, and the job description. Mr. Wilkins said this would be a non-exempt position with an hourly rate.

Member Flowers made a motion to forward to the County Board for approval the Full-time Kennel Manager/Animal Control Officer posting and Job Description, second by Member Prochaska. **With all in agreement, the motion carried.**

- *Recommendations for Mobile Trailer* – Jeff Wilkins reviewed the site plan, proposed floors plans, the other cost breakdown, and the lease and purchase option information.

Discussion on the two size options, the option to lease or purchase, the entrance locations on the models, the ramp requirements and the needs of the facility/staff.

Member Wehrli said that if the County leased a trailer, the vendor would clean the trailer prior to delivery, and they would make any repairs to the HVAC and trailer as long as we continued to lease. If the County purchased the trailer, all of those responsibilities would fall to the County.

Member Wehrli, Jim Smiley and Jeff Wilkins are planning another trip to the vendor to research the entrance positions, and will report back to the committee at the next meeting.

Public Comment – None

Executive Session – None needed

Action Items for the County Board

- *Approval of Full-time Kennel Manager/Animal Control Officer posting and Job Description*

Adjournment – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Flowers. **With all in agreement, the meeting was adjourned at 4:50p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Clerk