



MEETING MINUTES FOR WEDENSDAY, November 27, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:31 a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		8:32a.m.	
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Present		

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

Others present: Scott Koeppel, Laura Pawson

Approval of Agenda – Motion made by Member Prochaska, second by Member Gengler to approve the agenda. **With four members in agreement, the motion carried by a vote of 5-0.**

Approval of Minutes – Motion made by Member Prochaska to approve the minutes from October 23, 2019, second by Member Vickers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Laura Pawson reviewed the census log with the committee.
Dogs Available for Adoption: 5
Cats Available for Adoption: 6 (5 cats, 1 kitten)
- **Bite Report** – Ms. Pawson reviewed the Bite Report. The report indicated there were 9 bites for the month of October. Written report provided.
- **Operations Report** – There is one part-time vacancy for a Kennel Technician that has been posted recently.

Chair Cesich cancelled the December 18th meeting due to the holidays.

Ms. Pawson briefed the committee on a possible Feral Cat Program and how it would work, and possibly holding low-income clinics at the County facility. **Ms. Pawson will bring additional information to the January 2020 meeting.**

Upcoming Events and Media:

- Volunteer Orientation: Thursday, December 5 from 6:00-7:30p.m.
 - Oswego Police Officer with featured Pet video done every other Wednesday of the month
 - Yorkville Police Officer with featured Pet video done every other Wednesday of the month
 - Record Newspaper Pet of the Week Ad – “Pumpkin” - a Pitbull Terrier
- **Accounting Report** –Written report provided. Discussion on fund transfers, and transfer to the Capital fund next year for the facility improvements, the fund balance, and conducting a 2020 revenue review in July.

Member Cesich asked Ms. Pawson to research and comparison data from other area facilities that are currently chipping cats.

Old Business

- *Animal Control Building Project Update* – Jim Smiley updated the committee on pricing for aluminum window framing in the facility, and asked the committee for authorization to pre-purchase the windows to ensure accurate installation. Mr. Smiley also reported on the painter that the County has used for past projects, and possibly a discounted price in painting, as well as scheduling demolition and masonry construction. Mr. Smiley will be managing the project himself, and hiring individual contractors to complete the work. Member Cesich stated that we will also do public bids for the HVAC system installation next year.

New Business – Member Cesich stated that a citizen asked if Animal Control could post on their webpage, any stray animal with no collar or chip, before the adoption process is implemented. Ms. Pawson stated that she is working on that capability with the Chameleon software program and Pet Harbor.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Flowers made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement, the meeting was adjourned at 9:10a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk