



MEETING MINUTES FOR FRIDAY, FEBRUARY 1, 2019

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

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		8:37a.m.	9:35a.m.
Matthew Prochaska	Here		10:40a.m.
John Purcell	Yes		
Robyn Vickers	Present		

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

Others present: Matt Kinsey, Scott Koeppel, Laura Pawson, Jim Smiley

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

Approval of Minutes – Motion made by Member Purcell to approve the minutes from December 19, 2018, second by Member Vickers. **With four members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Reports

- **Census Log** – Ms. Pawson reviewed the October, November and December 2018 monthly and year to date statistics with the committee, as well as a comparison to 2017.
- **Bite Report** – Ms. Pawson reported a total of 19 dog and 1 cat bite for the month of December. She also reported on two animals with multiple bites in 2018. She reported 13 dog and 1 cat bite for the month of November, and 8 dog bites for the month of October.
- **Operations Report** – Mr. Koeppel reviewed the information provided by Williams Scotsman regarding the purchase price for the trailer currently being used by Animal Control. Discussion about the facility plan with and without the trailer, the purchase or continued leasing of the trailer, and if there is an actual need for a trailer at all. Facilities Director Smiley reviewed drawings of a possible reconfiguration of the Animal Control building to enable all personnel to be housed together in the building that already has running water and restroom facilities. Discussion on removing some of the cages to allow better utilization of space, as well as updating the animal viewing areas to accommodate personnel directly across from the main office, and provide an animal meeting/viewing area with potential adoptive families. Chair Cesich stated the original plan for the facility was never to include an onsite trailer, or to have staff separated in two locations. There was interest by committee members to tour the facility to get a better

understanding of the current space, the trailer space, the needs, and the proposed changes. Mr. Koeppel was asked to formulate a plan with and without the trailer, and report back at the February meeting.

- **Accounting Report** – Mr. Koeppel reported that Animal Control received a donation of \$4,190.74 from the estate of Thomas K. Quirin recently. Mr. Koeppel reviewed the report with the committee.

Old Business

- *Discussion and Approval of the Distribution of State Pet Population Funds* – Member Purcell made a motion to forward the Approval of the Transfer of the Balance of the State Pet Population Fund into the Animal Control Fund, second by member Prochaska. Discussion, and recommendation to include this item on the Finance Committee agenda for discussion. **With five members present voting aye, the motion carried by a 5-0 vote.**
- *Discussion of Animal Control Shelter Management Software* – Technology Director Kinsey reviewed the Chameleon software information, financial, staffing and donor capabilities, and pricing with the committee, including start-up and annual costs. **Mr. Koeppel will provide total costs, quotes and a recommendation of which fund to use for payment at the February meeting.**

New Business

- *Discussion of HVAC Repairs* – Mr. Smiley reviewed the HVAC system proposal and contract terms provided by Dewberry Engineers, Inc. Mr. Smiley stated that the repairs were included in the capital plan beginning in 2103 with the kennel area, and replacement of the furnace and air conditioning unit in the main office area. Duct work upgrades were completed due to the heat and humidity in the area, but there were no funds to replace the furnace and air conditioning unit. Discussion on the required retainer fee, the estimated cost, the scope of work involved and the approximate 6-month timeframe for installation. **There was consensus by the committee to have Mr. Smiley contact Dewberry to negotiate a lower cost, or to go out to bid for the project.**
- *Discussion of Staffing and Salary* – Mr. Koeppel stated that he and Chair Cesich met with Ms. Pawson to discuss the staffing issues, the needs, and the salary for the full-time Kennel Manager and part-time Kennel Technician personnel positions. Discussion on the current salaries for each position, the expertise and experience in investigations or working in an animal control facility, required for the Kennel Manager position. Discussion on the job description and responsibilities will be for this position. **There was consensus by the committee to increase the starting salary to \$16.00 per hour, and to give Mr. Koeppel permission to go higher depending on qualifications.**

Discussion on part-time kennel technician compensation based on 16-28 hours per week, the proposed salary increase and expectations for these positions. **There was consensus by the committee to offer a starting salary of \$11.00 per hour, a review after 6-months, and then an increase in salary if warranted.**

- *Discussion of Externally Housing Animals* – Member Cesich reported that she spoke with Dr. Schlapp for an evaluation of how housing animals at his clinic has been going. Dr. Schlapp is willing to continue housing animals for the County until Animal Control is fully-staffed and functional. Mr. Koeppel stated that Ms. Pawson is doing intakes Monday through Friday, and Countryside Vet Clinic personnel are doing intakes on weekends.

- *Discussion of 2019 Animal Control Legislation Changes* – Discussion on Animal Control Acts that took effect on January 1, 2019 provided by the State’s Attorney’s Office.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole –

Questions for the Media – None

Public Comment – None

Adjournment – Member Vickers made a motion to adjourn the meeting, by Member Cesich.
With three members present in agreement, the meeting was adjourned at 10:51a.m.

Respectfully Submitted,

Valarie McClain,
Administrative Assistant & Recording Clerk