



MEETING MINUTES FOR WEDNESDAY, MARCH 27, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Matthew Prochaska	ABSENT		
John Purcell	ABSENT		
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson, Jim Smiley

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

Approval of Minutes – Motion made by Member Flowers to approve the minutes from February 27, 2019, second by Member Vickers. **With three members in agreement, the minutes were approved by a 3-0 vote.**

Monthly Reports

- **Census Log** – Laura Pawson reviewed the census log with the committee.
- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee.
- **Operations Report** – No report
- **Accounting Report** – Report not included in packet, Mr. Koeppel will email report to the committee.

Old Business

- *Update on the progress of Clean-up of the Animal Control Facility* – Laura Pawson she and volunteers spent two days on cleaning and organizing the garage and kitchen area. Member Cesich reported that she has discussed having an inmate work crew to come into the facility and do a deep cleaning of the facility, and possibly to come and do a monthly cleaning as well.
- *Update on Hiring* – Director Pawson reported that she has scheduled a second interview with a candidate for the Animal Control Manager position on April 8, 2019, has made an offer to a candidate for a Kennel Tech position, and will be interviewing candidates to fill two additional Kennel Tech positions soon.

- *Update on the changes to Building Interior* – Facilities Director Smiley shared the plans for the isolation area, dog viewing area, the addition of windows in the available dog area, the cat room, Kennel area and the Directors Office. Mr. Smiley also updated the committee on the HVAC project, LED pendent lighting and ceiling tile removal. Mr. Smiley proposed removing the tiles from the kennel area completely, and painting the ceiling to allow more openness, reduction of rodent activity in the ceiling tiles, and increased air circulation.
- *Discussion and Approval of Animal Control Capital Budget* - Mr. Smiley estimated cost of approximately \$20,000 in addition to the current budgeted amount of \$70,000, plus the cost of an industrial power washer for the facility. **There was consensus by the committee to proceed with the changes discussed, and to do a budget adjustment of \$25,000 in October as directed by the auditors and County Treasurer.**

New Business - None

Executive Session – Tabled to April meeting

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 Vickers made a motion to adjourn the meeting, by Member Flowers. **With three members present in agreement, the meeting was adjourned at 9:30a.m.**

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk