



MEETING MINUTES FOR WEDNESDAY, APRIL 24, 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	Present		
Matthew Prochaska		8:36a.m.	
John Purcell		8:33a.m.	
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson

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 March 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** – Ms. Pawson reported that all of the dogs came back to the kennel in early April. The Facility will not be fully operational until the full-time Assistant Warden/Kennel Manager, as well as additional part-time staff are hired.

Member Cesich reported that she and Sheriff Baird toured the Animal Control facility to discuss the possibility of County inmates assisting with a deep-cleaning of the facility, as well as monthly cleaning of the facility to improve the health and well-being of animals temporarily housed at the facility.

- **Accounting Report** – Ms. Pawson reported rabies tag sales are steady, fines and fees are low due to the drop in intakes since November 2018, and donations are going well. Mr. Koeppel stated that the Transportation, Board & Care line item is over budget due to the monthly payment to Countryside Vet Clinic for housing and care of Kendall County animals since the facility has been non-operational, and that the salary line for the

Assistant Warden and other salaries are down due to those position vacancies, and not being fully operational.

Chair Cesich asked for an update on the Chameleon software training. Director Pawson reported that she has not begun training because she is waiting for the other full-time staff member to be hired so they can be trained together. Discussion on the need for a time-frame for this training to begin for the Director within the next month. Mr. Koepfel reported that Latreese Caldwell will be involved in setting up the financial portion of Chameleon from the start of the new software utilization.

Discussion of the \$65,000 discrepancy in rabies tag revenues, and increasing fees prior to determining why there is an accounting discrepancy, the need for an audit of the Animal Control accounts, the Quickbooks receipt accounting system used for rabies tag sales, and deposit receipts. Mr. Koepfel stated that an internal audit of Quickbooks, and an actual hand count of tags for 2018, will be conducted to determine if there is a discrepancy, and why.

Old Business

- *Update on Hiring Process* – Laura Pawson reported that she has rehired one former part-time employee, and one new part-time employee, that are currently in training. A full-time candidate is meeting with Dr. Schlapp and Laura Pawson on Friday, April 26, 2019.
- *Discussion of the Purchase of a Pressure Washer from the Capital Equipment Line in the Animal Control Fund Budget* – Scott Koepfel reviewed the proposal with the committee, which includes a 7-year part warranty and 1-year labor warranty. **There was consensus by the committee to authorize the purchase of an industrial power washer in an amount not to exceed \$1,436.00 out of the capital budget line.**
- *Discussion of Minimum Wage Increase* – Mr. Koepfel reviewed his estimated proposal and projections for the part-time salaries each year until reaching the \$15. minimum wage in 2025, with the addition of increasing fees to accommodate the minimum wage increase. Mr. Koepfel also reviewed the capital fund analysis through 2025. Discussion on the estimated administrative costs, IMRF, and Social Security based on the salary increases, and the ending balance of the 2018 operating fund.

Member Purcell asked that the monthly accounting report include the year-to-date information of how many of each type of tag sold (1 year, 3-year, etc.) to show the exact number of different tags sold per year.

New Business

- *Discussion of Fee Changes* – Mr. Koepfel reviewed his ideas for fee increases. **There was consensus by the committee to table fee increase discussions until the accounting issues are resolved.**

Executive Session – Member Vickers made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open

Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Flowers.

Roll Call: Member Cesich – yes, Member Prochaska - yes, Member Flowers –aye, Member Vickers - yes, Member Purcell - aye. **With five members present voting aye, the committee entered into Executive Session at 9:28a.m.**

Date of Executive Session	Retained	Released
May 19, 2010	X	
July 29, 2011	X	
July 29, 2015		X
August 13, 2015		X
September 16, 2015	X	
December 16, 2015	X	
August 29, 2018	X	
April 24, 2019 Minutes Review		X

The committee reconvened in Open Session at 9:37a.m.

Action Items for the County Board – Approval of the Release of Animal Control Executive Session Minutes from July 29, 2015, August 13, 2015 and April 24, 2019

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With five members present in agreement, the meeting was adjourned at 9:48a.m.**

Respectfully Submitted,

Valarie McClain, Administrative Assistant & Recording Clerk