



MEETING MINUTES FOR WEDNESDAY, JUNE 26, 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		
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

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

Others present: Scott Koeppel, Laura Pawson, Dr. Gary Schlapp

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

Approval of Minutes – Motion made by Member Vickers to approve the minutes from May 22, 2019, second by Member Flowers. **With three 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: 9

Cats Available for Adoption: 3 (1 cat, 2 kittens)

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 18 dog bites, and 4 cat bites for the month of May. Written report provided.
- **Operations Report** – Laura Pawson reported that Jesse, a senior Elkhound Mix will be featured in the Record Newspaper this week.
- **Accounting Report** – Director Pawson reported on rabies tag sales, fines and fees, and donations. Scott Koeppel stated that the Transportation, Board & Care line was over budget due to the facility being non-operational for several months, and animals being housed at Countryside Vet Clinic. Mr. Koeppel said that the salary line was down due to the reduction of staff. Written report provided.

Old Business

- *Update on Hiring Process and new Employees* - Ms. Pawson reported that she promoted Kelly Prestegaard to the position of Assistant Warden, that they currently have three Kennel Technicians on staff, and she hopes to hire for a fourth part-time Kennel Tech position soon.
- *Update on Facility Clean-up by Sheriff's Office Inmate Work Detail* – Member Cesich updated the committee by stating that three inmates under the supervision of a Sheriff's Deputy, have been reporting on Wednesday mornings, and making good progress on the facility clean-up. Member Cesich stated that select non-violent inmates assist with minor repairs, and maintenance, while earning service points. The new program was a collaborative effort between Member Cesich, Sheriff Baird, Corrections Commander Bobby Richardson and Animal Control Director Pawson.
- *Update on Healy Bender Contract* – Facilities Director Smiley updated the committee on recent plans he received from Healy Bender. Discussion on the timeline for bids, approval by the Board, and when the renovations might begin.
- *Update on Software Training* – Ms. Pawson reported that she and current Animal Control staff began training this week, and that Latreese Caldwell will join the training later this afternoon. Ms. Pawson stated she is hopeful that the new system will allow more accountability and record-keeping, as well as streamline some of the procedures currently in place.

New Business - None

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 Vickers. **With five members present in agreement, the meeting was adjourned at 9:42 a.m.**

Respectfully Submitted,

Valarie McClain, Administrative Assistant & Recording Clerk