



MEETING MINUTES FOR WEDNESDAY, JULY 24, 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	ABSENT		
Scott Gengler	Here		
Matthew Prochaska		8:31a.m.	
Robyn Vickers	Present		

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 Gengler to approve the agenda. **With five members in agreement, the motion carried by a vote of 3-0.**

Approval of Minutes – Motion made by Member Vickers to approve the minutes from June 26, 2019, second by Member Gengler. **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.

Dogs Available for Adoption: 7

Cats Available for Adoption: 4 (2 cats, 2 kittens)

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 11(10 dog bites, and 1 cat bite) for the month of July. Written report provided.
- **Operations Report** – Laura Pawson reported she hired a fourth Kennel Technician last week, and is now fully staffed.
- **Accounting Report** – Scott Koeppel reported the Board & Care line was over budget due to the facility being non-operational for several months, and animals being housed at Countryside Vet Clinic. Written report provided.

Old Business

- *Update on Healy Bender Contract* – Mr. Koeppel reported on a proposed vendor contract Jim Smiley received from Healy Bender, and asked the committee for their approval to forward the contract to the State’s Attorney’s Office for review after a few adjustments are made, and also for permission to go out for RFP next month. **There was consensus by the committee to proceed with legal review and posting the RFP, rather than waiting an additional month for committee approval.**

- *Update on Software Training* – Ms. Pawson reported that she and current Animal Control staff, and Latreese Caldwell had training with Chameleon personnel in June. Ms. Pawson stated that there is some adjustment to the new system, but that she anticipates it will increase productivity once they have more experience using it. Mr. Koeppel stated that he met with Treasurer Jill Ferko about information that will be entered into the new Tyler payroll and accounting system, and how that information will be sent to the Treasurer’s Office by Animal Control personnel.

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 Vickers made a motion to adjourn the meeting, second by Member Gengler. **With four members present in agreement, the meeting was adjourned at 9:05 a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk