



**MEETING MINUTES FOR TUESDAY, SEPTEMBER 24, 2019**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Elizabeth Flowers	<b>ABSENT</b>		
Scott Gengler	Present		
Matthew Prochaska	Here		
Robyn Vickers	Present		

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

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

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

**Approval of Minutes** – Motion made by Member Prochaska to approve the minutes from August 28, 2019, second by Member Vickers. **With four members in agreement, the minutes were approved by a 4-0 vote.**

**Monthly Reports**

- **Census Log** – Laura Pawson reviewed the census log with the committee.  
     Dogs Available for Adoption: 3  
     Cats Available for Adoption: 5 (4 cats, 1 kitten)
- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 24 (22 dog bites, and 2 cat bites) for the month of August. Written report provided.
- **Operations Report** – Ms. Pawson reported the addition of the Inmates Work Detail on Wednesday mornings assisting with cleaning and upkeep is going well. They continue to produce marketing/adoption videos of Animal Control animals with Oswego and Yorkville Law Enforcement personnel, posted on social media. They are working with a full staff and getting use to the new software program.
- **Accounting Report** –Written report provided. Mr. Koeppel reviewed the fund balance and the capital budget with the committee.

**Old Business** – Jim Smiley provided an update on the bids for the facility improvements, which were much higher than expected. Discussion on going out for new bids, what work could be done by Facilities personnel, the cost of improvements, and the top facility projects they would like to have done, with additional windows, new HVAC system, new doors, removal of ceiling tiles in the kennel area, painting, and a private Director’s Office topped the list of priorities.

**New Business**

- *Discussion of Public Act 101-0299 Rabies Inoculation of Cats [LINK](#)* – Ms. Pawson stated that the act will now require inoculation of cats four months and older, and possible microchipping, and registering beginning in January 2020. Discussion on personnel needed for the additional work, and the current County Ordinances. **There was consensus by the Committee to have County Administrator Koeppel work with Ms. Pawson on drafting an ordinance that includes cats, for review at the October meeting, and then if approved by Committee to go to the County Board for final approval in November.**
- *Discussion of Low Cost Rabies Vaccine and Microchip Events* – **Item tabled to the October meeting**
- *Approval to attach the Animal Control Incident Checklist to the Standard Operating Procedure (S.O.P.) under section XV* – Ms. Pawson explained her reasoning for the addition of the checklist to the SOP. Motion made by Member Vickers, second by Member Prochaska to approve the addition of the checklist. **With four members present voting aye, the motion carried.**
- *Approval to add Voluntary Witness Statement to forms Checklist to the Standard Operating Procedure under section XV* – Ms. Pawson presented the witness statement to the committee for review. Member Gengler made a motion to approve the addition of the Witness Statement to the S.O.P., second by Member Vickers. **With four members present voting yes, the motion carried.**

**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 Prochaska. **With four members present in agreement, the meeting was adjourned at 9:34a.m.**

Respectfully Submitted,  
Valarie McClain  
Administrative Assistant & Recording Clerk