



KENDALL COUNTY

ANIMAL CONTROL

**Kendall County Office Building
111 W. Fox Street; Room 210; Yorkville IL
Wednesday, June 23, 2021 at 8:30a.m.
MEETING A G E N D A**

- 1. Call to Order**
- 2. Roll Call:** Amy Cesich (Chair), Brian DeBolt, Elizabeth Flowers, Scott Gengler, Ruben Rodriguez
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 14, 2021**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
- 6. Committee Business**
 - *Discussion of Animal Control Standard Operating Procedures*
- 7. Public Comment**
- 8. Executive Session**
- 9. Action Items for County Board**
- 10. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630-553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
SPECIAL MEETING MINUTES
Wednesday, April 14, 2021**

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

Roll Call

Committee Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		9:55a.m.
Scott Gengler	Here		
Brian DeBolt	Here		
Ruben Rodriguez	Here		

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

Others present: Latreese Caldwell, Scott Koeppel, Laura Pawson, Dr. Gary Schlapp, and Jim Smiley

Approval of Agenda – Motion made by Member DeBolt, second by Member Gengler to approve the agenda.

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Brian DeBolt	Yes
Ruben Rodriguez	Yes
Amy Cesich	Yes

With five members voting aye, the motion carried by a vote of 5-0.

Approval of Minutes – Motion made by Member Rodriguez to approve the minutes from February 24, 2021 second by Member Flowers.

Committee Member	Vote
Ruben Rodriguez	Yes
Scott Gengler	Yes
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye

With five committee members in agreement, the minutes were approved by a 5-0 vote.

Monthly Reports

- **Census Log** – Director Pawson reviewed the Census Report with the committee. Written Report provided
- **Bite Report** – Director Pawson reviewed the bite report for the committee. Written Report provided
- **Operations Report** – Ms. Pawson stated that she has hired an additional part-time Kennel Technician to replace one that is leaving to work in a local Veterinarian Office. Written Report provided
- **Accounting Report** – Mr. Koepfel reviewed the department financials, the revenue predictions and actuals for FY2020 and for current FY 21. Mr. Koepfel also made comment about the budget lines that above last year’s predictions and the possible reasoning for those increases. Written Report provided

Old Business – None

New Business

- ❖ *Discussion of an Ordinance Setting Animal Control Fees* – Mr. Koepfel briefed the committee on the justification of a fee increase, and the hope to re-build the Capital Fund, offer competitive salaries, and the possibility of hiring a third full-time employee for the department.

Discussion of the ordinance, the proposed fee increases including rabies tags, impoundment, boarding and adoption.

Motion made by Member Gengler second by Member Rodriguez to forward the item to the May 13, 2021 Committee of the Whole meeting for further discussion.

Committee Member	Vote
Ruben Rodriguez	Aye
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Mr. Koepfel will correct the first page of the ordinance under Rabies Tags Fee for 2022, letter D, to \$27 for an intact dog or cat.

The committee also asked Mr. Koepfel to draft two separate ordinances, one with Rabies Tag, Impoundment Fee and Boarding Fee increases; and one with just the Rabies Tag increase for the May 2021 Animal Control meeting.

- ❖ *Discussion of Animal Control Director Job Description* – Mr. Koeppel reviewed the proposed changes with the committee.

Discussion on the importance of this role and the need to continually support and promote the volunteer program at the facility. Ms. Pawson suggested adding the increased physical demands of dealing with larger animals in the job description.

Member Gengler made a motion to forward the proposed job description to the April 21, 2021 Admin HR Committee meeting, second by Member DeBolt.

Committee Member	Vote
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Ruben Rodriguez	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the May 13, 2021 Committee of the Whole Meeting

- ❖ *Discussion and Approval of Animal Control Fees Ordinance*

Questions from the Media – None

Public Comment – None

Adjournment – Member Rodriguez made a motion to adjourn the meeting, second by Member DeBolt.

Committee Member	Vote
Ruben Rodriguez	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With four members present in agreement, the meeting was adjourned at 10:01a.m.

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk

Kendall County Animal Control
 802 John Street
 Yorkville IL 60560



Bites between 5/1/2021 and 5/31/2021

<u>bitedate</u>	<u>petname</u>	<u>breed</u>	<u>vaccination</u>	<u>sex</u>		<u>Multiple Bites</u>
05/06/2021	CHARLIE	AIREDALE TERR	UTD	ALTERED	VICTIM	NO
05/08/2021	BUSTER	PIT BULL	UTD	ALTERED	VICTIM	NO
05/09/2021	NED	AMER BULLDOG	UTD	ALTERED	VICTIM	YES
05/11/2021	TITAN	PIT BULL	UTD	ALTERED	VICTIM	NO
05/12/2021	BENTLEY	BOXER	UTD	ALTERED	VICTIM	NO
05/17/2021	BELLAMY	PIT BULL	NOT UTD	ALTERED	VICTIM	NO
05/17/2021	MOMO	PIT BULL	NOT UTD	UNALTERED	VICTIM	NO
05/17/2021	OREO	LABRADOR RETR / BASSET HOUND	NOT UTD	UNALTERED	VICTIM	NO
05/22/2021	REMEDY	BORDER COLLIE / MIX	UTD	ALTERED	VICTIM	NO
05/26/2021	STOEGER	GERM SH POINT	NOT UTD	ALTERED	VICTIM	NO
05/29/2021	BABY GIRL	PIT BULL	UTD	UNALTERED	VICTIM	YES

Breed		Total
DOG	AIREDALE TERR	1
	AMER BULLDOG	1
	BORDER COLLIE / MIX	1
	BOXER	1
	GERM SH POINT	1
	LABRADOR RETR / BASSET HOUND	1
	PIT BULL	5
	Total	11
Total		11



Kennel Comparisons Statistics

"Intake Comparisons"

5/1/20 to 5/31/20

5/1/21 to 5/31/21

Dogs		
Strays	7	13
Owner Surrenders	0	2
Total Dogs Received:	7	15
Cats		
Strays	2	2
Total Cats Received:	2	2
Total Intakes:	9	17

"Outcome Comparisons"

5/1/20 to 5/31/20

5/1/21 to 5/31/21

Dogs		
Adoption	0	2
Euthanasia	0	1
Return to Owner	5	9
Transfer to Rescue	1	2
Total Dogs Dispositioned:	6	14
Cats		
Adoption	0	2
Euthanasia	0	1
Total Cats Dispositioned:	0	3
Total Outcomes:	6	17

Animals in the Shelter on 6/17/2021

	CAT	DOG	Total
	4	9	13



Kennel Comparisons Statistics

"Intake Comparisons"

6/1/20 to 6/17/20

6/1/21 to 6/17/21

Dogs		
Strays	10	13
Owner Surrenders	0	4
Total Dogs Received:	10	17
Cats		
Strays	0	6
Total Cats Received:	0	6
Total Intakes:	10	23

"Outcome Comparisons"

6/1/20 to 6/17/20

6/1/21 to 6/17/21

Dogs		
Adoption	0	3
Return to Owner	8	10
Transfer to Rescue	1	1
Total Dogs Dispositioned:	9	14
Cats		
Adoption	0	4
Return to Owner	0	1
Transfer to Rescue	2	1
Total Cats Dispositioned:	2	6
Total Outcomes:	11	20

Animals in the Shelter on 6/17/2021

CAT	DOG	Total
4	9	13



Total Number of Registrations Issued Between 01/01/21 and 06/17/21

	CAT	DOG	TOTAL
TOTAL	1094	4705	5799
RABIES TAG 1 YR ALTERED	31	105	136
RABIES TAG 1 YR ALTERED VET	703	1961	2664
RABIES TAG 1 YR UNALTERED	5	39	44
RABIES TAG 1 YR UNALTERED VET	110	1019	1129
RABIES TAG 3 YR ALTERED	29	107	136
RABIES TAG 3 YR ALTERED VET	212	1358	1570
RABIES TAG 3 YR UNALTERED	1	9	10
RABIES TAG 3 YR UNALTERED VET	3	107	110



Kennel Comparisons Statistics

"Intake Comparisons"

1/1/20 to 6/17/20

1/1/21 to 6/17/21

Dogs				
Strays	56	64	↑	14.3 %
Owner Surrenders	12	12	↑	- %
Legal	1	1	↑	- %
Total Dogs Received:	69	77	↑	11.6 %
Cats				
Strays	7	19	↑	171.4 %
Total Cats Received:	7	19	↑	171.4 %
Total Intakes:	76	96	↑	26.3 %

"Outcome Comparisons"

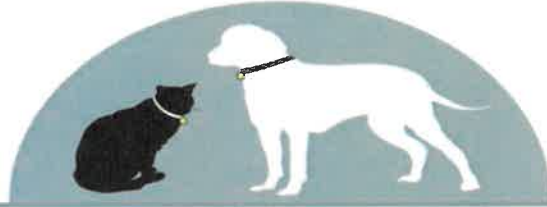
1/1/20 to 6/17/20

1/1/21 to 6/17/21

Dogs				
Adoption	13	10	↓	23.1 %
Euthanasia	3	1	↓	66.7 %
Return to Owner	34	50	↑	47.1 %
Transfer to Rescue	23	9	↓	60.9 %
Total Dogs Dispositioned:	73	70	↓	4.1 %
Cats				
Adoption	5	9	↑	80.0 %
Euthanasia	1	2	↑	100.0 %
Return to Owner	1	3	↑	200.0 %
Transfer to Rescue	5	3	↓	40.0 %
Total Cats Dispositioned:	12	17	↑	41.7 %
Total Outcomes:	85	87	↑	2.4 %

Animals in the Shelter on 6/17/2021

CAT	DOG	Total
4	9	13



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY21
May 2021

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
5/31/2021

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY21 Budget	May Actual	FY21 YTD	YTD Percent of Budget	FY20 YTD	FY21 YTD v. FY20 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 1,272	\$ 15,836	79.2%	\$ 7,820	\$ 8,016
Miscellaneous	300		29	9.7%	-	29
Donations	5,000	50	430	8.6%	2,059	(1,629)
Rabies Tags Sold	262,500	19,025	145,767	55.5%	88,155	57,612
Intact Registration Fee	10,000	1,050	7,635	76.4%	6,770	865
Transfer In from State Pet Fund						
Total Revenue	\$ 297,800	\$ 21,397	\$ 169,697	57.0%	\$ 104,804	\$ 64,892
EXPENDITURE						
Salary - Other	\$ 80,808	\$ 6,885	\$ 38,288	47.4%	\$ 53,290	\$ (15,002)
Salary - Administrator	6,500	500	3,250	50.0%	3,250	-
Salary - Animal Control Warden	51,223	-	25,198	49.2%	25,597	(399)
Salary - Assistant Warden	36,969	3,163	18,079	48.9%		18,079
Overtime	1,500		-			
Office Supplies	1,500	-	1,189	79.3%	241	948
Postage	1,400	120	938	67.0%	371	566
Training	2,000		794	39.7%	55	739
Telephone & Pager	300	12	21	7.0%	22	(1)
Equipment	3,000		403	13.4%	-	403
Vehicle Maintenance	1,600		801	50.0%	396	405
Gasoline/Fuel/Oil	600		151	25.2%	179	(28)
Uniforms	750		590	78.7%	144	446
Observation/Disposal	500		-		150	(150)
Microchips	1,800		-			-
Volunteers/Public Relations	1,000		830	83.1%	455	375
Neuter/Spay Fees			-		3,069	(3,069)
Rabies Tags	2,500	15	2,276	91.1%	-	2,276
Transportation, Board & Care	12,000	127	1,086	9.1%	3,888	(2,802)
Kennel Improvements			-		554	(554)
Capital Expenditures	1,200		211	17.6%		211
Total Operating Expenditure	\$ 207,150	\$ 10,822	\$ 94,104	45.4%	\$ 91,663	2,441
TRANSFERS OUT						
Transfer to General Fund	\$ 54,232	\$ 1,349	\$ 8,258	15.2%	\$ 7,979	\$ 279
Transfer to IMRF Fund	16,000	2,255	6,716	42.0%	7,026	(309)
Transfer to SS Fund	13,000	1,985	5,917	45.5%	6,283	(367)
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 118,282	\$ 5,589	\$ 20,891	17.7%	\$ 21,288	\$ (397)
Total Expenditure & Transfers Out	\$ 325,432	\$ 16,411	\$ 114,995	35.3%	\$ 112,952	\$ 2,044
Total Revenue Over/(Under) Expenditure	\$ (27,632)	\$ 4,986	\$ 54,701	-198.0%	\$ (8,147)	\$ 62,849

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2021**

MONTH	FY21 Monthly REVENUE OVER/(UNDER) EXPENSES	FY21 FUND (CASH) BALANCE	FY20 Monthly REVENUE OVER/(UNDER) EXPENSES	FY20 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 138,754		\$ 213,970
December-20	\$ 11,646	150,400	\$ (186)	213,784
January-21	6,310	156,710	19,256	233,040
February-21	23,019	179,729	(7,222)	225,818
March-21	3,030	182,759	491	226,309
April-21	5,710	188,469	(8,928)	217,381
May-21	4,986	193,455	(11,558)	205,823
June-21		193,455	21,516	227,339
July-21		193,455	14,327	241,666
August-21		193,455	14,984	256,650
September-21		193,455	16,135	272,786
October-21		193,455	8,334	281,120
November-21		193,455	(142,366)	138,754
Fund (Cash)	\$ 54,701		\$ (75,216)	
YTD Fund Balance		\$ 193,455		\$ 138,754

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
5/31/2021

Animal Medical Care Fund #1302

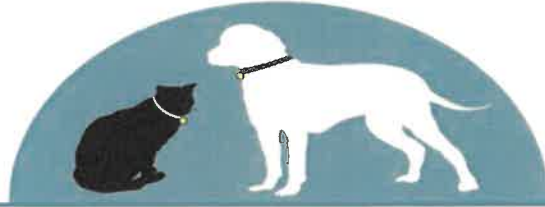
	FY21 Budget	May Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 18,939		\$ 18,939		FY13 \$250 FY14 21,935 FY15 33,497
Revenue					FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132
Donations & Receipts	10			0.0%	
Total Revenue	10	-	-	0.0%	FY20 18,939 FY21 18,472
Expenditure					
Animal Medical Care Expenses	3,000			0.0%	
Heartworm Testing	500		102	20.4%	
FeLuk/FIV Testing	750		365	48.7%	
Total Expenditure	4,250	-	467	11.0%	
Ending Balance	\$ 14,699	\$ -	\$ 18,472		

County Animal Population Control Fund #1309

	FY21 Budget	May Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 115,665		\$ 115,665		FY11 46,246 FY12 60,939 FY13 64,358
Revenue					FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508
Fees	12,000	1,510	5,630	46.9%	
Total Revenue	12,000	1,510	5,630	46.9%	FY18 108,859 FY19 117,265 FY20 115,665 FY21 113,656
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	5,000	150	5,704	114.1%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	603	1,935	38.7%	
Total Expenditure	10,000	753	7,639	76.4%	
Ending Balance	\$ 117,665	\$ 757	\$ 113,656		

Animal Control Capital Fund #1400

	FY21 Budget	May Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 3,551		\$ 3,551		FY11 87,769 FY13 46,762 FY14 51,661
Expenditure					FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553
Expense - Building Improvements	10,000				
Capital Expenditure	2,500		6,812	272.5%	FY20 3,551 FY21 (3,260)
Total Expenditure	12,500	-	6,812	54.5%	
Transfers In					
Transfers In - from Animal Control Fund	35,050				
Total Transfers In	35,050	-	-		
Ending Balance	\$ 26,101	\$ -	\$ (3,260)		



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY21
April 2021

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
4/30/2021

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY21 Budget	April Actual	FY21 YTD	YTD Percent of Budget	FY20 YTD	FY21 YTD v. FY20 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 1,246	\$ 14,564	72.8%	\$ 6,913	\$ 7,651
Miscellaneous	300	25	29	9.7%	-	29
Donations	5,000		380	7.6%	1,407	(1,027)
Rabies Tags Sold	262,500	30,460	126,742	48.3%	74,790	51,952
Intact Registration Fee	10,000	2,475	6,585	65.9%	6,100	485
Transfer In from State Pet Fund						
Total Revenue	\$ 297,800	\$ 34,206	\$ 148,300	49.8%	\$ 89,210	\$ 59,090
EXPENDITURE						
Salary - Other	\$ 80,808	\$ 10,188	\$ 31,403	38.9%	\$ 40,496	\$ (9,093)
Salary - Administrator	6,500	750	2,750	42.3%	2,500	250
Salary - Animal Control Warden	51,223	10,616	25,198	49.2%	19,686	5,512
Salary - Assistant Warden	36,969	4,393	14,915	40.4%		14,915
Overtime	1,500		-			
Office Supplies	1,500	298	1,189	79.3%	205	984
Postage	1,400	382	818	58.4%	371	447
Training	2,000		794	39.7%	55	739
Telephone & Pager	300	3	9	3.1%	17	(8)
Equipment	3,000	307	403	13.4%		403
Vehicle Maintenance	1,600	742	801	50.0%	396	405
Gasoline/Fuel/Oil	600	33	151	25.2%	179	(28)
Uniforms	750	410	590	78.7%	144	446
Observation/Disposal	500		-		150	(150)
Microchips	1,800		-			-
Volunteers/Public Relations	1,000		830	83.1%	455	375
Neuter/Spay Fees			-		1,346	(1,346)
Rabies Tags	2,500		2,261	90.5%		2,261
Transportation, Board & Care	12,000	164	959	8.0%	1,730	(771)
Kennel Improvements			-		554	(554)
Capital Expenditures	1,200	211	211	17.6%		211
Total Operating Expenditure	\$ 207,150	\$ 28,496	\$ 83,283	40.2%	\$ 68,284	14,999
TRANSFERS OUT						
Transfer to General Fund	\$ 54,232	\$ 1,349	\$ 8,258	15.2%	\$ 6,616	\$ 1,642
Transfer to IMRF Fund	16,000	2,255	6,716	42.0%	5,286	1,430
Transfer to SS Fund	13,000	1,985	5,917	45.5%	4,814	1,103
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 118,282	\$ 5,589	\$ 20,891	17.7%	\$ 16,716	\$ 4,175
Total Expenditure & Transfers Out	\$ 325,432	\$ 34,085	\$ 104,174	32.0%	\$ 85,000	\$ 19,174
Total Revenue Over/(Under) Expenditure	\$ (27,632)	\$ 121	\$ 44,126	-159.7%	\$ 4,210	\$ 39,916

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2021**

MONTH	FY21 Monthly REVENUE OVER/(UNDER) EXPENSES	FY21 FUND (CASH) BALANCE	FY20 Monthly REVENUE OVER/(UNDER) EXPENSES	FY20 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 138,754		\$ 213,970
December-20	\$ 11,646	150,400	\$ (186)	213,784
January-21	6,310	156,710	19,256	233,040
February-21	23,019	179,729	(7,222)	225,818
March-21	3,030	182,759	491	226,309
April-21	5,710	188,469	(8,928)	217,381
May-21		188,469	(11,558)	205,823
June-21		188,469	21,516	227,339
July-21		188,469	14,327	241,666
August-21		188,469	14,984	256,650
September-21		188,469	16,135	272,786
October-21		188,469	8,334	281,120
November-21		188,469	(142,366)	138,754
Fund (Cash)	\$ 49,715		\$ (75,216)	
YTD Fund Balance		\$ 188,469		\$ 138,754

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
4/30/2021

Animal Medical Care Fund #1302

	FY21 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 18,939		\$ 18,939		FY13	\$250
					FY14	21,935
					FY15	33,497
Revenue					FY16	32,810
Donations & Receipts	10			0.0%	FY17	32,325
Total Revenue	10	-	-	0.0%	FY18	26,165
					FY19	20,132
Expenditure					FY20	18,939
Animal Medical Care Expenses	3,000			0.0%	FY21	18,472
Heartworm Testing	500	102	102	20.4%		
FeLuk/FIV Testing	750	343	365	48.7%		
Total Expenditure	4,250	445	467	11.0%		
Ending Balance	\$ 14,699	\$ (445)	\$ 18,472			

County Animal Population Control Fund #1309

	FY21 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 115,665		\$ 115,665		FY11	46,246
					FY12	60,939
					FY13	64,358
Revenue					FY14	71,549
Fees	12,000	3,230	4,120	34.3%	FY15	83,094
Total Revenue	12,000	3,230	4,120	34.3%	FY16	97,935
					FY17	106,508
Expenditure					FY18	108,859
Spay/Neuter Fees - Targeted Dogs/Cats	5,000	1,618	5,554	111.1%	FY19	117,265
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	185	1,332	26.6%	FY20	115,665
Total Expenditure	10,000	1,803	6,886	68.9%	FY21	112,899
Ending Balance	\$ 117,665	\$ 1,427	\$ 112,899			

Animal Control Capital Fund #1400

	FY21 Budget	April Actual	YTD Actual	YTD Percent of Budget	Fund Balance	
Beginning Balance	\$ 3,551		\$ 3,551		FY11	87,769
					FY13	46,762
					FY14	51,661
Expenditure					FY15	69,276
Expense - Building Improvements	10,000				FY16	125,571
Capital Expenditure	2,500	5,760	6,812	272.5%	FY17	134,712
Total Expenditure	12,500	5,760	6,812	54.5%	FY18	142,293
					FY19	113,553
Transfers In					FY20	3,551
Transfers In - from Animal Control Fund	35,050				FY21	(3,260)
Total Transfers In	35,050	-	-			
Ending Balance	\$ 26,101	\$ (5,760)	\$ (3,260)			

Legal Suggestion from State's Attorney's Office/ADA Leslie Johnson

For what it is worth, in the employment law world, "on staff" simply means the person is on the payroll and not necessarily physically in the office. After reading this language, it might be easier for you guys to simply amend the SOP language permanently with something like this so it gives your administrator some flexibility depending on the situation:

Animal Control will maintain at least one full-time Animal Control Officer approved by the County at all times. When the department is at full staff, **at least one full-time Animal Control Officer should be scheduled to be in the office during regular business hours.** If the department is not at full staff due to a full-time Animal Control Officer being on leave or a full-time position is vacant, the County Administrator may **temporarily waive this scheduling requirement until the department returns to full staff.** The Animal Control Officers will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.

II. STAFF

Policy

Kendall County Animal Control will provide onsite, hands-on training to its employees and volunteers. Staff and volunteers will not be allowed to complete a task without previously receiving the appropriate training.

Kendall County Animal Control staff will annually attend classes, seminars, and conferences that are related to their duties. Staff will also attend any training required by the State of Illinois or Kendall County.

Procedure

Staff will receive training appropriate to their assigned duties from the Director and from others as assigned by the Director. Training includes but is not limited to safe animal handling, animal behavior, temperament testing, vaccinating and microchipping animals, data entry, and customer service. Staff will be supervised until they have been proven to be able to perform the task properly.

Volunteers must go through an orientation class and receive a shelter tour and onsite training prior to them volunteering. *See* Section XIV Volunteer Program.

Animal Control will maintain at least one Animal Control Officer approved by the County, on staff at all times. The Officer will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.

Record Maintenance

All records produced, received, or maintained by Animal Control will be preserved and maintained in accordance with the Illinois Local Records Act. 50 ILCS 205/1 *et seq.* (West 2014). Pursuant to the Illinois Local Records Act, no public records may be destroyed without the prior approval of the Local Records Commission.