



MEETING MINUTES FOR Monday, November 22, 2021

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 2:00p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Yes		
Elizabeth Flowers	Absent		
Scott Gengler		2:06p.m.	
Ruben Rodriguez	Here		

With 4 members present, a quorum was established to conduct committee business.

Others present: Kelly Prestegaard, Animal Control Director, Scott Koeppel, County Administrator, and Animal Control Administrator Dr. Gary Schlapp

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

Approval of Minutes – Motion made by Member DeBolt to approve the minutes from September 29, 2021, second by Member Rodriguez. **With 4 members in agreement, the minutes were approved by a 4-0 vote.**

Monthly Reports

- **Census Log** – Director Prestegaard reviewed the Census Log with the committee, and reported 6 dogs and 11 cats currently in the facility. **Written Report Provided**
- **Bite Report** – Director Prestegaard reviewed the Bite Report with the committee stating there were a total of 13 bites in the month of October. **Written Report provided.**
- **Operations Report** – Director Prestegaard reported that they lost one kennel technician to a full-time, and hired a part-time replacement. They also hired a part-time Office Manager that began work on November 22, 2021. Prestegaard stated that Deja hit the ground running, caught on quickly, and jumped right in an assisted where she could.

Prestegaard stated that they have reinstated the inmate work crew in the facility on Wednesday mornings, and said that it has worked well in the first four weeks. The work crew performs all types of cleaning of the facility and surrounding grounds areas. When the bigger projects at the kennel are scheduled such as deep cleaning and power washing the inmates will assist with those projects.

- **Accounting Report** – Mr. Koepfel reviewed the department financials, the revenue predictions and actuals for current FY21. Koepfel reported that revenues at nearly 100 percent, and operating expenses are at 80 percent. **Written report provided.**

Mr. Koepfel also asked the committee to approve an Animal Control Credit Card issued to Director Prestegaard with a limit of \$5,000. **There was consensus for Mr. Koepfel to take the issue to the Finance Committee for approval.**

Committee Business - None

Public Comment – None

Executive Session – Member DeBolt 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 Rodriguez.

Roll Call: Member Cesich – yes, Member DeBolt- yes, Member Rodriguez – yes, Member Gengler - yes. **With four members present voting aye, the committee entered into Executive Session at 2:50p.m.**

The committee reconvened into Open Session at 2:54p.m.

Action Items for the County Board – None

Adjournment – Member DeBolt made a motion to adjourn the meeting, second by Member Gengler. **With four members present in agreement, the meeting was adjourned at 3:01p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and
Recording Secretary