



KENDALL COUNTY
ANIMAL CONTROL

SPECIAL MEETING MINUTES
WEDNESDAY, JULY 13, 2022

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		
Brian DeBolt		8:37a.m.	
Elizabeth Flowers	Present		
Scott Gengler		8:35a.m.	
Ruben Rodriguez	Here		

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

Others present: Brianna Falk, Animal Control Officer; Scott Koepfel, County Administrator; Kelly Prestegaard, Animal Control Director; Dr. Gary Schlapp, Animal Control Administrator

Approval of Agenda – Motion made by Member Rodriguez, second by Member Flowers to approve the agenda. **With three members in agreement, the motion carried by a vote of 3-0.**

Member Gengler arrived at 8:35a.m. and Member DeBolt arrived at 8:37a.m.

Committee Business

- *Discussion and Approval of Reduced Animal Control Operating Hours Due to Staffing Level* – Motion by Member Rodriguez, second by Member Flowers to forward the item to the County Board for approval.

Kelly Prestegaard updated the committee on the recent departure of all of the part-time Kennel Technicians - one went back to school, one took a full-time job elsewhere, and one stepped down due to health issues. Prestegaard reported that she hired a temporary Kennel Technician, but she will be finished after the upcoming weekend. Prestegaard said she has received a few applications to review this week. Prestegaard explained the procedures that require services in the facility, and those that can be done online or by appointment.

Mr. Koepfel reviewed his suggested changes to the SOP with the committee on the proposed reduced hours due to the staffing shortage, on temporary hours of operation and service to the public, as well as volunteer hours. Koepfel also suggested the committee grant him or the committee the authority to reduce animal control operation hours in the event the office can't be staffed.

Roll Call Vote

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

With five members present voting yes, the motion carried by a vote of 5-0 to forward for approval the proposed reduced operation hour changes, and the authority for Mr. Koeppel to reduce animal control operation hours in the event the office can't be staffed.

- *Discussion and Approval of Suspending Animal Owner Surrenders Due to Staffing Level* – Mr., Koeppel explained that some Animal Control facilities don't take surrenders at all, but that we would rather take surrenders than have them dumped. However, if the facility gets too full, or get more animals when we are short staffed, it creates more work and potential issues.

Ms. Prestegaard stated that the dog isolation side is full with surrenders, and dogs dropped off at night by law enforcement. There are five dogs that are scheduled for spay/neuter and then will go to the adoption side. Prestegaard stated that Rescue facilities are currently full and not taking any animals. Prestegaard explained the process of owner surrenders, the necessary paperwork and the reasons for surrenders that include home loss, health issues, and behavioral issues. There is a \$50 fee for owner surrenders.

The committee discussed temporarily suspending Animal Owner Surrenders due to the current staffing shortage. Prestegaard doesn't feel we need to stop taking surrenders, but we need to be aware of the delays in processing animals through the process and on to the adoption side. Dr. Schlapp suggested reserving a number of kennels for surrenders, and then utilizing a surrender waiting list until they can accommodate the owner's request. **No committee action was taken on this item.**

- *Discussion of Animal Control Staffing* – Discussion on current staff work hours, increasing the Office Assistant's hours to 28 hours per week, the staffing needs of the facility, and hiring a full-time Kennel Technician. The committee also discussed why it is so difficult to hire and retain part-time workers. Prestegaard emphasized the need to have employees with some experience to handle the animals.

Discussion on the current salary for part-time workers, the requirement for minimum wage by 2025, increasing the part-time salary to \$15.00 now instead of waiting until required, and the financial implications for next year, including the decrease in rabies tag sales and decreased revenue.

Member Flowers made a motion to increase the salary for Kendall Technicians to \$15.00 per hour, and the Office Assistant salary to \$15.50 per hour, second by Member Rodriguez. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment – None

Executive Session – Not Needed

Action Items for the County Board

Approval of Reduced Animal Control Operating Hours Due to Staffing Level
Approval of Suspending Animal Owner Surrenders Due to Staffing Level
Approval to increase the salary for Kennel Technicians to \$15.00 per hour
Approval to increase the salary for the Office Assistant to \$15.50 per hour

Adjournment – Member DeBolt made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement, the meeting was adjourned at 9:35a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary