



MEETING MINUTES FOR WEDENSDAY, August 24, 2022

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

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Here		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Ruben Rodriguez	Here		

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

Others present: Kelly Prestegaard, Animal Control Director, Scott Koeppel, County Administrator

Motion made to amend the agenda to correct the dates of the minutes to be approved by the committee. Motion made by Member Gengler, to change the date of the minutes to be approved from June 22, 2022 to July 13, 2022, second by Member Flowers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Approval of Minutes – Motion made by Member Flowers, to approve the minutes from July 13, 2022, second by Member DeBolt. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Director Prestegaard reviewed the census log with the committee, and noted that intakes have slowed down, but still higher than last year. Current 13 animals are available for adoption. Large number of pit bulls are available on the adoption side. Working on getting adoptable pets up on Petfinder and Facebook, difficult with their lower staff levels. **Written report provided.**
 Dogs in the shelter: 26
 Cats in the shelter: 8
- **Bite Report** – Director Prestegaard reviewed the Bite Report, noted 24 total, 2 cat bites, 22 dog bites. None of the animals were euthanized from this group. All unvaccinated animals will be vaccinated, if they were not vaccinated previously. **Written report provided.**

- **Operations Report** – Director Prestegaard reported on the staffing shortages, said it’s been going slow, she is working with HR on some potential candidates.
Mr. Koepfel stated that he had asked the HR Representative to be at this meeting, but she could not attend, but she did supply a memo. HR and Director Prestegaard working together to increase hiring and working to help improve the process. Inmate program has not been working currently, Mr. Koepfel said Sheriff’s office does not have the staff to help with this program at this time. Community workers have not been coming in either. **Written memo provided.**

Director Prestegaard reported that the microchip program is going phenomenally well. They are currently able to microchip four days a week and typically microchipping 10-15 animals a week.

Accounting Report – Mr. Koepfel reviewed the monthly report with the committee. He noted that the struggle is still the number of tags sold, decrease of \$7000 at this time as compared to last year at this time. Noted that this may be due to the cycle of the three year tags as discussed by Dr. Schlapp at last month’s meeting. Director Prestegaard is working to identify the vet offices that are not currently selling the County’s tags. Expenses are down as well from last year, due to salary line item. Budget has been written for 2023, and asking to remove two part-time technician positions to be replaced by one full-time technician. **Written report provided.**

Committee Business

- *Discussion and Approval of the Full-Time Kennel Technician Job Description*

Discussion ensued regarding the approval of a full-time kennel technician. Mr. Koepfel does recommend putting full-time position in the budget for next year but posting it now, as the hiring process could take some time. Mr. Koepfel noted the benefits of having a full time position; these include staff that can work on weekends, handling of the more dangerous dogs after training, keeping staff and not having turnover. Mr. Koepfel stated that this is a new position and is different enough from the part-time to warrant a review.

Committee will discuss the hiring of the position after the job description is approved.

Motion made to send the Full-Time Kennel Technician Job Description for review to the State’s Attorney and then forward to the September 20, 2022 County Board for approval. Motion made by Member Flowers, second by Member Gengler. **With five members in agreement, the motion carried by a vote of 5 -0.**

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 Flowers.

Roll Call

Attendee	Status
Amy Cesich	yes
Brian DeBolt	yes
Elizabeth Flowers	aye
Scott Gengler	yes
Ruben Rodriguez	yes

Action Items for the County Board

- *Approval of the Full-Time Kennel Technician Job Description*

Action Items for the Committee of the Whole – None

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 9:00 a.m.**

Respectfully Submitted,

Sally A. Seeger
Administrative Assistant/Recording Clerk