Call to Order – The meeting was called to order by Chair Amy Cesich at 9:04 a.m.

Committee Members Present: Amy Cesich, Lynn Cullick, John Purcell, and Elizabeth Flowers (9:17 a.m.)

Committee Members Absent: Matt Prochaska

Others present: Laura Pawson, Anna Payton, Dr. Gary Schlapp, Jeff Wilkins

Approval of Agenda – Motion made by Lynn Cullick to approve the agenda, seconded by John Purcell. Motion carried.

Approval of Minutes – Motion made by Lynn Cullick to approve the April 17, 2013 meeting minutes with one revision (listing the actual number of bites for March 2013), second by Elizabeth Flowers. With all voting aye, the motion carried.

Review Census Log – Warden Anna Payton presented the census log to the committee and said for April 6 cats came in, and for May there were 23 cats. She said there are currently 9 cats up for adoption, 12 on stray hold, 2 at Countryside Vet for bite confinement, and 2 kittens in foster care for a total of 16 strays, and an overall total of 25 cats/kittens.

Ms. Payton reported that in April there were 43 dogs and 33 dogs in May. The majority of dogs are coming in via the local police departments, and most are being reclaimed. She reported there are 14 dogs ready for adoption, with one application pending and 14 dogs on the stray side, including 3 that are rescue pending, for a total of 28 dogs.

Review Bite Report – Laura Pawson reviewed the report with the committee and said there were 19 bites in April, and that 4 dogs were euthanatized.

Operations Report – Anna Payton provided copies of the two Adoption applications (one for dogs and one for cats) and checklists and reviewed them with the committee. She said the forms were developed to obtain specific answers or in a conversational style with those interested in adoption. As part of the procedure, adoptions through the KCAC require proof of residency, proof of age (adult over 18 years), if renting, authorization to have an animal in the rental, either from a copy of the lease or a letter of approval from the landlord, proof of annual vet care of
other pets in the home, proof that they do not exceed their municipality limit of animals, and that all members of the residence are in agreement of the adoption.

She said the focus is on educating owners on new animal introductions of the new animal into a home with another animal, and helping all to succeed in a smooth transition.

Ms. Payton said that although there are occasional denials of adoptions, the Animal Control staff is professional, accountable and customer-service oriented, and that staff strives to put the safety and welfare of the animals first at all times.

Ms. Payton reported there were 118 visitors in April.

Ms. Payton said have made the following improvements to the facility – signage on the inside and outside kennels, signage with warnings about sticking fingers into cages, signage asking Police Officers to contact KenCom or Animal Control before placing dogs into kennels.

**Creation of Animal Medical Care Fund** – Anna Payton has been approached numerous times asking about creation of this type of donations fund. She said they have been bequeathed $25,000 that is designated to be used for animal care that could be included in this fund. This might help in saving more animals for adoption instead of sending them for rescue. John Purcell made a motion to present this item to the Board for approval, second by Elizabeth Flowers. With all voting aye, motion carried.

Ms. Payton reviewed the list of upcoming June events.

**Accounting Report** – Jeff Wilkins presented the Accounting report and reviewed the current financial percentages. Laura Pawson provided information on the sale of rabies tags, and comparisons that she did based on the prior year. She said that orders are consistently coming in now that all of the credits from returns have been exhausted.

Wilkins said that expenditures are close to budget at this point. John Purcell asked that the Capital and Cash fund balances be included on future AC Financial report.

**Other Business** – None

**Old Business** – Jeff Wilkins and Anna Payton attended a meeting with Technology on a software demo, and are trying to schedule another demo. They are making plans to visit several local Animal Control offices that use other types of software that might be useful in the KCAC office.

There has been no report from Facilities on the office changes that were proposed at the last meeting. Jeff Wilkins will contact Jim Smiley for an update on the scheduled timeframe.

**Review Action Items**

- Creation of Animal Medical Care Donation Fund

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**Public Comment** - None

**Executive Session** – None

**Adjournment** - Elizabeth Flowers made a motion to adjourn the meeting. Lynn Cullick seconded the motion. With all in agreement, the meeting was adjourned at 10:07 a.m.

The next meeting will be on June 19, 2013 at 9:00 a.m. in the County Office Building, County Board Rooms 209-210.

Respectfully Submitted,

Valarie McClain
Recording Secretary