**Call to Order** – The meeting was called to order by Chair Amy Cesich at 9:12a.m.

Committee Members Present: Amy Cesich, Lynn Cullick (9:13a.m.), Elizabeth Flowers, Matt Prochaska, John Purcell

Committee Members Absent:

Others present: Anna Payton and Jeff Wilkins

**Approval of Agenda** – Motion made by John Purcell, second by Elizabeth Flowers to approve the amended agenda with new business going first. **Motion carried.**

**New Business**

- **Review HVAC design** – Jim Smiley reported on the findings from the HVAC review conducted by Kluber Architects and Engineers in January 2014, and the recommendations from Kluber including:

  1. Replace the furnace and air conditioner due to age of equipment and to gain energy efficiency from new equipment.
  2. An additional exhaust fan should be added to the dog washing/dish room/laundry area due to the high humidity conditions caused by all of the devices using water in the room.
  3. Add a roof exhaust to vent excess heat from the ceiling.
  4. Replace runs that contain more than five feet of flexible duct with solid ductwork.

- **Committee directions for HVAC RFP** – The committee advised Mr. Smiley to pursue RFP bids for the project and to keep them updated.

**Old Business**

- **Title Change for Animal Control positions** - Ms. Cesich reported that the State’s Attorney’s Office has advised the County Board that according to State Statute, Kendall County must have a Warden responsible for the Animal Control facility.
Jeff Wilkins suggested that in order to comply with the statute, the committee could create an ordinance regarding the change of title from Warden to Director, and use language specifically stating that the Director will perform all responsibilities of the Warden.

Discussion on the need for such an ordinance, wording of any ordinance, and clarification of all Animal Control titles, positions and responsibilities. Jeff Wilkins will draft an ordinance, and send to the State’s Attorney’s office for review, and a copy of the ordinance will be presented to the Board for approval. If approved, the ordinance will be included in the SOP.

The State’s Attorney’s office also advised that any and all title changes, or changes to any job descriptions need to go through the SAO prior to any changes being made.

Review of Census Log – Ms. Payton presented the Census Log to the Committee and said there were 5 cats/kittens that came into Animal Control in January, with 5 cats coming in thus far in the month of February. Ms. Payton said there are currently 10 cats up for adoption, 2 kittens in foster care, 1 scheduled for rescue, 7 stray cats, 1 cat for adoption at Country Comfort, and 1 kitten up for adoption, for a total of 21 cats/kittens in the system.

Ms. Payton reported they have begun testing all felines for FIV/FeLuk, and that she has been tracking the results. Cats that test positive for FIV can go into rescue, but cats that test positive for FeLuk disease are euthanized because placement in rescue isn’t readily available.

Ms. Payton reported that there were 20 dogs/puppies that came into Animal Control in January, with 13 dogs coming in thus far in the month of February. There are 11 dogs (including 6 puppies) up for adoption, 0 puppies in foster care, 7 unavailable dog/puppies, 0 dogs/puppies at the Vet, and 1 dog/puppy scheduled for rescue this week, for a total of 18.

Ms. Payton reported 10 cats, and 6 dogs were adopted in January, and thus far 8 cats and 3 dogs were adopted in February.

Review of Bite/Euthanasia Report – Ms. Payton reviewed the report with the committee and said there were a total of 12 bites, with 11 canine bites and 1 cat bite in January.

There were 2 canines euthanized for health/behavior issues, 1 dog for behavior issues, 2 cats due to health issues, and 1 cat due to behavioral issues in January.

Operations Report – Ms. Payton said there were 109 visitors (A.M. - 48, P.M. - 61) in January.

Ms. Payton reported she will be hiring a temporary kennel technician for three months while the permanent technician is on FMLA for pregnancy.

Ms. Payton conducted a roll call training for Plano Police Department and a training with the Oswego Police Department on safe animal handling and behavior. She said the goal was to keep the officers safe and provide information on following appropriate protocol when dealing with animal bites.
Ms. Payton has received increased requests from Girl Scout troops for presentations at their meetings, with two scheduled for February. Unfortunately, because of space and age restrictions, on-site visits or tours aren’t possible at this time.

Ms. Payton reported that ASPCA, one of the largest national welfare organizations will be featuring the Kendall County Animal Control for National Animal Control Appreciation Week in April. They interviewed Anna Payton, Amy Cesich and Jeff Wilkins, and took pictures for their website for animal welfare professionals. Ms. Cesich said it is quite an honor for Anna Payton, KC Animal Control and Kendall County to be recognized nationally.

**Upcoming Events**

February  Pitty Party – 2 Pit Bull type dogs adopted already this month  
March 8  Go Dog Go  
March 11  Volunteer Orientation  
March 23  Country Comfort Adoption Event

**Accounting Report**  – Jeff Wilkins reviewed the report with Committee. Wilkins said there was an increase in rabies tag sales, donations have increased, and most of the expenses are around 18-19 percent. Mr. Wilkins said that it has been a positive year thus far.

**Executive Session**  – None Needed

**Review Action Items**  - None

**Public Comment**  – None

**Adjournment**  – Lynn Cullick made a motion to adjourn the meeting, Matt Prochaska seconded the motion. With all in agreement, the meeting was adjourned at 10:35 a.m.

The next meeting will be on **THURSDAY, March 20, 2014 at 9:00 a.m.**, in the County Office Building, County Board Rooms 209-210.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant