KENDALL COUNTY
ANIMAL CONTROL COMMITTEE

Wednesday, August 21, 2013 at 9:00AM
County Office Building; County Board Rooms 209-210
111 W. Fox Street; Yorkville IL

MINUTES

Call to Order – The meeting was called to order by Chair Amy Cesich at 9:03 a.m.

Committee Members Present: Amy Cesich, Lynn Cullick, Elizabeth Flowers, Matt Prochaska, and John Purcell

Others present: Anna Payton, Laura Pawson, Dr. Gary Schlapp, Jim Smiley (9:45 a.m.), Jeff Wilkins

Approval of Agenda – Motion made by Lynn Cullick to move Executive Session to right after Review Action Items, second by Elizabeth Flowers to approve the agenda with the noted change. Motion carried.

Approval of Minutes – Motion made by Lynn Cullick to approve the July 17, 2013 meeting minutes, seconded by Elizabeth Flowers. Motion carried.

Review of Census Log – Ms. Payton presented the Census Log to the Committee and said there were 34 cats that came into Animal Control in July, with 20 cats coming in thus far in the month of August. She said there are currently 12 cats on stray hold, 6 kittens at Countryside being spayed, and 5 kittens up for adoption, for a total of 23, and a production total of 15 adult cats and 5 kittens.

Ms. Payton reported that two felines were dropped-off in a sealed plastic container on an extremely hot day in July, seriously endangering the animals health and safety. Ms. Payton stated that because of this dangerous drop-off in July, she would like to explore the purchase of recording cameras to be positioned at the outer doors to deter citizens from abandoning animals.

Ms. Payton reported that there were 47 dogs that came into Animal Control in July, with 20 dogs coming in thus far in the month of August. There are 13 dogs ready for adoption, 1 in Foster Care and 10 in stray hold. Ms. Payton stated that reclaims remain high.

Review of Bite/Euthanasia Report – Ms. Pawson reviewed the report with the committee and said there were 21 bites in July. There were 3 canines euthanized due to behavioral issues and 4 kittens died at the shelter due to failure to thrive, for a total of 7 animals in July.
Operations Report – Ms. Payton reported that a new employee has been hired as a Kennel Technician and will begin on August 26, 2013.

Ms. Payton updated the committee on the building renovations, and stated that the new counter has been installed and the partial door closing off the work area will be completed today. These changes have already enhanced the business atmosphere and have kept visitors in the reception area. Ms. Payton reported 129 visitors in July.

Ms. Payton reported the Popcorn fundraiser is now finished, and that she will bring the total number sold and the amount earned for Animal Control at the September meeting.

Ms. Payton said that the Oswego Libraries will be conducting a fundraiser for Animal Control in the month of September. The Library will take pictures of the animals with books for posters next Wednesday that will be displayed in the Library to encourage animal adoption, and to raise awareness of Kendall County Animal Control.

Ms. Payton and Mr. Wilkins visited the Kankakee Animal Control office on August 19, 2013 to tour their facility and to review their ShelterPro software program. Mr. Wilkins said there are six modules, and that the main module is approximately $495, total cost would be approximately $2500. Mr. Wilkins said you purchase blocks of time for training on the software. Mr. Wilkins explained the various modules and how they could be used by Animal Control staff to produce reports that are currently being done manually. The software would also allow inventory and auditing of rabies tags, as well as auditing of any monies received on a daily process. Payton and Wilkins will visit other facilities to review the Cameleon software program at a future date.

Ms. Payton reported there are two pending court cases. One is set for a bench trial on September 12, 2013 and a vicious dog case is still pending.

Upcoming Events Update

Wednesday, August 21, 2013  Kane County Cougars
Friday, September 6, 2013  Ellis House & Equestrian Center Adoption Event
Wednesday, September 11, 2013  Volunteer Orientation
Saturday, September 14, 2013  Go Dog Go Adoption Event, Oswego
Sunday, September 29, 2013  Country Comfort Event, Yorkville

Accounting Report – Jeff Wilkins reviewed the Financial Statements report with the committee, and stated that rabies tags are behind compared to the same timeframe last year, but fines and fees, and donations are slightly ahead.

Mr. Wilkins reported the Fund Balance as currently at $61,000, the building fund is at $41,000, and that expenditures were $12,498. Wilkins reported the transfers are now caught up.

Old Business – Budget: Jeff Wilkins reviewed the proposed Animal Control budgets with the committee, including the State Pet Population fund, the County Animal Population Control fund,
the Animal Medical Care fund, the Animal Control fund, and the Animal Control Building fund.

Mr. Wilkins reviewed the reasoning for the increase in the Microchips line item. Ms. Payton said that according to state regulation, we are required to offer annual microchip clinics. John Purcell asked to see a copy of the state statute, and that the statute to be reviewed and interpreted by the State’s Attorney’s office. Matthew Prochaska read the statute to the committee to clarify the requirements.

Discussion on Animal Control partnering with local low-cost vaccine clinics to offer the annual microchip clinics, the fees, the total amount of funds that KCAC would receive from each microchip service provided, and the benefit of offering the clinics.

Discussion on the transfer-out general fund portion of the KCAC budget and the proposed decrease of funds in those specific line items; as well as proposed building improvement financing and currently available funds.

**Executive Session** – A motion to enter into executive session was made by Elizabeth Flowers, seconded by Lynn Cullick, for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity (ILCS 120/2 (c) 1. With all in attendance voting aye, the Animal Control Committee entered into Executive Session at 10:56 a.m.

**Members in Attendance:** Amy Cesich, Lynn Cullick, Elizabeth Flowers, Matthew Prochaska, John Purcell

**Others Present:** Valarie McClain, Jeff Wilkins

John Purcell made a motion to exit Executive Session and to reconvene in regular session, second by Elizabeth Flowers. With all in attendance voting aye, the Animal Control Committee returned to regular session at 11:32 a.m.

**Other Business** - None

**Review Action Items** - None

**Public Comment** – None

**Adjournment** – John Purcell made a motion to adjourn the meeting, Elizabeth Flowers seconded the motion. With all in agreement, the meeting was adjourned at 11:34 a.m.

The next meeting will be on September 18, 2013 at 9:00 a.m. in the County Office Building, County Board Rooms 209-210.

Respectfully Submitted,

Valarie McClain
Administrative Assistant