COMMITTEE MINUTES

Call to Order – The meeting was called to order by Chair Amy Cesich at 9:00 a.m.

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

Committee Members Absent: Elizabeth Flowers

Others present: Stan Laken, Anna Payton, Dr. Gary Schlapp, Jim Smiley, Jeff Wilkins

Approval of Agenda – Motion made by Lynn Cullick, second by Matt Prochaska to approve the agenda. Motion carried.

Approval of September 18, 2013 Minutes – Motion made by Lynn Cullick, second by Matt Prochaska to approve the minutes. Motion carried.

Review of Census Log – Ms. Payton presented the Census Log to the Committee and said there were 18 cats that came into Animal Control in September, with 11 cats coming in thus far in the month of October. Ms. Payton said there are currently 10 unavailable kittens and cats, 8 kittens in foster care, 6 kittens for adoption, 16 cats for adoption, 1 kitten in bite confinement, and 1 kitten for Spay/Neuter at Countryside, and 2 nursing moms with 12 babies.

Ms. Payton reported that there were 43 dogs that came into Animal Control in September, with 15 dogs coming in thus far in the month of October. There are 10 dogs up for adoption, 1 dog in foster care, 11 dogs unavailable with 2 dogs going for rescue this week and 2 puppies at the Vet for treatment of Parvo, for a total of 24.

Review of Bite/Euthanasia Report – Ms. Payton reviewed the report with the committee and said there were 18 bites in September, including 5 cat bites being reported to Animal Control in September.

There was 1 senior canine euthanized due to health issues, and 2 canines were euthanized due to behavioral issues in September.
**Operations Report** – Ms. Payton said there were 131 visitors in September. Ms. Payton reported there are three pending court cases, and two bench trials set for October and November.

Ms. Payton reported that a new commercial washer was purchased and will be arriving in the next few weeks. The cost total was $4000 and Mr. Wilkins said this would be taken out of the Animal Control capital improvement fund.

**Upcoming Events Update**

November 1, 2013   Ellis House and Equestrian Center

November 9, 2013   Go Dog Go

November 12, 2013  Volunteer Orientation

**Accounting Report**

- Amended FY 2013 Budget – Jeff Wilkins reminded the committee that the auditors have suggested the County utilize an amended budget process at the end of the fiscal year, when a department or fund is anticipated to exceed an appropriation.

  Mr. Wilkins and said that there was a $19,095 deficit for FY2013 original budget.

  Mr. Wilkins didn’t feel that Animal Control could absorb the HVAC project and the software project expense in their budget.

- Revised FY 2014 Budget – John Purcell made a motion to approve the amended budget and forward it to the Finance Committee for review, second by Matt Prochaska. With all members voting aye, the motion carried.

**Other Business**

- Review and Recommend Standard Operating Procedures – Ms. Payton reviewed some of the procedure changes and additions to the department policies and procedures, the new forms created for animal care, adoption, replacement, volunteers, and processing of fines and fees. Discussion on previous policy and changes/additions to the newly developed procedures and policies, and time limit for continued treatment, committee involvement and notification of when an animal is boarded past the current policy time limit. The committee asked for Ms. Payton and Mr. Wilkins to reword the portion of the procedures manual referring to the extended amount of time animals are maintained in the shelter, also stating that the committee is apprised of each individual situation via email and also updated at each monthly committee meeting. These changes will be made and brought back to the committee for review at the November 20, 2013 meeting.

- Present Updated Job Descriptions – The committee reviewed the updated job descriptions and discussed the revisions made in each document. The committee chair will apprise the Board of the changes at the November 5, 2013 County Board meeting.
Old Business

- **HVAC (Heating and Cooling) System** – Jeff Wilkins asked the committee for affirmation for beginning the HVAC (Heating and Cooling) project for the Animal Control building so that work could begin this Fall.

  Jim Smiley reported he has met with one firm on the specs, as well as Kluber and will meet with Wold on Friday, October 18, 2013 to discuss the project. Mr. Smiley anticipated minimal downtime without heat as approximately one day. Mr. Smiley stated that this Fall would be the best time to complete the project. After discussion, Facilities Management will proceed with the project.

- **Software Upgrade** – Stan Laken reported that ShelterPro will allow a 21 day trial period for Animal Control to use the software. Ms. Payton briefed the committee on the highlights of using the new software and how it will assist Animal Control in becoming more efficient in their operations.

  Mr. Laken reviewed the Technologies evaluation of the ShelterPro product, the trial software project schedule and start date of November 4, 2013, a plan for training and development, defining data history to convert, and cost distribution of fees. Mr. Laken said the software would be approximately $2000 and that there would be annual support and upgrade costs of $1500. Mr. Laken didn’t see the need of on-site training at additional costs, but felt that Technology staff could assist with any training necessary. Mr. Laken said that phone and online support is included in the package.

**Executive Session** – None Needed

**Other Business** - None

**Review Action Items** - None

**Public Comment** – None

**Adjournment** – Matt Prochaska made a motion to adjourn the meeting, Lynn Cullick seconded the motion. With all in agreement, the meeting was adjourned at 11:25 a.m.

The next meeting will be on November 20, 2013 at 9:00 a.m. in the County Office Building, County Board Rooms 209-210.

Respectfully Submitted,

Valarie McClain
Administrative Assistant