MINUTES

Call to Order – The meeting was called to order by Chair Amy Cesich at 9:08 a.m.

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

Committee Members Absent: Elizabeth Flowers

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

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

Approval of November 20, 2013 Minutes – Motion made by Matthew Prochaska, second by Lynn Cullick to approve the minutes. Motion carried.

Review of Census Log – Ms. Payton presented the Census Log to the Committee and said there were 17 cats that came into Animal Control in November, with 9 cats coming in thus far in the month of December. Ms. Payton said there are currently 2 kittens in foster care, 0 for rescue, for a total of 39.

Ms. Payton reported that there were 45 dogs that came into Animal Control in November, with 8 dogs coming in thus far in the month of December. There are 9 dogs/puppies up for adoption, 0 dogs/puppies in foster care, 15 unavailable including 1 nursing mom and 8 puppies, and 2 dog/puppies scheduled for rescue this week, for a total of 24.

Review of Bite/Euthanasia Report – Ms. Payton reviewed the report with the committee and said there were a total of 11 bites, with 8 canine bites, 2 cat bites, and 1 reptile bite in November.

There was 1 puppy that died during birth, 2 canines were euthanized for behavioral issues, 1 canine euthanized for health issues, 2 kittens died because of health reasons, and 2 cats were euthanized due to health issues in November.
Operations Report – Ms. Payton said there were 114 visitors in November. Ms. Payton said the job posting ended yesterday, and she will begin interviews next week, and will hopefully fill the position by early 2014.

Ms. Payton reported a good attendance at the Annual Volunteer Christmas party on December 13, 2013.

Ms. Payton reviewed an email received by someone that adopted two kittens from the shelter, and one of the kittens passed away from Feline Leukemia along with the Coronavirus which was suspected mutated into FIP. The citizen requested a refund of the adoption fee for the deceased kitten. After discussion, the Committee determined that the Shelter will offer a certificate to adopt another kitten to the family.

Ms. Payton said that currently cats/kittens are not tested for Feline Leukemia or FIV when they come to the shelter. Dr. Schlapp recommends that all cats and kittens be screened prior to adoption. He said that the minimal testing fee could be included in the adoption fee. He also said that there is no guarantee that testing will detect all diseases.

Ms. Payton said she would like to begin testing canines for heartworms, and all cats and kittens for Feline Leukemia and FIV. She said to off-set the cost of the testing, the adoption fees could be increased.

Discussion on using the Animal Medical Care fund to pay for the cost of the testing on a 6-month trial basis, and then reporting the results in July 2014 of the number of animals that were found with disease, and if an animal found with disease prohibited its adoption. The Committee will then reevaluate the need of increasing the adoption fees at that time if necessary. The tests will be heartworm for dogs, and Feline Leukemia and FIV for cats.

Ms. Payton shared that Blossom, the canine with heartworm was adopted last week after being in the care of the Shelter for many months, and after receiving treatment for heartworm, and having a tumor that tested positively for cancer. The interested family chose to continue with the adoption despite the diagnosis of cancer.

Upcoming Events

January 6 Volunteer Orientation
January 11 Go Dog Go Adoption Event

Accounting Report – Jeff Wilkins reviewed the report with the committee and reported an increase in revenue in the Fines and Fees, and Donations. Mr. Wilkins said that there was still an $8700 negative balance for the year.

Old Business – Standard Operating Procedures – The State’s Attorney’s Office is continuing its review of the SOP’s for accuracy and legal compliance.
Other Business

- **Recommendations regarding testing adoption animals for illness by Animal Control**
  - No increase in fees until the initial 6-month trial period and report is completed in June 2014

- **Authorize expenditure for software, licensing, support, upgrades and data conversion by ShelterPro not to exceed $6,500** - Ms. Payton reviewed each part of the expenditure. Mr. Wilkins said that funds would come from the Capital Improvement Fund. John Purcell made a motion to forward to the Board that they authorize expenditure for software, licensing, support, upgrades and data conversion by ShelterPro not to exceed $6,500, second by Matthew Prochaska. **With all in agreement, the motion carried.**

- **Authorize expenditure for data entry not to exceed $6,000** – Ms. Payton briefed the Committee on what the data entry would entail and that the data entry would be done by a Temporary Employment Agency. Mr. Wilkins said that funds would come from the Capital Improvement Fund. John Purcell made a motion to forward to the Board the authorization the expenditure for data entry, not to exceed $6,000, second by Lynn Cullick. **With all in agreement, the motion carried.**

**Other Business** - None

**Executive Session** – None Needed

**Review Action Items**

- **Authorize expenditure for software, licensing, support, upgrades and data conversion by ShelterPro not to exceed $6,500**

- **Authorize expenditure for data entry not to exceed $6,000**

**Public Comment** – None

**Adjournment** – Matthew Prochaska made a motion to adjourn the meeting, Lynn Cullick seconded the motion. With all in agreement, the meeting was adjourned at 10:48 a.m.

The next meeting will be on January 22, 2014 at 9:00 a.m. in the County Office Building, County Board Rooms 209-210.

Respectfully Submitted,

Valarie McClain
Administrative Assistant