AGENDA

1. Call to Order

2. Approval of Agenda

3. Review census log

4. Review bite report

5. Operations report
   - Authorize credit card limit to $1,500
   - Review cash management procedure recommendations

6. Accounting report

7. Other Business

8. Review Action Items

9. Executive Session – for the purpose of reviewing past Executive Session minutes

10. Adjournment
Animal Control Committee Minutes for March 20, 2013
Respectfully submitted by Anna Payton

The meeting was called to order at 9:07 am.

Committee members present: Amy Cesich, Lynn Cullick, and Elizabeth Flowers
Absent: Matt Prochaska and John Purcell
Others present: Anna Payton, Laura Pawson, Dr. Gary Schlapp, and Jeff Wilkins

Committee approved the agenda for the meeting.

Anna presented the census log to the committee for February and thus far for March. Animal Control had an intake of 14 dogs in February with a current count of 22, including 4 dogs being held as evidence. Anna mentioned that 9 Pit Bull type dogs were adopted out in the month of February during the shelter’s “Pitty” Party promotion. Animal Control had an intake of 11 cats in February with a current count of 26 cats which includes 1 cat at Go Dog Go. Anna stated that there are a few rescues interested in transferring cats this week.

Laura presented the County bite report to the committee for February. There were a total of 7 bites reported with all 7 being dog bites. Four of the seven bites was a case where the owner or family member was bitten. There were 2 dogs euthanized in the month of February due to behavior (i.e. failing the temperament test).

Anna presented the operations report to the committee. She stated that two investigations have been processed by the State’s Attorney and are currently in the court system. She informed the committee that 139 people came in to view the animals up for adoption in February. She also provided an update on a dog named Haske who had come into the shelter awhile back with multiple severe injuries. Haske recently had his second surgery and Dr. Schlapp said his recovery is going really well.

Anna then mentioned that she has been asked to write a weekly blog for Voices of Yorkville through a local online Sun Times affiliate, which will start next week. She stated that she and Laura had attended an Animal Relocation Summit sponsored the ASPCA in Bloomington, IL on March 13. She said the meeting was for animal welfare groups across the state of Illinois to come together to discuss streamlining the transfer of animals between organizations in order to increase live release rates statewide and felt that the meeting was beneficial. Anna then stated that she had just come back from presenting at the Texas Unites conference which was in Austin, TX from March 15 – 18. She felt that it went well and it was a nice opportunity to represent Kendall County.

Lastly, Anna said there is going to be a Volunteer Orientation on Tuesday, March 26. Then on Wednesday, March 27 the staff will be going to the Petsmart distribution center to load donated food, cat litter, and other necessities to supply the shelter with for the year.
Jeff presented the accounting report. He went through the numbers and stated that Animal Control continues to have a good financial picture. The committee approved the payment of the bills. Jeff briefly discussed that a consultant came in and met with the Treasurer, Administration, and Animal Control department to help make improvements based on the audit and that he will present the findings at the next committee meeting.

In other business, Amy stated that the committee meeting will be moved to the county board room starting next month. The committee agreed.

The meeting adjourned at 9:50 am.
### Total KCAC Animals Euthanized/Decesed: 3

- 3/20/13 Euthanized: Cat „Sparkler“ Reason: Health
- 3/12/13 Euthanized: Cat „Conzo“ Reason: Feral/Behavior

### Total KCAC Euthanized/Decesed for Month of February 2013

<table>
<thead>
<tr>
<th>Animal</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAT</td>
<td>1</td>
</tr>
<tr>
<td>FOX</td>
<td>2</td>
</tr>
<tr>
<td>CATS</td>
<td>3</td>
</tr>
<tr>
<td>UNKNOWN STRAY DOG</td>
<td>1</td>
</tr>
<tr>
<td>SHIH TZU MIX</td>
<td>1</td>
</tr>
<tr>
<td>ENGLISH BULLDOG</td>
<td>2</td>
</tr>
<tr>
<td>Pit Bull</td>
<td>1</td>
</tr>
<tr>
<td>Pit Bull/SHAR PEI</td>
<td>1</td>
</tr>
<tr>
<td>GERMAN SHEPHERD</td>
<td>1</td>
</tr>
<tr>
<td>GREYHOUND</td>
<td>1</td>
</tr>
<tr>
<td>BASSETT HOUND</td>
<td>1</td>
</tr>
<tr>
<td>GERMAN SHORTHAIR POINTER</td>
<td>1</td>
</tr>
<tr>
<td>ROTTWEILER</td>
<td>1</td>
</tr>
<tr>
<td>LABRADOR</td>
<td>1</td>
</tr>
<tr>
<td>LABRADOR MIX</td>
<td>1</td>
</tr>
<tr>
<td>GERMAN HUSKY</td>
<td>1</td>
</tr>
<tr>
<td>COCKER SPANIEL</td>
<td>2</td>
</tr>
<tr>
<td>BOXER</td>
<td>1</td>
</tr>
</tbody>
</table>

Total: 22
# KENDALL COUNTY ANIMAL CONTROL

## Statement of Revenues And Expenditures

**3/31/2013**

### CURRENT YEAR

<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY13 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>YTD Percent of Budget</th>
</tr>
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<tbody>
<tr>
<td>Rabies Tags Sold</td>
<td>$165,000</td>
<td>10,620</td>
<td>53,245</td>
<td>32.3%</td>
</tr>
<tr>
<td>Fines &amp; Fees (Total)</td>
<td>$32,000</td>
<td>1,420</td>
<td>9,751</td>
<td>30.6%</td>
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<tr>
<td>Donations</td>
<td>$7,000</td>
<td>530</td>
<td>4,438</td>
<td>63.4%</td>
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<tr>
<td>Intact Registration Fee</td>
<td>$10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$214,000</strong></td>
<td><strong>12,870</strong></td>
<td><strong>67,434</strong></td>
<td><strong>31.5%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY13 YTD</th>
<th>3/30/12 Actual</th>
<th>FY12 YTD</th>
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</thead>
<tbody>
<tr>
<td>Salary - Animal Control Warden</td>
<td>$44,000</td>
<td>5,077</td>
<td>15,231</td>
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<tr>
<td>Salary - Assistant Warden</td>
<td>$35,500</td>
<td>4,096</td>
<td>12,289</td>
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<tr>
<td>Salary - Other</td>
<td>$49,400</td>
<td>6,470</td>
<td>18,383</td>
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<tr>
<td>Salary - Administrator</td>
<td>$5,800</td>
<td>660</td>
<td>2,008</td>
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<td>Supplies</td>
<td>$2,500</td>
<td>85</td>
<td>760</td>
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<tr>
<td>Postage</td>
<td>$1,100</td>
<td>139</td>
<td>331</td>
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<tr>
<td>Training</td>
<td>$4,000</td>
<td>254</td>
<td>369</td>
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<tr>
<td>Telephone &amp; Pager</td>
<td>$750</td>
<td>13</td>
<td>44</td>
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<td>Equipment</td>
<td>$5,000</td>
<td>155</td>
<td>1,017</td>
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<tr>
<td>Vehicle Expense &amp; Gasoline</td>
<td>$3,500</td>
<td>139</td>
<td>666</td>
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<tr>
<td>Uniforms</td>
<td>$500</td>
<td>198</td>
<td>538</td>
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<tr>
<td>Volunteers/Public Relations</td>
<td>$600</td>
<td>105</td>
<td>77</td>
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<tr>
<td>Neuter/Spay Fees</td>
<td></td>
<td></td>
<td>40</td>
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<tr>
<td>Rabies Tags</td>
<td>$3,000</td>
<td>2,411</td>
<td>80.4%</td>
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<tr>
<td>Transportation, Board &amp; Care</td>
<td>$16,000</td>
<td>1,471</td>
<td>6,156</td>
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<tr>
<td>Kennel Improvements</td>
<td>$1,000</td>
<td></td>
<td>179</td>
</tr>
<tr>
<td>Observation/Disposal</td>
<td>$2,000</td>
<td></td>
<td>100</td>
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<tr>
<td>Capital Expenditures</td>
<td>$5,000</td>
<td>624</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td><strong>$179,650</strong></td>
<td><strong>18,766</strong></td>
<td><strong>60,931</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th>FY13 YTD</th>
<th>3/30/12 Actual</th>
<th>FY12 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to General Fund</td>
<td>$17,637</td>
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<td>4,120</td>
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<tr>
<td>Transfer to IMRF &amp; SS Fund</td>
<td>$25,808</td>
<td></td>
<td>179</td>
</tr>
<tr>
<td>Transfer to Building Fund</td>
<td>$10,000</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

| Total Transfers Out               | $53,445     |                | 5,980       | 26.1%                 |

| Total Expenditures & Transfer     | $233,095    | 18,766         | 60,931      | 26.1%                 |

| Total Revenues Over/(Under)       | ($19,095)   | ($5,896)       | 6,503       | ($26,543)             |

1
<table>
<thead>
<tr>
<th>MONTH</th>
<th>FY13 Monthly REVENUE OVER/(UNDER) EXPENSES</th>
<th>FY13 FUND BALANCE</th>
<th>FY12 Monthly REVENUE OVER/(UNDER) EXPENSES</th>
<th>FY12 FUND BALANCE</th>
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<tbody>
<tr>
<td>Beginning Fund (Cash) Balance</td>
<td>$53,432</td>
<td>$29,697</td>
<td>$6,780</td>
<td>$36,477</td>
</tr>
<tr>
<td>December-12</td>
<td>$(4,981)</td>
<td>48,451</td>
<td>$</td>
<td>41,977</td>
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<tr>
<td>January-13</td>
<td>12,161</td>
<td>60,612</td>
<td>5,499</td>
<td>56,241</td>
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<tr>
<td>February-13</td>
<td>5,218</td>
<td>65,830</td>
<td>6,387</td>
<td>48,364</td>
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<tr>
<td>March-13</td>
<td>$(5,896)</td>
<td>59,935</td>
<td>7,878</td>
<td>59,022</td>
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<tr>
<td>April-13</td>
<td>59,935</td>
<td>8,986</td>
<td>65,227</td>
<td>69,950</td>
</tr>
<tr>
<td>May-13</td>
<td>59,935</td>
<td>2,209</td>
<td>59,022</td>
<td>67,741</td>
</tr>
<tr>
<td>June-13</td>
<td>59,935</td>
<td>$(6,205)</td>
<td>61,767</td>
<td>68,053</td>
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<tr>
<td>July-13</td>
<td>59,935</td>
<td>8,719</td>
<td>67,741</td>
<td>63,882</td>
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<tr>
<td>August-13</td>
<td>59,935</td>
<td>2,209</td>
<td>69,950</td>
<td>53,432</td>
</tr>
<tr>
<td>September-13</td>
<td>59,935</td>
<td>$(10,450)</td>
<td>53,432</td>
<td>53,432</td>
</tr>
</tbody>
</table>

Fund (Cash) | $6,503 | $23,735 |
YTD Fund Balance | $59,935 | $53,432 |
<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3502-000-6200</td>
<td>SUPPLIES</td>
<td>Office Sign</td>
<td>$21.95</td>
</tr>
<tr>
<td></td>
<td>First Bankcard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Office Works</td>
<td>Office Supplies</td>
<td>$62.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$84.70</td>
</tr>
<tr>
<td>3502-000-6201</td>
<td>POSTAGE</td>
<td>Postage</td>
<td>138.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3502-000-6206</td>
<td>TRAINING</td>
<td>Conference - Nashville</td>
<td>254.30</td>
</tr>
<tr>
<td></td>
<td>First Bankcard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3502-000-6207</td>
<td>TELEPHONE &amp; PAGER</td>
<td>Telephone Expense</td>
<td>13.34</td>
</tr>
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<td></td>
<td>Nextel Communications</td>
<td></td>
<td></td>
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<tr>
<td>3502-000-6216</td>
<td>EQUIPMENT</td>
<td>Equipment Repair</td>
<td>155.00</td>
</tr>
<tr>
<td></td>
<td>Haiges Machinery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3502-000-6217</td>
<td>VEHICLE EXPENSE &amp; GASOLINE</td>
<td>Gasoline Purchase</td>
<td>139.10</td>
</tr>
<tr>
<td></td>
<td>Kendall County Hwy Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3502-000-6369</td>
<td>UNIFORMS</td>
<td>Uniform Embroidery</td>
<td>60.00</td>
</tr>
<tr>
<td></td>
<td>Steven's Silk Screening &amp; Embroidery</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uniform Shirts</td>
<td></td>
<td>138.00</td>
</tr>
<tr>
<td>3502-000-6897</td>
<td>TRANSPORTATION, BOARD &amp; CARE</td>
<td>Vet Care</td>
<td>1,470.96</td>
</tr>
<tr>
<td></td>
<td>Countryside Veterinary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$2,454.03</td>
</tr>
</tbody>
</table>

3
NJN Consulting
Kendall County Animal Control
Cash Management Analysis
April 3, 2013
Table of Contents

Sales Transactions .................................................................

Office Layout ........................................................................

Procedures ...........................................................................

Documentation .......................................................................

Recommendation ...................................................................
Sales Transactions

The department averages about six (6) to ten (10) cash transactions per day for various items:

Rabies Tags
Relinquishment Fees
  Dog
  Puppy
  Nursing Mother Dog with Puppies
  Litter Puppies
Reclaim Fees
  Offense
  Impound Fee
  Public Safety Fee/ State Fee
  Board per Day
Adoption
  Puppies
  Dogs
  Kittens
  Cats

Observations
Sales are not input daily and are stored on a desk along with cash, check or receipt from E-Pay. Sales transactions are conducted by any of the staffs full or part time personnel without any documentation, duty segregation or authority sign off. These transactions along with the remittances are stored in an in-basket and input once a number of transactions accumulate, they’re input to a single license Quick Books receivable software package.

Cash transactions are brought to the Treasurer’s office once from 15 to thirty (30) days along with revenue summary sheets. There is no reconciliation to Quick Books to determine if they are coded correctly and deposited. In addition, the total amount of checks and cash is not included. Once received in the Treasurer’s office the transactions are booked into the general ledger according to the particular line item and fund.

Intact Dog/ Cat Registration – County Animal Population Control Fund 87 - #8701-000-1320

Dog Running at Large - Animal Control Fund 35 - #3501-000-1325
  State Pet Population Fund 86 - #8601-000-1320

Impounding – State Pet Population Fund 86 - #8601-000-1335
Dog Bites - State Pet Population Fund 86 - #8601-000-1340
Office Layout

The Animal Control facility is a busy office with regular daily traffic generated from both employees and the public. Because of the nature of the facility, residents seem to feel at home occupying the general office area, desks, and file areas. This is an open area with a small undesignated reception section with little room to stand or wait in line. As a result the office area is often times occupied with residents and employees trying to find space to conduct business. The facility is secured and is only entered through the security door. However, once entered there is not a formal waiting area for residents. Some cash transactions are stored in in-baskets along with receipts throughout these open areas occupied during the workday by various individuals.

There is a locked cash drawer kept in a desk drawer where all the transactions are kept.

All cash transactions are conducted at an employee’s desk in full view of the customer/ resident.

There are three (3) work stations, one of which is occupied by many employees.

Official department records are kept in this open style office frequented by residents and employees.

Procedures

The two (2) full time office employees and four (4) part time employee’s multi-task according to the needs and activities of the department. They conduct the normal activities of an animal control office along with the other matters that occur conducting an operation of this type. The cash transactions are conducted in a manner where duties are not segregated and adequate accounting controls are not in place in order to adequately control financial business matters.

In addition, staff cross training on Quick Books procedures is not in place to address the needs of the department, and daily system and operational back up procedures are not conducted. There is no one on staff well versed on the Quick Books software and its capabilities. Daily reconciliation between cash and check is not conducted, all transactions are stored in a blue bank bag which is not tied to any daily printed transaction activity.
Documentation

An important part of any financial system is to properly document (written manual) all important steps. At present the Quick Books software manual is all that is referenced and documented. In order to properly operate a written standard operations manual on cash transactions is necessary.

Recommendations

BOLD IMPORTANT

Office Layout - Recommendations

- Resident waiting area should allowed in the viewing room
- A counter should be built for the cash register system along with a locking gate half door to only allow employees in the office area
- The office area should remain private and secure at all times

Office Procedures - Recommendations

- The current number of transactions per day are minimal and must be input at time of transaction
- Cash and receipts are not to be stored on any desk or in an open area
- A small safe can be purchased for under $200.00 and all deposits, outstanding items, and additional cash drawer should be locked, including safe file folders
- Only full time employees have combination to safe
- Deposits must be balanced and brought to the Treasurer’s office on a daily basis.

All the daily activity for the deposit must be:

1. Placed in a sealed letter size envelope
2. Signed and date stamp by the employee responsible for the daily deposit and balance
3. Include the cash, checks, and E-Pay transactions for each business day tied to the summary page provided by the software
4. Summary page signed by the person conducting the deposit and daily balance
5. All exceptions noted, stapled to all daily receipts
6. Person conducting daily balance does not deliver to Treasurer’s office
7. Copies on disc and backed up weekly

NJN Consulting Kendal County Animal Control
8. Separate batching for cash, checks, and electronic transactions

- Daily activity reports and cash drawer to be balanced at a desk away from counter
- Copies of daily report summary sheet turned into Treasurer’s office are kept on file in date order
- Written procedures (documentation) for cash transactions outside the software system
- Daily balancing for these transactions should take no more than ten (10) minutes per day
- Each employee conducts the daily balance and deposit at least once every three (3) months

- Cash register or Point of Sale System with Quick Books Cash Register software should be purchased which will include the following:
  1. Computer
  2. Monitor
  3. Software
  4. Cash Drawer
  5. Thermal receipt printer
  6. USB Bar Code Scanner
  7. USB Magnetic Stripe Reader
  8. Support

- Two (2) cash drawers should be purchased both with a separate bank of at least $200.00 cash for change. The daily reports are run, cash drawers changed out & new daily activity begins immediately
- Each employee accessing the cash register will have an individual access code
- Each year after audit these summary sheets are filed in storage and destroyed at the appropriate date after approved by local records commission
- Updates on cash register software purchased along with annual maintenance
- Emergency backup for hardware and software will be Quick Books Accounts Receivable on office computer with manual cash drawer and secured cash
- Conduct formal Quick Books training on-line on-site for entire staff, conduct training when updates occur
- Back up training for all six (6) full-time and part-time employees on daily deposit and balance
- Begin to inventory by using chronological sequence number for pet tags
• Weekend activity will be balanced and deposited on Monday morning.
• Receivable procedure will be analyzed by County Administrator’s office to determine if a program should be developed to conduct collection like services for pet owners who have not purchased tags.

**Software & Equipment Purchase - Recommendations**

- Safe ........................................................................................................... $ 500.00
- Quickbooks Cash Register Software ...................................................... $ 200.00
- Cash Register ....................................................................................... $1,000.00

Electronic Safe 2 ft3 18 19/32w x 19 5/16d x 23 3/4h Black/Gunmetal Gray

Product #: SENOAS848
Brand: Sentry [View All Items]
Quantity: 1/CS

List Price: $554.01
Monthly Sale Price: $498.61
DESCRIPTIONS:
Keep your valuables safe from theft and damage in this electronic safe. To make sure your valuables are protected, this office safe features an advanced LCD electronic lock system with backlit keypad programmable PIN access and tubular key lock. But that's not all; it also utilizes six live locking bolts. Inside the safe, you can place your valuables in the key rack and compartment multi-position drawer, multi-position shelf, or the door pocket. The protection features display the quality of this safe. ETL Verified for two-hour fire protection of CDs, DVDs, USB drives, and memory sticks up to 1850°F. Water-resistant UL classified two-hour fire protection and UL classified 30 ft drop test. Outer Width 18 19/32 in, Outer Depth 19 5/16 in, Outer Height 23 3/4 in. Capacity text percent 2 ft³.

FEATURES:
Includes one safe and mounting hardware 0022.
Electronic Safe 2 ft³ 18 19/32w x 19 5/16d x 23 3/4h Black/Gunmetal Gray
Manufacturer's limited one-year warranty. Lifetime after fire warranty.
Door Pocket Electronic Safe Fire Safe Fire Safe « 2.0 Cu. Ft. Capacity
Electronic Safe Key Rack SENTRY Protective Vault Depository Strong Box Safety
UPC: 049074007454

SPECIFICATIONS:
Item Dimension: 23.25 x 22.38 x 27.56
Case Dimension: 0 x 0 x 0
Sold AS: Case of 1
Case Cube (ft²): 1.0
Case Weight (lbs.): 206
Quickbooks Point Of Sale System w/ Complete Dell Computer

Only 1 available

Details

Shipping: USPS calculated - check
Condition: Used
*The store has not been updated recently. You may want to contact the merchant to confirm the availability of the product.

- Description

Quickbooks Point Of Sale System w/ Complete Dell Computer
POS Computer
- Dell DESKTOP GX620
- Windows XP Pro or Windows 7 Ultimate,
- 2.8GHz or Higher, 1 GB RAM, 80GB, CD-ROM
- DELL USB Keyboard and mouse
Receipt Printer
- Epson Printer Receipt Thermal with Autocutter, Black
- Power Supply
- 6ft USB Cable
Barcode Scanner
- USB Scanner
- 7' USB cable
Cash Drawer
- BLACK CASH DRAWER
LCD
- 17" LCD
USB Magnetic Stripe Reader (MSR)
- USB MSR
Software
- Not Included
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<th>Time</th>
<th>Action</th>
<th>Notes</th>
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</thead>
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<td>Title Pet</td>
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</tr>
<tr>
<td>2/2/19</td>
<td>3pm</td>
<td>Vaccination</td>
<td></td>
</tr>
<tr>
<td>2/3/19</td>
<td>4pm</td>
<td>Spay Neuter</td>
<td></td>
</tr>
<tr>
<td>2/4/19</td>
<td>5pm</td>
<td>Microchip</td>
<td></td>
</tr>
<tr>
<td>2/5/19</td>
<td>6pm</td>
<td>Health Checkup</td>
<td></td>
</tr>
<tr>
<td>2/6/19</td>
<td>7pm</td>
<td>Behavior Test</td>
<td></td>
</tr>
<tr>
<td>2/7/19</td>
<td>8pm</td>
<td>Grooming</td>
<td></td>
</tr>
<tr>
<td>2/8/19</td>
<td>9pm</td>
<td>Bath</td>
<td></td>
</tr>
<tr>
<td>2/9/19</td>
<td>10pm</td>
<td>Deworm</td>
<td></td>
</tr>
<tr>
<td>2/10/19</td>
<td>11pm</td>
<td>Treat Infection</td>
<td></td>
</tr>
</tbody>
</table>

**Grooming Data**

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash</td>
<td>2/2/19</td>
<td>11am</td>
<td>Front Paws</td>
</tr>
<tr>
<td>Cut</td>
<td>2/2/19</td>
<td>12pm</td>
<td>Back Paws</td>
</tr>
<tr>
<td>Trim</td>
<td>2/2/19</td>
<td>1pm</td>
<td>Nails</td>
</tr>
<tr>
<td>Bath</td>
<td>2/2/19</td>
<td>2pm</td>
<td>Full Body</td>
</tr>
</tbody>
</table>

**Instinct Data**

<table>
<thead>
<tr>
<th>Instinct</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eats</td>
<td>2/2/19</td>
<td>3pm</td>
<td>15 oz</td>
</tr>
<tr>
<td>Drinks</td>
<td>2/2/19</td>
<td>4pm</td>
<td>32 oz</td>
</tr>
<tr>
<td>Sleeps</td>
<td>2/2/19</td>
<td>5pm</td>
<td>8 hours</td>
</tr>
<tr>
<td>Grooms</td>
<td>2/2/19</td>
<td>6pm</td>
<td>2 hours</td>
</tr>
<tr>
<td>Plays</td>
<td>2/2/19</td>
<td>7pm</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

**Behavior Data**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive</td>
<td>2/2/19</td>
<td>8pm</td>
<td>1 time</td>
</tr>
<tr>
<td>Anxious</td>
<td>2/2/19</td>
<td>9pm</td>
<td>2 times</td>
</tr>
<tr>
<td>Eats</td>
<td>2/2/19</td>
<td>10pm</td>
<td>3 times</td>
</tr>
<tr>
<td>Drinks</td>
<td>2/2/19</td>
<td>11pm</td>
<td>4 times</td>
</tr>
<tr>
<td>Sleeps</td>
<td>2/2/19</td>
<td>12am</td>
<td>5 times</td>
</tr>
<tr>
<td>Grooms</td>
<td>2/2/19</td>
<td>1am</td>
<td>6 times</td>
</tr>
<tr>
<td>Plays</td>
<td>2/2/19</td>
<td>2am</td>
<td>7 times</td>
</tr>
</tbody>
</table>

**Health Data**

<table>
<thead>
<tr>
<th>Health</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully</td>
<td>2/2/19</td>
<td>3pm</td>
<td>100%</td>
</tr>
<tr>
<td>Vaccinated</td>
<td>2/2/19</td>
<td>4pm</td>
<td>100%</td>
</tr>
<tr>
<td>Spayed</td>
<td>2/2/19</td>
<td>5pm</td>
<td>100%</td>
</tr>
<tr>
<td>Neutered</td>
<td>2/2/19</td>
<td>6pm</td>
<td>100%</td>
</tr>
<tr>
<td>Microchipped</td>
<td>2/2/19</td>
<td>7pm</td>
<td>100%</td>
</tr>
<tr>
<td>Health Checkup</td>
<td>2/2/19</td>
<td>8pm</td>
<td>Normal</td>
</tr>
<tr>
<td>Groomed</td>
<td>2/2/19</td>
<td>9pm</td>
<td>Same as last visit</td>
</tr>
<tr>
<td>Bathed</td>
<td>2/2/19</td>
<td>10pm</td>
<td>Same as last visit</td>
</tr>
<tr>
<td>Dewormed</td>
<td>2/2/19</td>
<td>11pm</td>
<td>Same as last visit</td>
</tr>
<tr>
<td>Treated</td>
<td>2/2/19</td>
<td>12am</td>
<td>Same as last visit</td>
</tr>
</tbody>
</table>

**Notes**

- Title Pet: Name of the pet
- Vaccination: Type of vaccine
- Spay Neuter: Method of sterilization
- Microchip: Type of chip
- Health Checkup: Results of checkup
- Grooming: Services performed
- Instinct: Behavioral indicators
- Health: Health status

**Animal Control Census Log**

- Date
- Time
- Action
- Notes
EXECUTIVE SESSION MINUTES REVIEW
ANIMAL CONTROL COMMITTEE
April 17, 2013

John Purcell made a motion to enter into Executive Session for the purpose of reviewing past Executive Session minutes, second by Lynn Cullick.

The Animal Control Committee entered into Executive Session at 10:10 a.m. for the purpose of reviewing Animal Control Committee Executive Session minutes.

County Board Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy L. Cesich</td>
<td>Dan Koukol</td>
</tr>
<tr>
<td>Lynn Cullick</td>
<td>Matthew G. Prochaska</td>
</tr>
<tr>
<td>Elizabeth Flowers</td>
<td>John P. Purcell</td>
</tr>
<tr>
<td>Judy Gilmour</td>
<td>John A. Shaw</td>
</tr>
<tr>
<td>Scott R. Gryder</td>
<td>Jeff Wehrli</td>
</tr>
</tbody>
</table>

Date of Executive Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Retained</th>
<th>Released</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19, 2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 29, 2011</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

John Purcell made a motion to return to regular session at 10:16 a.m., second by Lynn Cullick. With all in agreement, the committee returned to regular session.

Recording Secretary,

[Signature]

4/17/2013