



**Kendall County Office Building
111 W. Fox Street; Room 210; Yorkville IL**

**Wednesday, August 24, 2022 at 8:30a.m.
MEETING A G E N D A**

- 1. Call to Order**
- 2. Roll Call:** Amy Cesich (Chair), Brian DeBolt, Elizabeth Flowers, Scott Gengler, Ruben Rodriguez
- 3. Approval of Agenda**
- 4. Approval of Minutes from June 22, 2022**
- 5. Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
- 6. Committee Business**
 - *Discussion and Approval of the Full –Time Kennel Technician Job Description*
- 7. Public Comment**
- 8. Executive Session**
- 9. Action Items for County Board**
- 10. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630-553-4171, a minimum of 24-hours prior to the meeting time



**MEETING MINUTES
WEDNESDAY, JUNE 22, 2022**

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Absent		
Elizabeth Flowers	Absent		
Scott Gengler	Here		
Ruben Rodriguez	Here		

With 3 members present, a quorum was established to conduct committee business.

Others present: Kelly Prestegaard, Animal Control Director, Scott Koeppel, County Administrator

Approval of Agenda – Motion made by Member Rodriguez second by Member Gengler to approve the agenda. **With three members in agreement, the motion carried by a vote of 3-0.**

Approval of Minutes – Motion made by Member Gengler to approve the minutes from May 25, 2022, second by Member Rodriguez. **With three members in agreement, the motion carried by a vote of 3-0.**

Monthly Reports

- **Census Log** – Director Prestegaard reviewed the census logs with the committee, and noted that they continue to have an increase in owner-surrenders, stray intakes for dogs, and stray intakes for cats.

There are currently 5 available cats, and 5 available kittens, 3 available dogs and 8 available puppies in the facility. Two dogs went for adoption, and 6 dogs were returned to their owners. One dog was euthanized due to behavior issues, and 1 dog was euthanized for health issues. **Written Report Provided**

- **Bite Report** – There were 24 total bites for the month of May, 3 cats and 21 dogs. Three dogs were euthanized by their owners after biting incidents. Eleven of the animals were not up to date on vaccinations. **Written Report provided.**
- **Operations Report** – Director Prestegaard updated the committee on the rabies tag count, and said they are still down in tag sales due to former employee interactions with

Vet offices. AC Staff continues to enter previously sold tag information into the Chameleon system to establish history on County animals.

- **Accounting Report** – Director Prestegaard reported on the current number of tags sold, and ongoing efforts to connect with past clinics that purchased tags, and all registered animal owners in the county.

Mr. Koepfel reviewed the monthly report with the committee. **Written report provided.**

Committee Business

- ❖ *Discussion of Animal Control Part-Time Salary and Hiring* - Director Prestegaard updated the committee on the current staffing number, staffing issues, and the inability to attract new part-time employees. Prestegaard feels that the low salary, and inability to compete with local business salaries contributes to the non-interest in the kennel tech position.

They are currently down one part-time position, and will lose the experienced seasonal worker in early August when she returns to college. Discussion on increasing the salary for part-time positions, and hiring an additional full-time position to ensure adequate office coverage and care of the animals. Mr. Koepfel stated that they feel it would be best to hold off on hiring two part-time position and possibly hiring a full-time position in the fall.

- ❖ *Discussion and Approval of a Rabies Vaccine Clinic with Just Animals* – Ms. Prestegaard provided details about the company “Just Animals” that is available to offer vaccination clinics at the Animal Control facility. Appointments would be by reservation only, and everything would be handled by “Just Animals” staff. Prestegaard said that she would like to have a two-year contract with up to 24 clinics in that timeframe. Mr. Koepfel stated that Dr. Schlapp did not oppose Animal Control hosting the vaccination clinics.

Member Rodriguez made a motion, second by Member Gengler to approve staff asking the State’s Attorney’s Office to draft a contract with “Just Animals”. Mr. Koepfel stated that depending on completion of the draft, staff could bring the item to a future Committee of the Whole or County Board meeting. **With three members present voting aye, the motion carried by a vote of 3-0.**

- ❖ *Discussion and Approval of a Free Microchip Clinic* – Director Prestegaard reported that the Animal Control Act encourages facilities to hold a microchip clinic at least once per year. Prestegaard said that she would like to begin offering free microchip clinics on a routine basis, by appointment only in the Animal Control facility, and AC staff would insert the chip for each animal. Prestegaard worked with State’s Attorney Office personnel on a Microchip Consent and Release form for each pet owner to complete prior to their appointment.

Member Gengler made a motion to forward the Approval of a Free Microchip Clinic and the Consent and Release Form to the County Board for approval, second by Member Rodriguez. **With three members present voting aye, the motion carried by a 3-0 vote.**

- ❖ *Discussion of Adding Community Service Hours* – The Director told the committee that she was in favor of restarting the Community Service Hours program in the Animal control facility. Prestegaard thought this might assist current staff with daily operations, and possibly allow for landscaping or other special projects as appropriate. Discussion on the next steps of meeting with Court Services Director Alice Elliott and complying with her requirements. Court Services would determine the appropriate candidates for this type of community service, and monitor the work and outcome. Mr. Koepfel reported that in a recent Law, Justice and Legislation meeting, Elliott had stated that Court Services was in desperate need of local businesses or organization to implement the Service Hour program for those in need of hours. If Court Services determines this would be a good collaboration, things could progress this summer. Prestegaard will update the committee on the progress.

Public Comment – None

Executive Session – Not Needed

Action Items for the County Board – None

Adjournment – Member Gengler made a motion to adjourn the meeting, second by Member Rodriguez. **With three members present in agreement, the meeting was adjourned at 9:29a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and
Recording Secretary



KENDALL COUNTY
ANIMAL CONTROL

SPECIAL MEETING MINUTES
WEDNESDAY, JULY 13, 2022

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt		8:37a.m.	
Elizabeth Flowers	Present		
Scott Gengler		8:35a.m.	
Ruben Rodriguez	Here		

With three members present, a quorum was established to conduct committee business.

Others present: Brianna Falk, Animal Control Officer; Scott Koeppel, County Administrator; Kelly Prestegaard, Animal Control Director; Dr. Gary Schlapp, Animal Control Administrator

Approval of Agenda – Motion made by Member Rodriguez, second by Member Flowers to approve the agenda. **With three members in agreement, the motion carried by a vote of 3-0.**

Member Gengler arrived at 8:35a.m. and Member DeBolt arrived at 8:37a.m.

Committee Business

- *Discussion and Approval of Reduced Animal Control Operating Hours Due to Staffing Level* – Motion by Member Rodriguez, second by Member Flowers to forward the item to the County Board for approval.

Kelly Prestegaard updated the committee on the recent departure of all of the part-time Kennel Technicians - one went back to school, one took a full-time job elsewhere, and one stepped down due to health issues. Prestegaard reported that she hired a temporary Kennel Technician, but she will be finished after the upcoming weekend. Prestegaard said she has received a few applications to review this week. Prestegaard explained the procedures that require services in the facility, and those that can be done online or by appointment.

Mr. Koeppel reviewed his suggested changes to the SOP with the committee on the proposed reduced hours due to the staffing shortage, on temporary hours of operation and service to the public, as well as volunteer hours. Koeppel also suggested the committee grant him or the committee the authority to reduce animal control operation hours in the event the office can't be staffed.

Roll Call Vote

Member	Vote
Amy Cesich	Yes
Brian DeBolt	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Ruben Rodriguez	Yes

With five members present voting yes, the motion carried by a vote of 5-0 to forward for approval the proposed reduced operation hour changes, and the authority for Mr. Koeppel to reduce animal control operation hours in the event the office can't be staffed.

- *Discussion and Approval of Suspending Animal Owner Surrenders Due to Staffing Level* – Mr., Koeppel explained that some Animal Control facilities don't take surrenders at all, but that we would rather take surrenders than have them dumped. However, if the facility gets too full, or get more animals when we are short staffed, it creates more work and potential issues.

Ms. Prestegaard stated that the dog isolation side is full with surrenders, and dogs dropped off at night by law enforcement. There are five dogs that are scheduled for spay/neuter and then will go to the adoption side. Prestegaard stated that Rescue facilities are currently full and not taking any animals. Prestegaard explained the process of owner surrenders, the necessary paperwork and the reasons for surrenders that include home loss, health issues, and behavioral issues. There is a \$50 fee for owner surrenders.

The committee discussed temporarily suspending Animal Owner Surrenders due to the current staffing shortage. Prestegaard doesn't feel we need to stop taking surrenders, but we need to be aware of the delays in processing animals through the process and on to the adoption side. Dr. Schlapp suggested reserving a number of kennels for surrenders, and then utilizing a surrender waiting list until they can accommodate the owner's request. **No committee action was taken on this item.**

- *Discussion of Animal Control Staffing* – Discussion on current staff work hours, increasing the Office Assistant's hours to 28 hours per week, the staffing needs of the facility, and hiring a full-time Kennel Technician. The committee also discussed why it is so difficult to hire and retain part-time workers. Prestegaard emphasized the need to have employees with some experience to handle the animals.

Discussion on the current salary for part-time workers, the requirement for minimum wage by 2025, increasing the part-time salary to \$15.00 now instead of waiting until required, and the financial implications for next year, including the decrease in rabies tag sales and decreased revenue.

Member Flowers made a motion to increase the salary for Kendall Technicians to \$15.00 per hour, and the Office Assistant salary to \$15.50 per hour, second by Member Rodriguez. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment – None

Executive Session – Not Needed

Action Items for the County Board

Approval of Reduced Animal Control Operating Hours Due to Staffing Level
Approval of Suspending Animal Owner Surrenders Due to Staffing Level
Approval to increase the salary for Kennel Technicians to \$15.00 per hour
Approval to increase the salary for the Office Assistant to \$15.50 per hour

Adjournment – Member DeBolt made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement, the meeting was adjourned at 9:35a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary



Kennel Comparisons Statistics

"Intake Comparisons"

1/1/21 to 8/18/21

1/1/22 to 8/18/22

Dogs				
Strays	97	125	↑	28.9 %
Owner Surrenders	20	35	↑	75.0 %
Legal	1	3	↑	200.0 %
Total Dogs Received:		118	↑	38.1 %
Cats				
Strays	25	30	↑	20.0 %
Total Cats Received:		25	↑	20.0 %
Total Intakes:		143	↑	35.0 %

"Outcome Comparisons"

1/1/21 to 8/18/21

1/1/22 to 8/18/22

Dogs				
Adoption	23	59	↑	156.5 %
Euthanasia	4	7	↑	75.0 %
Return to Owner	81	78	↓	3.7 %
Transfer to Rescue	9	4	↓	55.6 %
Total Dogs Dispositioned:		117	↑	26.5 %
Cats				
Adoption	14	19	↑	35.7 %
Euthanasia	2	0	↓	100.0 %
Return to Owner	5	3	↓	40.0 %
Transfer to Rescue	3	2	↓	33.3 %
Total Cats Dispositioned:		24	↓	0.0 %
Total Outcomes:		141	↑	22.0 %

Animals in the Shelter on 8/18/2022

	CAT	DOG	Total
	8	26	34



Kennel Comparisons Statistics

"Intake Comparisons"

6/1/21 to 6/30/21

6/1/22 to 6/30/22

Dogs				
Strays	19	16	↓	15.8 %
Owner Surrenders	6	5	↓	16.7 %
Total Dogs Received:	25	21	↓	16.0 %
Cats				
Strays	6	8	↑	33.3 %
Total Cats Received:	6	8	↑	33.3 %
Total Intakes:	31	29	↓	6.5 %

"Outcome Comparisons"

6/1/21 to 6/30/21

6/1/22 to 6/30/22

Dogs				
Adoption	5	3	↓	40.0 %
Euthanasia	0	1	↑	100.0 %
Return to Owner	15	6	↓	60.0 %
Transfer to Rescue	1	0	↓	100.0 %
Total Dogs Dispositioned:	21	10	↓	52.4 %
Cats				
Adoption	4	3	↓	25.0 %
Return to Owner	1	0	↓	100.0 %
Transfer to Rescue	1	0	↓	100.0 %
Total Cats Dispositioned:	6	3	↓	50.0 %
Total Outcomes:	27	13	↓	51.9 %

Animals in the Shelter on 8/18/2022	CAT	DOG	Total
	8	26	34



Kennel Comparisons Statistics

"Intake Comparisons"

7/1/21 to 7/31/21

7/1/22 to 7/31/22

Dogs				
Strays	22	24	↑	9.1 %
Owner Surrenders	3	2	↓	33.3 %
Total Dogs Received:	25	26	↑	4.0 %
Cats				
Strays	3	6	↑	100.0 %
Total Cats Received:	3	6	↑	100.0 %
Total Intakes:	28	32	↑	14.3 %

"Outcome Comparisons"

7/1/21 to 7/31/21

7/1/22 to 7/31/22

Dogs				
Adoption	6	5	↓	16.7 %
Euthanasia	0	4	↑	400.0 %
Return to Owner	21	15	↓	28.6 %
Total Dogs Dispositioned:	27	24	↓	11.1 %
Cats				
Adoption	4	6	↑	50.0 %
Return to Owner	0	1	↑	100.0 %
Transfer to Rescue	0	1	↑	100.0 %
Total Cats Dispositioned:	4	8	↑	100.0 %
Total Outcomes:	31	32	↑	3.2 %

Animals in the Shelter on 8/18/2022	CAT	DOG	Total
	8	26	34



Kennel Comparisons Statistics

"Intake Comparisons"

8/1/21 to 8/18/21

8/1/22 to 8/18/22

Dogs				
Strays	5	8	↑	60.0 %
Owner Surrenders	3	1	↓	66.7 %
Total Dogs Received:	8	9	↑	12.5 %
Cats				
Strays	3	3	↑	- %
Total Cats Received:	3	3	↓	0.0 %
Total Intakes:	11	12	↑	9.1 %

"Outcome Comparisons"

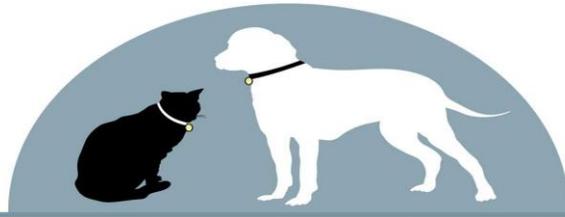
8/1/21 to 8/18/21

8/1/22 to 8/18/22

Dogs				
Adoption	5	4	↓	20.0 %
Euthanasia	3	0	↓	100.0 %
Return to Owner	5	4	↓	20.0 %
Total Dogs Dispositioned:	13	8	↓	38.5 %
Cats				
Adoption	1	2	↑	100.0 %
Return to Owner	2	0	↓	100.0 %
Total Cats Dispositioned:	3	2	↓	33.3 %
Total Outcomes:	16	10	↓	37.5 %

Animals in the Shelter on 8/18/2022

	CAT	DOG	Total
	8	26	34



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY22
July 2022

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
7/31/2022

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY22 Budget	July Actual	FY22 YTD	YTD Percent of Budget	FY21 YTD	FY22 YTD v. FY21 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 2,838	\$ 21,362	106.8%	\$ 21,656	\$ (294)
Miscellaneous	300		108	36.0%	70	38
Donations	5,000	20	1,098	22.0%	665	433
Rabies Tags Sold	300,000	16,326	169,414	56.5%	176,430	(7,016)
Intact Registration Fee	13,000	634	5,879	45.2%	10,835	(4,956)
Transfer In from State Pet Fund						
Total Revenue	\$ 338,300	\$ 19,818	\$ 197,861	58.5%	\$ 209,655	\$ (11,795)
EXPENDITURE						
Salary - Other	\$ 84,872	\$ 6,528	\$ 44,524	52.5%	\$ 52,284	\$ (7,761)
Salary - Administrator	6,500	500	4,250	65.4%	4,250	-
Salary - Animal Control Warden	60,000	4,615	37,615	62.7%	25,198	12,418
Salary - Assistant Warden	37,440	2,880	23,472	62.7%	24,405	(933)
Overtime	1,500	-	-		1,251	(1,251)
Office Supplies	1,500	-	429	28.6%	1,624	(1,195)
Postage	1,600	111	1,002	62.7%	1,168	(166)
Training	2,000		194	9.7%	1,038	(844)
Telephone & Pager	1,200	75	478	39.8%	152	325
Equipment	3,500		1,956	55.9%	981	976
Vehicle Maintenance	1,600		73	4.6%	801	(727)
Gasoline/Fuel/Oil	600	35	177	29.5%	253	(76)
Uniforms	750	-	374	49.9%	590	(216)
Refunds		-	940		-	
Observation/Disposal	500		200	40.0%	-	200
Microchips	1,000		750	75.0%		750
Volunteers/Public Relations	1,000				830	(830)
Neuter/Spay Fees						-
Rabies Tags	2,500		2,313	92.5%	2,276	37
Transportation, Board & Care	12,000	72	1,333	11.1%	2,285	(952)
Kennel Improvements					-	-
Capital Expenditures					211	(211)
Total Operating Expenditure	\$ 220,062	\$ 14,817	\$ 120,081	54.6%	\$ 119,598	483
TRANSFERS OUT						
Transfer to General Fund	\$ 51,923	\$ 1,738	\$ 8,362	16.1%	\$ 10,600	\$ (2,238)
Transfer to IMRF Fund	16,000	977	7,803	48.8%	9,546	(1,744)
Transfer to SS Fund	13,000	1,010	8,517	65.5%	8,450	67
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 115,973	\$ 3,725	\$ 24,682	21.3%	\$ 28,596	\$ (3,915)
Total Expenditure & Transfers Out	\$ 336,035	\$ 18,542	\$ 144,762	43.1%	\$ 148,194	\$ (3,432)
Total Revenue Over/(Under) Expenditure	\$ 2,265	\$ 1,276	\$ 53,098	2344.3%	\$ 61,461	\$ (8,363)

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2021**

MONTH	FY22 Monthly REVENUE OVER/(UNDER) EXPENSES	FY22 FUND (CASH) BALANCE	FY21 Monthly REVENUE OVER/(UNDER) EXPENSES	FY21 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 159,477		\$ 138,754
December-21	\$ (6,190)	153,287	\$ 11,646	150,400
January-22	21,276	174,563	6,310	156,710
February-22	392	174,955	23,019	179,729
March-22	4,448	179,403	3,030	182,759
April-22	6,407	185,809	5,710	188,469
May-22	5,664	191,473	4,986	193,455
June-22	14,073	205,546	10,169	203,624
July-22	1,276	206,822	(3,409)	200,215
August-22		206,822	27,395	227,610
September-22		206,822	6,756	234,365
October-22		206,822	1,963	236,328
November-22		206,822	(76,851)	159,477
Fund (Cash)	\$ 47,345		\$ 20,723	
YTD Fund Balance		\$ 206,822		\$ 159,477

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
7/31/2022

Animal Medical Care Fund #1302

	FY22 Budget	July Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 18,050				FY13 \$250 FY14 21,935 FY15 33,497
Revenue					FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132
Donations & Receipts	10	970	2,050	20500.0%	FY20 18,939
Total Revenue	10	970	2,050	20500.0%	FY21 18,050 FY22 \$ (1,734)
Expenditure					
Animal Medical Care Expenses	3,000	3,009	3,334	111.1%	
Heartworm Testing	500	67	161	32.1%	
FeLuk/FIV Testing	750	289	289	38.5%	
Total Expenditure	4,250	3,366	3,784	89.0%	
Ending Balance	\$ 13,810	\$ (2,396)	\$ (1,734)		

County Animal Population Control Fund #1309

	FY22 Budget	July Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 114,716				FY11 46,246 FY12 60,939 FY13 64,358
Revenue					FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508
Fees	12,000	1,490	12,370	103.1%	FY18 108,859
Total Revenue	12,000	1,490	12,370	103.1%	FY19 117,265 FY20 115,665 FY21 114,716 FY22 1,254
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	15,000	260	4,477	29.8%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	623	6,639	132.8%	
Total Expenditure	20,000	882	11,116	55.6%	
Ending Balance	\$ 106,716	\$ 608	\$ 1,254		

Animal Control Capital Fund #1400

	FY22 Budget	July Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 23,607				FY11 87,769
Expenditure					FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551 FY21 23,607 FY22 \$ (5,760)
Expense - Building Improvements	10,000	-	-		
Capital Expenditure	2,500	-	5,760	230.4%	
Total Expenditure	12,500	-	5,760	46.1%	
Transfers In					
Transfers In - from Animal Control Fund	35,050	-	-		
Total Transfers In	35,050	-	-		
Ending Balance	\$ 46,157	\$ -	\$ (5,760)		

Kendall County Job Description

TITLE: Kennel Technician
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary and Primary Purpose:

Under the supervision of the Director, this position is responsible for maintaining the cleanliness and security of the Animal Control facility and for the care and handling of animals in the custody of the Kendall County Animal Control.

II. Essential Duties and Responsibilities:

The duties for this position shall include, but are not limited to the following:

- A. Cleans and maintains animal shelter. Responsible for keeping kennel cages and runs clean, monitoring and stocking kennel food supply, and maintaining vaccine stock.
- B. Performs routine maintenance of animals such as cleaning, feeding and watering.
- C. Handles and controls impounded animals including, but not limited to difficult to handle and potentially dangerous animals.
- D. Administers vaccines, medications, and microchips to animals.
- E. Assists with intake, adoptions and reclaiming of animals.
- F. Answers telephones and performs other customer service related activities such as replying to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, and lost animals/pets.
- G. Performs behavioral assessments including temperament testing of animals.
- H. Reports to the Animal Control Director or veterinarian any potential health and/or behavioral problems involving the animals in Kendall County's care.
- I. Data entry. Performs data entry using integrated Shelter Case Management Software
- J. Prepares and maintains records regarding or relating to impounded animals.
- K. Drafts routine correspondence and other Animal Control documents.
- L. Maintains regular attendance,
- M. Assists with other duties and responsibilities as assigned.

Commented [TD1]:

Commented [TD2]:

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III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

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III.IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents.
- Ability to prepare documents, reports, and correspondence.

Commented [TD3]: Legal suggest that the following be added to job descriptions: Language Skills, Mathematical Skill, Reasoning Ability, and Certifications, Licenses

Kendall County Job Description

- Ability to communicate effectively both orally and in writing with the public, employees, elected officials, and representatives of other offices, departments, or agencies.
- Ability to demonstrate a strong knowledge of the English language, spelling, and grammar.

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B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to count money and make correct change.

Commented [TD4]: Will they be counting money?

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, Registrations:

- Must have and maintain a valid driver's license.
- Any and all certificates and registrations as required for the specific duties performed.

A. E. Other Skills, Knowledge and Abilities:

- Possess good verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to follow instructions and meet deadlines.
- The ability to work independently as well as a team.
- The ability to attend special events.
- Requires knowledge of Microsoft Office programs

Commented [TD5]: Will this position be required to attend special events?
Will this position have any oversight over volunteers?

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B. F. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team oriented attitude, committed to working in a safe and quality environment.
- Comply with all applicable state and federal laws and regulations.
- Comply with all applicable State and County policies and ~~procedures~~ procedures.
- Must be a team player committed to working in a quality environment.
- Maintains best practices for animal handling skills, animal behavior and animal care.
- Can work well under pressure and in stressful situations.

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C. G. Education and Experience:

- High school diploma or GED equivalent.
- General computer knowledge.
- Minimum of one (1) year animal ~~sheltering experience~~ handling experience.
- Minimum of one (1) year animal medical experience.
- Thorough knowledge of animal handling skills, animal behavior and animal care.

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Kendall County Job Description

D.A. Physical Demands:

While performing the essential duties of this position, the employee must be able to do the following:

- ~~Frequently sit for more than two (2) hours; Physical ability to walk and/or stand on your feet throughout a normal workday is required.~~
- Reach with hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- ~~Climb or balance;~~
- Bend over at the waist and reach with hands and arms;
- Use hands to finger, handle or feel;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Occasionally lift and/or move up to 50 pounds.

Commented [TD6]: Kelly, I believe we discussed that this position will not sit for more than 2 hours? We should remove this if this is not specific to this position. Delete frequently sit for more than 2 hours

Commented [TD7]: Any climbing or balancing

VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to the following work conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.
- ~~The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.~~
- Must have flexibility to work weekends and holidays
- The employee will be continuously exposed to animals, animal noises, hair/dander, and smells.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Animal Control

802 John Street
Yorkville IL 60560



Bites between 7/1/2022 and 7/31/2022

<u>Date</u>	<u>Pet Name</u>	<u>Breed</u>	<u>Vaccinated</u>	<u>Altered</u>	<u>Victim/Owner</u>	<u>Multiple Bites</u>
07/02/2022	UNKNOWN	BORDER COLLIE / MIX	NOT UTD	UNALTERED	VICTIM	UNK
07/06/2022	MOLLY	BEAGLE	UTD	ALTERED	OWNER	NO
07/07/2022	MILO	PERSIAN	UTD	ALTERED	OWNER	NO
07/09/2022	FENDI	GOLDEN RETR / POODLE STND	UTD	ALTERED	VICTIM	NO
07/10/2022	BOHDE	AUST SHEPHERD	NOT UTD	UNALTERED	VICTIM	NO
07/11/2022	OZZIE	BULLDOG / MIX	UTD	ALTERED	VICTIM	NO
07/13/2022	ENERGY	SIBERIAN HUSKY / GERM SHEPHERD	UTD	ALTERED	OWNER	NO
07/13/2022	SNICKERS	LHASA APSO	UTD	ALTERED	VICTIM	NO
07/16/2022	LOUIE	PIT BULL / MIX	UTD	ALTERED	VICTIM	NO
07/16/2022	UNKNOWN	DOMESTIC SH	NOT UTD	UNALTERED	VICTIM	UNK
07/16/2022	UNKNOWN	POODLE MIN	NOT UTD	UNALTERED	VICTIM	UNK
07/17/2022	KODA	GOLDEN RETR / POODLE STND	UTD	UNALTERED	OWNER	NO
07/17/2022	WANKER	DACHSHUND	NOT UTD	ALTERED	OWNER	NO
07/18/2022	MURPHY	AUST SHEPHERD	UTD	ALTERED	VICTIM	NO
07/21/2022	ZUKO	AKITA	UTD	UNALTERED	VICTIM	NO
07/23/2022	CARTER	GOLDEN RETR / POODLE STND	UTD	ALTERED	OWNER	NO
07/24/2022	COPPER	LABRADOR RETR	UTD	ALTERED	VICTIM	NO
07/25/2022	BEAR	AKITA	NOT UTD	ALTERED	VICTIM	NO
07/25/2022	ELLIE	AMER BULLDOG	UTD	ALTERED	OWNER	NO
07/25/2022	KANDIE	DACHSHUND	UTD	ALTERED	VICTIM	NO
07/25/2022	IVY	AMER BULLDOG	UTD	ALTERED	OWNER	NO
07/28/2022	MINKY	LABRADOR RETR	NOT UTD	UNALTERED	VICTIM	NO
07/31/2022	UNKNOWN	GOLDEN RETR / MIX	NOT UTD	UNALTERED	VICTIM	UNK
07/31/2022	JOJO	MASTIFF / MIX	NOT UTD	ALTERED	OWNER	NO

Breed	Total
Total	24
CAT	2
DOMESTIC SH	1
PERSIAN	1
DOG	22
AKITA	2
AMER BULLDOG	2
AUST SHEPHERD	2

Date

Pet Name

Breed

Vaccinated

Altered

Victim/Owner

Multiple Bites

	Total
BEAGLE	1
BORDER COLLIE / MIX	1
BULLDOG / MIX	1
DACHSHUND	2
GOLDEN RETR / MIX	1
GOLDEN RETR / POODLE STND	3
LABRADOR RETR	2
LHASA APSO	1
MASTIFF / MIX	1
PIT BULL / MIX	1
POODLE MIN	1
SIBERIAN HUSKY / GERM SHEPHER	1



Kendall County Government
Administration Department
111 W. Fox Street
Yorkville, IL 60560
P (630) 553-4171
F (630) 553-4214

MEMORANDUM

TO: Animal Control Committee
FROM: Tina Dado (HR Specialist)
RE: Discussion regarding Recruiting and Retention of the Animal Control Facility

Success will depend largely on our ability to recruit and retain a dedicated and high –performing workforce.

I have had the pleasure to work closely with Kelly Prestegaard, Director of Animal Control and Brianna Falk, Manager of Animal Control.

The Administration/ HR and Animal Control Department are strategizing to achieve success with the recruitment and retention of the Animal Control employees.

HR has adapted its recruitment efforts to assist departments with their recruiting and retention as follows:

1. Meet with hiring managers to discuss staffing needs, job descriptions and modify job postings to the County Website, and Indeed.com.
2. HR is responsible for contacting the qualified applicants (with hiring managers' approval), scheduling the interviews, and working closely with the hiring manager to develop appropriate interview questions and proctoring (documenting the interview) to ensure integrity of the process.
3. Once the interviews have been completed; the hiring manager provides HR their decision with regards to the selected candidate to move forward in the hiring process. HR will then proceed with the pre-screening requirements pursuant to the Kendall County Employee Handbook.
4. Onboarding Day and Orientation: The new hire will meet with HR to complete onboarding paperwork and will also meet with the Treasures' Office to complete the I-9 verification and any benefits paperwork, if applicable. HR will provide the Anti –Harassment and Discrimination

training, and other approved training that is department specific to help with compliance and safety. Animal Control completes the Anti- Harassment and Discrimination Training, Computer Security training, and Dog Bite Prevention training provided by Safety Source Online.

5. With the assistance of the Administration Team, HR has implemented the Exit Interview process to gain insight into the reasons for employee's resignation and to provide feedback to help Kendall County with retention of valuable employees. HR has noted on a few occasions that salary has played a role as to the employee's decision to resign.

In addition to the above process, HR has recently reached out to Mr. Czuba, Employment Advisor with Career Services for Joliet Junior College. The college is establishing a recruiting and networking service with "Handshake" to assist employers and college students to find careers and meet the employers hiring needs. Kendall County is registered for the networking opportunity that should be available October 2022.

In the interim, Mr. Czuba has kindly offered to share job opportunities with their students. HR has provided a job posting to share with the students in their Vet Tech program. We are looking into attending career events at nearby colleges. I believe this would provide a great networking opportunity between Kendall County and the community. I am currently waiting for information regarding the career events sponsored by Joliet Junior College.

I want to thank Kelly and her team for their ability to discuss and provide helpful information to improve the recruitment and retention process of the Animal Control Department.

A special thank you to the Animal Control Committee for recognizing and providing excellent solutions as to the staffing needs at the Animal Control Facility.

Respectfully,

Tina Dado
Human Resources Specialist
Kendall County Administration