

**Approved 8/23/21**  
**MINUTES**  
**County Operations Committee**  
**May 24, 2021**  
**@ 1:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairperson, <b>Linda Daley</b> – Vice Chairperson; <b>Betty Duncan; Kate Pastucha; Steve Rieker; William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator, <b>Jennie Cordis Boswell</b> - State's Attorney's Office; <b>Angela Loftus</b> – County Administration; <b>Randy Brunner</b> – Chief Financial Officer; <b>Rebecca Spencer</b> – PCAPS

**Call to Order**

Chairperson Reneau called the meeting to order at 1:00 p.m.

**Approval of Minutes**

A motion to approve the minutes of April 26, 2021 was made by Ms. Duncan and seconded by Ms. Daley. The motion to approve carried unanimously (6-0).

**Informational**

• **PCAPS Monthly Report**

Ms. Spencer directed committee members to the submitted report. She noted that calls for service for officers in the field are surpassing pre-COVID numbers, and animal intakes are increasing as well. She commented that intake diversion programs are working well, as those numbers have remained steady. Mr. Reneau noted the significant increase in investigations over the same time last year, and Ms. Spencer indicated that in-person investigative work has increased with the easing of COVID-19 precautions.

• **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, demographics, new hires and separations for April 2021 and a comparison of April 2020 and April 2021 figures. He commented that 17 positions were posted in April 2021 as compared to 16 positions posted in April 2020, and 15 applicants were hired in April 2021 as compared to 9 hired in April 2020. He noted that April hires do not necessarily represent positions that became vacant in that month, due to the length of time to fill the various positions.

Mr. Sorrel advised that new hires in several specific job classifications are seeing wage pressure as a recruitment issue, and staff will continue to follow those situations closely to determine and analyze any trends.

**Resolutions**

• **Grant Award from Petco Love**

A motion to approve was made by Mr. Watkins and seconded by Ms. Daley. Ms. Spencer advised that PCAPS has been selected to receive a \$10,000.00 grant award from Petco Love to be utilized for animal lifesaving efforts. She stated that the funds will be appropriated into the medical budget.

The motion to approve carried unanimously (6-0).

- **Appropriation of funding for PO P210111 expenses in the IT Services Fund**

A motion to approve was made by Ms. Pastucha and seconded by Ms. Daley. Mr. Brunner advised that a Purchase Order issued in 2017 in the amount of \$326,870.00 for a Planning and Zoning software system upgrade, with the unspent balance of \$137,346.00 being rolled into subsequent years FY2018, FY2019, and FY2020. He stated that the Purchase Order was inadvertently closed out at the end of 2020 instead of being rolled over into FY2021, necessitating the issuance of a new Purchase Order for the remaining amount.

The motion to approve carried unanimously (6-0).

A motion to go into executive session to discuss Personnel Matters was made by Mr. Watkins and seconded by Mr. Rieker. The motion carried unanimously (6-0).

### **EXECUTIVE SESSION**

Regular session resumed upon a motion by Ms. Pastucha and second by Ms. Duncan.

### **Adjournment**

The meeting was adjourned by Chairperson Reneau at 1:47 p.m.

*Recorded and Transcribed by: Jan Kleffman*