

# LEGISLATION AND TECHNOLOGY COMMITTEE MEETING

DECEMBER 12, 2008

## MINUTES

**PRESENT:** Manar, Pratt, Schwallenstecker, Bacon, Kiel, Dragovich, Quarton, Wieseman, John Bresnan, Mike Meyer and Bruce Pitchford

### AGENDA:

1. Update Assessor's Office
2. Executive Session: Discuss Personnel

The meeting was called to order at 9:00 a.m. by Committee Chairperson Pratt.

Committee Chairperson Pratt reported that, per Board Chairman Manar's request, she had been going to the Supr. of Assessor's office once a week since November, 2008, she gave a brief update on the progress in the Supervisor of Assessor's Office. Committee Chairperson Pratt complimented the employees on doing an extremely great job and working diligently.

Mike Meyer, from Manatron, spoke at great length regarding a contract on the table for new updated equipment which he was of the opinion was needed in the Supr. of Assessor's Office. Due to the financial status of the County, no action was taken at this time.

An informative question and answer period then took place with those present. Some of the questions concerned the following: the next steps in the G.I.S. System, the Board of Review, immediate goals and long-term goals.

The meeting adjourned at 11:10 a.m.

Prepared by: Char Taylor  
Prepared on: 12-15-08

# ANIMAL CONTROL COMMITTEE MEETING

DECEMBER 30, 2008

## MINUTES

**PRESENT:** Novak, Wiggins, Harding, Dragovich, Pomatto, Quarton, Vojas and Buzie Bertagnolli

### AGENDA:

1. Accomplishments to date
2. Long-term goals - self sufficient
3. Review and discuss Fees
4. Other Business

The meeting was called to order at 9:00 a.m. by Committee Chairman Novak.

Animal Control Administrator Buzie Bertagnolli reported that twenty-five (25) municipalities have signed off on the Macoupin County Ordinance, and one (1) has not. Ms. Bertagnolli is taking a certificate, which is signed by County Board Chairman Manar, Animal Control Chairman Novak and Animal Control Administrator Bertagnolli, to the Mayor and Council Members who are participating in the program.

Ms. Bertagnolli distributed a copy of a letter from the Illinois Department of Agriculture regarding her successful completion of the examination for an appointment as an Approved Humane Investigator and an Equine Investigator. A copy is attached.

The Animal Control Administrator distributed a copy of "County Animal Control of Illinois Dog Bite Prevention", and a copy is attached.

Ms. Bertagnolli then distributed a copy of a note received regarding a donation of \$40.00 to purchase food or vet service for the animals in the shelter.

The next item on the agenda was to discuss the long-term goals in order for the Animal Control department to become self-sufficient. Ms. Bertagnolli has completed all of the goals with the exception of #4 regarding the fee schedule reflecting the decisions of the County Board. Ms. Bertagnolli submitted a proposal, but no action has been taken. A copy of the "Goals to be completed by Macoupin County Animal Control Administrator" is attached.

On-going cases of the Animal Control department were discussed, and pictures were distributed regarding the neglect of animals.

The placement of the new Animal Control building on the approved site was discussed, and Animal Control Administrator Bertagnolli was directed to meet with John Eldred to determine the best possible location. This matter will be discussed at a future committee meeting.

The meeting adjourned at 10:00 a.m.

Prepared by: Char Taylor

Prepared on: 12-31-08



**Illinois**  
Department of  
**Agriculture**

Rod R. Blagojevich, Governor • Tom Jennings, Director

**Bureau of Animal Health and Welfare**

P.O. Box 19281 • Springfield, IL 62794-9281 • 217/782-6657 • TDD 217/524-6858 • Fax 217/524-7702

December 15, 2008

Dear Approved Humane Investigator,

Congratulations, you have successfully completed the examination for your appointment as an Approved Humane Investigator and an Equine Investigator. Enclosed are your credentials. This will allow you to represent your organization and investigate complaints and allegations of improper animal care to ensure compliance with the Illinois Humane Care for Animals Act.

We appreciate your interest and cooperation in these matters. Please do not hesitate to contact this office at 217/782-6657 if you have any questions that might arise to regarding your investigative activities.

Sincerely,

Dr. Colleen O'Keefe  
Division Manager of Food Safety & Animal Protection  
Ill Department of Agriculture



## County Animal Controls of Illinois Dog Bite Prevention

### Do's and Don'ts for Dealing with Strange Dogs

**Don't face it straight with shoulders square to it.** This says you are ready to attack. Dogs whirl and snap from a sideways position only in defense; they attack straight on. That is likely the intent a dog will read into your stance.

**Don't stare directly into its eyes.** This is a dominant gesture or a challenge. A defensive dog will look peripherally but an aggressor will stare right in. By doing so, you are the dog your intent is dangerous.

**Don't presume it is alone, healthy, safe, on neutral territory, or any other unprovable condition.**

**Don't be pushy and try to make an immediate friend.** Until you have successfully communicated your harmless intentions, a rush to be a buddy is simply a charge at a dog, usually with all the wrong body postures.

**Don't take your eyes off the dog.** Whether the owner or anyone else arrives, if you look up at them instead of paying attention to the dog, you invite a bite the moment your attention is distracted.

**Don't walk straight up to it and invade its critical zone.** Although "critical zone" usually means being close enough to touch or hurt it, that distance varies with each dog and circumstance. Do not presume you are at a safe distance and let your guard down.

**Don't corner it or box it in so that it has no way out but through you.** If you do this and signal other threats, the dog has little choice but to attack you to get free, or submit totally and rely on your mercy. Do not bet your safety that it will rely on your mercy!

**Don't reach down to grab its collar or to allow it to get your scent.** Dogs are more likely to bite up at something coming down at them than they are to bite to bite at something coming up or just laying there.

**Don't lean over the dog.** This is intimidating and domineering to a dog as it is to a human. It is a threat.

**Don't stick or point your fingers at it so it can get your scent.** This, too, is threatening.

**Don't use a deep, low vocal tone.** To dogs, the lower the tone, the more threatening the message. High, yappy barks mean play; low, deep growls mean nasty business.

**Don't use words the dog is likely to associate with bad or harmful things.** Words such as 'no' and 'bad dog' seldom mean good things to a dog.

**Don't show a snarling facial expression.** Dogs recognize the difference between showing a lot of tooth and showing a lot of teeth. A lot of tooth is a threatening snarl and means danger; a lot of teeth is a smile or grin and means play or submission.

**Don't touch the back of a dog's neck.** By touching or grabbing it there you are telling the dog you mean it harm.

**Don't make sudden, rapid movements.** Few good things ever come at a dog fast, but most painful or lethal things do. Running away triggers a chase response that has kept dogs alive for thousands of years; even an ambivalent dog will chase you if you suddenly run away.

**Do stand still, facing slightly sideways, off at a small angle instead of squaring both shoulders at the dog.** This is a more neutral posture and will put the dog at ease.

**Do keep an eye on the dog.** Even if the owner arrives or responds to your call, do not lose sight of the dog. Often it is best to ask the owner to put the dog in another room or pen.

**Do look at the dog's ear, chest or top of its head instead of directly into his eyes.** This tells it you are alert and not an easy target, but you are not looking for a fight or challenging it for dominance.

**Do slowly offer your fist for scenting.** A round, rock shaped object is less threatening.

**Do offer your fist by bringing it up slowly from below rather than down from above.**

**Do use steady, well coordinated movements.** The smoother and slower you are less threatened the dog will feel.

**Do avoid trapping or cornering a loose dog.** Give it room to move.

**Do keep your upper body vertical.** If you have to reach down, squat instead of bending at the waist.

**Do use high vocal tones when you greet it.** The higher the tone, the less threatening your message. Sing-song type sounds that blend into each other are more relaxing than sharply bitten-off sounds.

**Do choose words normally associated with praise or play – 'good boy', 'good dog' are examples.**

Do smile and show a lot of teeth, not a lot of tooth. The more it accepts your grin, the less defensive it will be.

Do let it slowly enter your critical zone rather than you intruding on its space. After getting your scent from your fist, a dog will usually approach your body to check you out more thoroughly. Once this happens, the ice is broken and you two should be fine together unless you signal a threat.

Do pet it under the chin and on the throat and chest instead of on the head and neck.

Do remember that before you make any physical contact, even petting; make sure you see no signs of injury, surgery or illness.

Do be able to read a dog's body language:

#### Aggressive

Growling; low, deep barks  
Tail raised high and waving (flagging)  
Staring straight at you

Raised hackles (hair on the back)  
Ears pricked  
Showing its fangs

#### Friendly

Tail low and wagging  
Looks at you but not directly into your eyes

Ears relaxed

#### Fearful

Growling; pants between growls  
Ears pinned back  
Breaks eye contact

Hackles raised  
Tail tucked and wagging

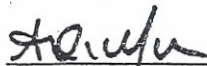
**Warning** – the fearful dog can be as dangerous as the aggressive dog. The fearful dog is more likely to bite you; the aggressive dog will probably do more damage.



Goals to be completed by Macoupin County Animal Control Administrator  
before January 1, 2008

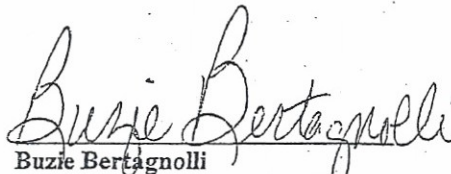
1. Send letters to all municipal governments in the County requesting agreement/sign off on the minimal enforcement standards ordinance by October 1, 2008
  - a. Report to the Animal Control Committee as soon as practical following October 1, 2008 those municipal governments who are participating with the county animal control program and those municipal governments who are not participating with the county animal control program
2. Develop and implement a policy for responding for calls from participating municipalities and unincorporated areas during normal business hours.
  - a. Post the policy on the County website which, at minimum, communicates the following:
    - i. clearly explains the proper way for residents to report activities
    - ii. clearly explains jurisdictions within the county for administering animal control
    - iii. clearly explains the County's response policy
  - b. Communicate in writing said policy to participating municipalities
3. Develop and implement a policy for responding for calls from participating municipalities and unincorporated areas during non-normal business hours.
  - a. Post the policy on the County website which, at minimum, communicates the following:
    - i. clearly explains the proper way for residents to report activities
    - ii. clearly explains jurisdictions within the county for administering animal control
    - iii. clearly explains the County's response policy
  - b. Communicate in writing said policy to participating municipalities
- ④ 4. Identify and review all fines and fees administered by Macoupin County Animal Control and make recommendations to the Macoupin County Board on how such fees can be adjusted to better reflect the cost of operating the department
  - a. Develop a comprehensive fee schedule reflecting the decisions of the County Board
- Do monthly 5. Submit to the Animal Control Committee quarterly financial reports that includes the following information:
  - a. Revenues generated (for each applicable fund) by the department during the quarter
  - b. Expenditures by the department for each applicable fund during the quarter
6. Submit to the Macoupin County Board a comprehensive monthly activity report on the activities of the department
7. Develop and implement a financial plan and budget to end general fund expenditures for the Department during the current fiscal year.

Acknowledgement:



Andrew Mahar  
Chairman of the Board

9/30/08  
Date



Buzie Bertagnoli  
Animal Control Administrator

9/30/08  
Date