

**Approved 7/26/22**  
**MINUTES**  
**County Operations Committee**  
**June 20, 2022**  
**@ 2:30 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rob Reneau</b> – Chairperson; <b>Linda Daley</b> – Vice-Chairperson; <b>Betty Duncan</b> ; <b>William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Kate Pastucha</b> ; <b>Steve Rieker</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>Heather McCord</b> – Chief Financial Officer; <b>Angela Loftus</b> , <b>Gretchen Pearsall</b> – County Administration; <b>Becky Spencer</b> – PCAPS; <b>Mark Little</b> – Chief Information Officer; <b>Brian Brown</b> – Juvenile Detention Center

**Call to Order**

Chairperson Reneau called the meeting to order at 2:30 p.m.

**Approval of Minutes**

A motion to approve the minutes of May 12, 2022 and May 24, 2022 was made by Ms. Daley and seconded by Mr. Watkins. The motion to approve carried unanimously (4-0).

**Informational**

• **PCAPS Monthly Report**

Ms. Spencer provided an update on the positive impact of a grant received from the Best Friends Animal Society earlier this year for the remodel of the dog kennels and a dog enrichment program. She noted a 5% increase in the live release rate since the inception of the program in March. She also noted that although dog intakes have increased in the past year, the live release rate is larger in 2022 than in the previous year.

Ms. Spencer advised that the Adoption Fee Waiver for felines promotion was a success, resulting in the adoption of all kittens and many of the of adult cats during the promotion, while noting that felines of all ages continue to come in to the shelter.

Ms. Spencer advised that the open position of Kennel Technician has been filled and staff is still seeking an Animal Control Officer.

• **Workforce Report**

Mr. Sorrel advised that the current report covers applicants, new hires, demographics, and separations for May 2022 and a comparison of May 2021 and May 2022 figures. He noted that May 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 six applications for the position of Chief Diversity, Equity, and Inclusion Officer have been received to date, and stressed interested applicants may still apply.

**Resolution**

• **IT Security Risk Assessment**

A motion to approve was made by Ms. Duncan and seconded by Ms. Daley. Mr. Little advised that the most recent assessment was performed in 2019. He advised that 19 vendors responded to a Request for Proposal and after a review and rating of each proposal, requests approval of the department's recommended vendor of choice. The motion to approve carried unanimously (4-0).

## **Committee Action**

- **Review of Executive Session Minutes**

A motion to approve the recommendation of the State's Attorney's Office was made by Ms. Daley and seconded by Mr. Watkins.

Ms. Cordis Boswell advised that remains the recommendation of the State's Attorney's Office that all previously held executive session minutes continue to be held as the need for confidentiality still exists, and to destroy executive session audio recordings more than two years old, except those that relate to pending litigation. The motion carried unanimously (4-0).

A motion to go into executive session to discuss Pending Litigation was made by Ms. Daley and seconded by Ms. Duncan. The motion carried unanimously (4-0).

## **EXECUTIVE SESSION**

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

## **Adjournment**

The meeting was adjourned by Chairperson Reneau at 2:52 p.m.

*Recorded and Transcribed by: Jan Kleffman*