1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:33 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

3. PUBLIC COMMENT

Ruth Kwarta spoke regarding an incident at a PetSmart where her dog was attacked in December. Her dog suffered severe injuries which required surgeries as well as ongoing treatment that will be necessary for the next 1-2 months. Ms. Kwarta was sharing her story in the hopes that another family and canine citizen of DuPage County does not have the same happen to them. The Committee and Dr. Barbara Hanek, Administrator Veterinarian, thanked Ms. Kwarta for coming to the meeting to share her story. Dr. Hanek also stated that there is an open dangerous dog investigation into the attack and the offending dog. The Animal Control Officer leading the investigation will continue to be in contact.

4. CHAIRMAN’S REMARKS

No Chairman Remarks

5. MINUTES APPROVAL

A. Animal Care and Control Committee - Regular Meeting - Jan 2, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

6. PROCUREMENT REQUISITIONS
A. 2018-47 Recommendation for the approval of a contract purchase order to University of IL College of Veterinary Medicine - Diagnostic Lab to provide rabies testing for submitted mammalian specimens for Animal Care & Control, for the period of January 16, 2018 through January 15, 2019, for a contract total not to exceed $9,300.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

B. 2018-48 Recommendation for the approval of a contract purchase order to Verizon Wireless, to provide wireless services including basic cellular voice, smart phones, and wireless data and replace, upgrade and obtain new wireless equipment and accessories as needed, for Animal Care & Control, for the period December 1, 2017 through November 30, 2018, for a contract not to exceed $8,000.00, PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

7. OTHER ACTION ITEMS

A. Authorization for Overnight Travel -- Humane Educator and Special Events Coordinator Travel to Conference in Lake Buena Vista, FL from March 6, 2018 - March 9, 2018. Expenses to include registration, transportation, lodging, miscellaneous expenses, and per diem for the estimated total of $909.50. A scholarship was awarded to DCACC's Humane Educator and Special Events Coordinator by the Association of Professional Humane Educators to assist with registration and travel costs. The scholarship dollars have been applied in the estimated total.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski
8. **ADMINISTRATIVE UPDATE**

Laura Flamion, Operations Manager, informed the Committee that the new front desk person, Carrie Rzewnicki, started on Wednesday, January 10th. Interviews for the open Animal Control Officer position are beginning this week. Regarding the question brought up by Member Wiley at the last meeting on January 2nd, examples of the communications regarding pet care during cold weather were provided. Examples were from Facebook and the newsletter.

Dr. Hanek stated that there is another branding meeting scheduled this week. Also this week, representatives from the shelter are going to Kane County Animal Care & Control to review their database software. A new database is a critical project in 2018. Chairman Krajewski asked about the benefits a new database would provide. Ms. Flamion stated that the shelter is incredibly paper dependent. One of the problems this causes is the loss of time across all units within the shelter when looking for animal and other information/files. A new robust database has a huge potential to save both money and time. Dr. Hanek added that it will also provide better service to our citizens by having details consolidated in one location which will result in less wait times and better communication.

9. **OLD BUSINESS**

No Old Business

10. **NEW BUSINESS**

No New Business

11. **ADJOURNMENT**

Chairman Krajewski adjourned at 10:44 AM.
1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:31 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
ABSENT: 

3. PUBLIC COMMENT

No Public Comment

4. CHAIRMAN'S REMARKS

Chairman extended his thanks to the staff for their work for the press conference on December 22, 2017 regarding proposed legislation banning the sale of commercially bred pets in Will and DuPage counties. http://abc7chicago.com/pets-animals/officials-in-will-dupage-counties-call-for-ban-on-sale-of-commercially-bred-pets/2813018/

5. MINUTES APPROVAL

A. Animal Care and Control Committee - Regular Meeting - Dec 5, 2017 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

6. BUDGET TRANSFERS
A. Budget Transfers -- Recommendation to approve two (2) budget transfers for Animal Care & Control 1100-1300: Transfer of funds from account no. 53828 (Contingencies) to account no. 52320 (Medical/Dental/Lab Supplies) in the total amount of $12,000.00 due to the fact that Animal Care & Control was without a full time Administrator Veterinarian when the FY 17 budget was created and therefore was developed with little input as to medical equipment needs. Additional dollars also need to be added to this line as medical protocols evolve to include enhanced medical care. Transfer of funds from account no. 53090 (Professional Services) to account no. 53110 (Workers Compensation Insurance) in the total amount of $7,000.00 due to cover costs associated with employee Workman’s Comp claim.

RESULT: APPROVED [UNANIMOUS]
MOVER: Grant Eckhoff, Vice Chair
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

7. OTHER ACTION ITEMS

A. Change Order -- Amendment to County Contract 2003-0001-SERV issued to City of Wheaton for water utilities to DuPage Animal Care & Control, to increase the encumbrance $1,000.00 resulting in an amended contract total not to exceed $8,500.00 and extend contract term to 11/30/2017.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. Authorization for Overnight Travel -- Administrator Veterinarian Travel to Conference in Orlando, FL from February 2, 2018 - February 7, 2018. Expenses to include registration, transportation, lodging, miscellaneous expenses, and per diem for the approximate total of $2,669.50.

Many of the vendors that will be utilized for stocking the spay/neuter vehicle as well as the Phase 2 construction project will be in attendance at this conference. This will enable the Administrator Veterinarian to initiate contact with these key vendors and obtain preliminary product and/or service information.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8. OLD BUSINESS
Laura Flamion, Operations Manager, gave the Committee an administrative update. The new Front Office staff member will be starting on Wednesday, January 10, 2018 per County Board approval at the January 9th meeting. Interviews for the open Animal Control Officer position should begin next week or the week after. The total intake for 2017 was 2,458 animals which is slightly under previous years. Some outcomes from December still need to be completed and other stats for 2017 will be available at a later date. December adult cat adoptions were at 40 total for the month due to an adoption subsidy provided by the DuPage Animal Friends Foundation.

Dr. Barbara Hanek, Administrative Veterinarian, continued on with the update and informed the Committee that various staff met with Animal Arts regarding the Phase 2 construction project. Also, the grant for the spay/neuter vehicle was received along with a donation of $25,000.00 to help stock medical equipment for the vehicle. A check presentation for the vehicle grant will take place at the January 23, 2018 County Board Meeting. Animal Care & Control (ACC) conservatively estimates to complete 100 spay/neuter surgeries in vehicle in 2018. They will begin the program by assisting Feral Fixers (http://www.feralfixers.org/). Their organization goes out into communities to trap neuter release (TNR) feral cats. Feral Fixers currently utilizes a few veterinary facilities for surgeries including PAWS Chicago. Per Dr. Hanek, PAWS is now restricting the amount of spay/neuter surgeries they provide to external organizations and the shelter is looking forward to assisting them when the program is up and running. Chairman Krajewski asked in the Pet Population Fund can be used to reimburse the shelter for the cost of those spay/neuter surgeries. Brian Gorka, Assistant State's Attorney, will look into it. Dr. Hanek also informed the committee that the new database project and completing the Standard Operating Guidelines are priorities in 2018.

9. NEW BUSINESS
Member Wiley asked if Animal Care & Control was providing any information for citizens regarding how to care for animals the extreme cold weather. Dr. Hanek and Ms. Flamion stated that information has been shared on the shelter Facebook page and more will be included in the next newsletter. Chairman Krajewski asked the Administrative staff to work with County PR to have Animal Care & Control added to the County Board newsletter.

10. ADJOURNMENT
The meeting was adjourned by Chairman Krajewski at 10:41 AM.
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER:  | Kevin Wiley, District 6 |
| SECONDER: | Sean T Noonan, District 2 |
| AYES:   | Anderson, Eckhoff, Krajewski, Noonan, Wiley |
| ABSENT: | Donald Puchalski |
**PROCUREMENT REVIEW CHECKLIST**
**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
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<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
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<tr>
<td>January 2, 2018</td>
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<table>
<thead>
<tr>
<th>SOLICITATION METHOD FOR SOURCE SELECTION</th>
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<tbody>
<tr>
<td>Amanda Talsma</td>
</tr>
<tr>
<td>Barbara Hanek</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
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<tr>
<td>James McGuire</td>
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<tr>
<td>Paul Rafac</td>
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<tr>
<td>Kathy Ostrowski</td>
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<tr>
<td>Animal Care and Control Committee</td>
</tr>
</tbody>
</table>
**Purchase Requisition**

**Procurement Services Division**

**Date:** Jan 2, 2018

**MinuteTraq (IQM2) ID #:** 11658

**Department Req #:** 

**RFP, Bid or Quote #:** 

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>University of IL College of Veterinary Medicine - Diagnostic Lab</th>
<th>Vendor #: 22532</th>
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<tbody>
<tr>
<td>Dept: Animal Care &amp; Control</td>
<td></td>
</tr>
<tr>
<td>Attn: Amanda Talsma</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
<td></td>
</tr>
<tr>
<td>Address: 120 N. County Farm Road</td>
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<tr>
<td>City: Wheaton</td>
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<tr>
<td>State: IL</td>
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<td>Zip: 60187</td>
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<tr>
<td>Phone: 630-407-2800</td>
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<tr>
<td>Fax: 630-407-2801</td>
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<tr>
<td>Phone: 630-407-2800</td>
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<tr>
<td>Fax: 630-407-2801</td>
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</tbody>
</table>

**Send Payments To:**

| University of IL College of Veterinary Medicine - Diagnostic Lab |
| Vendor #: 22532 |
| Attn: Amanda Talsma |
| Email: amanda.talsma@dupageco.org |
| Address: 506 S. Wright St. 209, HAB MC-339 |
| City: Urbana |
| State: IL |
| Zip: 61801 |
| Phone: 217-333-1620 |
| Fax: 217-244-2439 |

**Ship To:**

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<td>Phone: 630-407-2800</td>
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**Payment Terms:**

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| Attn: Amanda Talsma |
| Email: amanda.talsma@dupageco.org |
| Address: 506 S. Wright St. 209, HAB MC-339 |
| City: Urbana |
| State: IL |
| Zip: 61801 |
| Phone: 217-333-1620 |
| Fax: 217-244-2439 |

**PO 20 Delivery Date:** Requisitioner

**PO25 only**

**Requisition Total:** $9,300.00

**Header Comments**

(these comments will appear on the PO20 and PO25 Purchase Order):

**Special Instructions/Comments to Buyer or Approver**

(these comments will NOT appear on the Purchase Order):

**User Department Internal Notes**

(these comments will NOT appear on the Purchase Order):

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**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acctg Unit** | **Acct #** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
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<tr>
<td>1</td>
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<td>EA</td>
<td>Rabies testing for submitted mammalian specimens</td>
<td>18 &amp; 19</td>
<td>1100</td>
<td>1300</td>
<td>53070</td>
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<td>9,300.00</td>
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**Packet Pg. 9**
**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

<table>
<thead>
<tr>
<th>Requesting Department: Animal Care &amp; Control</th>
<th>Department Contact: Amanda Talsma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
<td>Contact Phone: x2819</td>
</tr>
<tr>
<td>Vendor Name: University of IL College of Veterinary Medicine</td>
<td>Vendor #: 22532</td>
</tr>
</tbody>
</table>

**Date:** Jan 2, 2018

**MinuteTraq (IQM2) ID #:** 11658

**Department Requisition #:**

---

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Creation of new PO for University of IL College of Veterinary Medicine - Diagnostic Lab for 12 months (01/16/2018 - 01/15/2019) for $9,300.00.

---

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Animal Care & Control submits around 163 specimens per year to be tested. In 2016, there were 10 bats that tested positive for rabies. In 2017, there were 11 positive bats. Testing is crucial as it helps prevent the spread of rabies and provides the required information to Animal Care & Control and the County and State Health Departments.

---

**Strategic Impact**

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

To help ensure accurate specimen testing and tracking to prevent the spread of rabies in DuPage County.

---

**Source Selection/Vetting Information** - Describe method used to select source.

Animal Care & Control uses two laboratories. One is the Chicago lab which provides results of testing the same day as long as the sample is received by 11:00am. Specimens that are considered high risk are sent to the Chicago lab. High risk generally means that there was a vicious bite from a mammalian species not vaccinated against rabies or there was an exposure to a bat either via a bite or the bat was found in the living quarters. Animal Care & Control uses the University of IL lab for lower risk exposures including bats found outside, bite from a mammalian species vaccinated against rabies, etc. The U of I lab results are received within a few business days from the time the submission was received. These are sent via Federal Express Overnight to the lab. All positive results are shared with the DuPage County Health Department and tracked internally.

---

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve the PO as requested.
2. Do not approve the PO.

---

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This will be out of Process Lev 120, 1100 1300 53070, FY 2018 and 2019.

Total PO: $9,300.00
MEMORANDUM

To: Veterinarians and Animal Control Officers

From: Matt Charles
Chief, Division of Laboratories

Connie Austin, DVM MPH PhD
State Public Health Veterinarian

Date: March 27, 2017

Subject: Animal Rabies Testing at IDPH Laboratories

This memorandum is being sent to alert you to changes in the Illinois Department of Public Health (IDPH) Laboratory Animal Rabies testing guidance. According to the Illinois Animal Control Act, administered by the Illinois Department of Agriculture, when a healthy dog, cat or ferret bites a person in a provoked manner, the animal should be “confined for a period of not less than 10 days”. (Please refer to the attached flow chart for guidance on actions to take on animal bites.)

If an animal has signs of rabies or dies during the confinement period the animal head must be submitted immediately for rabies testing. If the animal does not display signs of rabies during the 10 day period the animal can be released from confinement. Veterinarians and animal control officers should work with their local health department staff to determine if a dog, cat or ferret meets the criteria for testing at the IDPH Division of Laboratories.

The IDPH Division of Laboratories will only accept rabies specimens on dogs, cats and ferrets that have bitten a person in an unprovoked manner or on dogs, cats and ferrets that display neurological symptoms that may be associated with rabies. All other euthanized dog, cat and ferret rabies specimens should be submitted to the University of Illinois, College of Veterinary Medicine laboratory or another laboratory that performs rabies testing.

The University of Illinois (U of I) College of Veterinary Medicine Laboratory in Champaign, Illinois charges a fee for rabies testing ($29 for the rabies test and an additional $28 to remove the brain) payable by the submitter. Samples can be shipped to the U of I Veterinary Medicine Laboratory via UPS, USPS, and FedEx. Please
contact them at 217-333-1620 for further information on shipping and methods of payment. The address is 2001 South Lincoln Ave., PO Box U, Urbana, IL 61802.

The Illinois Department of Agriculture animal lab in Galesburg, IL no longer offers rabies testing. Cows, sheep and deer specimens that were previously directed to the Illinois Department of Agriculture Laboratory should be sent to the U of I Veterinary Medicine Laboratory for rabies testing.

In summary dog, cat and ferret specimens can only be submitted to the IDPH Division of Laboratories for rabies testing if they meet the following criteria:

- A dog, cat or ferret that has bitten someone in an unprovoked manner.
- A dog, cat or ferret that becomes ill with signs of rabies, or dies during the 10 day confinement period.
- A dog, cat or ferret that has neurological symptoms of rabies.

Rabies specimens which are submitted to an IDPH Laboratory and do not meet these criteria will be returned to the submitting agency.

Thank you in advance for following this updated rabies submission guidance. If you have further questions, please contact your local health department.

Attachment
Dog or cat bite that took place in Illinois

NOTE ABOUT RABIES: Please call the CD Section at 217-782-2016 for any questions or when the situation does not appear to fall readily within this guideline. Rabies is a very serious disease which requires quick, appropriate action.

Evaluate the health of the dog or cat and whether the bite was provoked or unprovoked.

Healthy AND provoked bite

Is the dog/cat available for confinement and observation for 10 days?

AVAILABLE (Do not start rabies PEP)

Does dog or cat become ill, die or survive the 10 day confinement and observation period?

SURVIVES

NO PEP recommended

NEGATIVE

Becomes ill or dies

Test dog/cat brain for rabies

Dog/cat has signs of rabies OR unprovoked bite

Test dog/cat brain for rabies

NEGATIVE

POSITIVE, UNSATISFACTORY OR is untested

POSITIVE, UNSATISFACTORY OR is untested

PEP recommended

1 Provoked bite – bite might be expected given the circumstances (e.g., separating 2 fighting animals, handling injured animal, handling unfamiliar animal, taking away an animal’s food, running or barking by the dog, entering a dog’s property).

2 Unprovoked – bite would not be expected given the circumstances (e.g., person walking in the park and dog or cat runs up and bites).

3 Signs of rabies – trouble walking, paralysis or weakness, excess salivation, neurologic problems or extreme aggressiveness.
Pricing for Services

Date: January 1, 2018
To: DuPage County Animal Care and Control
Test: Rabies Testing
Price: $4.00 submission fee
      $25.00 Rabies FA Test
      $28.00 Brain Removal
      $0.35/lb (minimum charge of $5.00) Incineration fee for whole body submissions

Returning coolers or remains will result in additional charges

If a bat is submitted, only a submission fee and Rabies FA test will be charged.

Prices valid through June 30, 2018. Prices are subject to change with the new fiscal year on July 1, 2018.
## Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>University of IL College of Veterinary Medicine - Diagnostic Lab</th>
<th>Vendor #: 22532</th>
<th>Contract Term: 1 Year</th>
<th>Contract Total: $9,300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Animal Care &amp; Control</td>
<td>Contact: Amanda Talsma</td>
<td>Phone: x8219</td>
<td>Assigned Committee: Animal Care &amp; Control</td>
</tr>
</tbody>
</table>

### Description of Procurement/Scope of Work/Background

Rabies testing for submitted mammalian specimens.
Animal Care & Control submits around 163 specimens per year to be tested. In 2016, there were 10 bats that tested positive for rabies. In 2017, there were 11 positive bats. Testing is crucial as it helps prevent the spread of rabies and provides the required information to Animal Care & Control and the County and State Health Departments.

### Reason for Procurement

In April 2017 the University of IL College of Veterinary Medicine - Veterinary Diagnostic Lab began charging for the rabies testing of submitted specimens.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1100 1300 53070, FY 2018 and 2019

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # ___________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ___________________________ ☐ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER SS ILCS 5/5-102 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
- PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below.

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # ___________________________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # ___________________________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # ___________________________

---

**Prepared By and Approval(s) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
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**Reviewed By (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
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Attachment: U of I - Checklist (2018-47: University of IL College of Veterinary Medicine - Diagnostic Lab)
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Donald Puchalski
## PROCUREMENT REVIEW CHECKLIST
### REQUISITION
This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 20, 2017</td>
<td>$8,000.00</td>
<td>1 YEAR</td>
<td>ANIMAL CARE AND CONTROL COMMITTEE</td>
</tr>
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</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Completion Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Talsma</td>
<td>Completed</td>
<td>12/20/2017 3:20 PM</td>
</tr>
<tr>
<td>Barbara Hanek</td>
<td>Completed</td>
<td>12/26/2017 7:03 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>12/27/2017 9:41 AM</td>
</tr>
<tr>
<td>Wendi Wagner</td>
<td>Completed</td>
<td>12/27/2017 11:08 AM</td>
</tr>
<tr>
<td>Donald Carlsen</td>
<td>Completed</td>
<td>12/28/2017 9:05 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>12/28/2017 9:07 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>01/08/2018 4:09 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>01/09/2018 9:57 AM</td>
</tr>
<tr>
<td>Animal Care and Control Committee</td>
<td>Completed</td>
<td>01/16/2018 10:30 AM</td>
</tr>
</tbody>
</table>
## Procurement Review Checklist

**Procurement Services Division**  
This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Verizon Wireless</th>
<th>Vendor #: 10597</th>
<th>Contract Term: 1 Year</th>
<th>Contract Total: $8,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Animal Care &amp; Control</td>
<td>Contact: Amanda Talsma</td>
<td>Phone: x8219</td>
<td>Assigned Animal Care &amp; Committee: Control</td>
</tr>
</tbody>
</table>

**Description of Procurement/Scope of Work/Background**  
Provide wireless services including basic cellular voice, smartphones, and wireless data. Replace, upgrade and obtain new wireless equipment and accessories as needed.

**Reason for Procurement**  
To provide wireless service and equipment to Animal Control employees.

### FUNDING SOURCE
- [ ] Procurement budgeted for (FY and budget code(s)): FY18, 1100-1300-53260 and 1100-1300-52100
- [ ] Budget Transfer (Date) _______ Add'l Information

### DECISION MEMO NOT REQUIRED
- [ ] LOWEST RESPONSIBLE QUOTE # or BID # __________________________ (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- [ ] RENEWAL, Enter Bid # ___________________________ [ ] Intergovernmental Agreement
- [ ] SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 [ ] Public Utility
- [ ] PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:__________________________

### DECISION MEMO REQUIRED
- [ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS25)
- [ ] EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________________________ (include Evaluation Summary if applicable)
- [ ] RENEWAL OF RFP # ______________
- [ ] PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- [ ] OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- [ ] REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- [ ] OTHER THAN LOWEST RESPONSIBLE, BID # __________________________

### PREPARED BY AND APPROVAL(S) (Initials Only)
- **AMT**  
  Prepared By: ______________ Date: 1-8-17  
  Recommended for Approval: ______________ Date: 1-8-17  
  IT Approval, if required: ______________ Date: 1-8-17

### REVIEWED BY (Initials Only)
- **BP**  
  Buyer: ______________ Date: 1-8-17
- **PL**  
  Chief Financial Officer (Decision Memos Over $25,000) Date: 1-8-17
- **SM**  
  Procurement Officer: ______________ Date: 1-8-17
- **CM**  
  Chairman's Office (Decision Memos Over $25,000) Date: 1-8-17

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**Packet Pg. 19**

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** Verizon Wireless  
  **Vendor #:** 10597  
- **Attn:** Email:  
- **Address:** PO Box 408  
  **City:** Newark  
  **State:** NJ  
  **Zip:** 07101  
- **Phone:** 847-846-6011  
- **Payment Terms:** PER 50 ICLS 505/1  
- **Use for PO25 only:** Contract Administrator

### Send Invoices To:
- **Dept:** Animal Care & Control  
- **Attn:** Amanda Talsma  
  **Email:** amanda.talsma@dupageco.org  
- **Address:** 120 N. County Farm Rd.  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-282-2800  
- **Destination:** F.O.B.

### Send Payments To:
- **Vendor:** Verizon Wireless  
  **Vendor #:** 10597  
- **Attn:** Email:  
- **Address:** PO Box 408  
  **City:** Newark  
  **State:** NJ  
  **Zip:** 07101  
- **Phone:** 847-846-6011  
- **Payment Terms:** PER 50 ICLS 505/1  
- **Use for PO25 only:** Amanda Talsma

### Ship To:
- **Dept:** Animal Care & Control  
- **Attn:** Email:  
- **Address:** 120 N. County Farm Rd.  
  **City:** Wheaton  
  **State:** IL  
  **Zip:** 60187  
- **Phone:** 630-282-2800  
- **Delivery Date:** PO 20 Delivery Date  
- **Requisitioner:** Amanda Talsma

### Requisition Total:
- **$8,000.00**

### Header Comments:
- **PO20 and PO25 Purchase Order**

### Special Instructions/Comments to Buyer or Approver:
- **PO25 only**

### User Department Internal Notes:
- **PO25 only**
Other Action Item

17-18-136

Request Date: 1/5/2018  Account Code: 1100-1300

Purpose of Trip: (explain fully the necessity of making the trip)

The annual Association of Professional Humane Educators (APHE) conference is considered to be THE conference where Humane Education professionals and industry leaders gather to learn, network, and share ideas. To assist with the expense of the conference and associated travel, DCACC’s Humane Educator applied for and won a scholarship from the Association of Professional Humane Educators. The scholarship award will reduce overall expenses by a total of $800 - $250 to be applied to the registration fee and the remaining $550 can be used for travel and/or lodging (scholarship dollars have been applied in this form's 'estimated amount for each applicable expense' section below). As a result of attending the 2017 conference Fur Buddies was developed as an after school program hosted at DCACC. Participants in Fur Buddies learn how to: be humane investigators, live in harmony with wildlife, protect their environment, and care for pets responsibly and with compassion. The focus is on service to the community and empowering young learners to make a difference. STEM education has also been incorporated into both after school programs and summer camps. Students learn anatomy, cellular biology, and engineering through creative, animal focused projects. The 2018 APHE conference promises to be just as informative as the 2017 session. Presentations include reaching new audiences, increasing effectiveness and impact, engaging students of all ages, and program evaluation. Staff will particularly benefit from topics such as: Learner-Centered Approach: Constructing Attitude and Behavior Change which focuses on new ways to empower students of all ages and support long term behavior change; Reaching New Audiences of All Ages which focuses on the development of humane education programs geared towards college students and adult learners which will be especially helpful as DCACC grows and is in need of more volunteers, fosters, donors, etc. this seminar will provide the tools to help draw these much needed individuals to the shelter; Humane Education for Underserved and at Risk Children which references the use of the Red Rover reading program to foster compassion and empathy in at risk youth, DCACC is growing and working to establish programs to assist lower income/ at risk communities this seminar will help develop the humane education efforts to go along with this outreach program. Additionally, staff plans to attend the pre-conference workshops Program Evaluation & Assessment and RedRover Readers training. The Program & Evaluation workshop will provide practical information on formal program evaluation and improvement and the RedRover Readers training will link Common Core standards with humane education materials to aid in creating a more enriching educational program that can be even be translated into school curriculums. As DCACC continues to improve and grow, having a robust education and community outreach program will be essential. Attending the APHE conference will help staff build the skills needed to be the best educational leader for the shelter.

Destination: Holiday Inn, 1805 Holiday Plaza Boulevard, Lake Buena Vista, FL 32830

Date of Departure: 3/6/2018  Date of Return Arrival: 3/9/2018
(Please include a detailed explanation if different from official business dates)

The first session of the Conference (Program Evaluation and RedRover Readers Training) begins at 9:00am on 3/7. As such, we are requesting an additional hotel night for 3/6.

Please indicate the estimated amount for each applicable expense.
Enacted and approved this 23rd day of January, 2018 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ______________________________

PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Donald Puchalski
NATIONAL HUMANE EDUCATION CONFERENCE
Bring the Magic of Humane Education Into Your World

CONFERENCE SCHEDULE

WEDNESDAY, March 7th

9am-12pm: Optional Workshops
  Option #1: Program evaluation facilitated by the faculty of the University of Central Florida's Program and Educational Research Group ($15)
  Option 2: RedRover Readers Training ($55)
2pm: Welcome by APHE Board of Directors
2:15pm-3:45pm: Opening plenary session
4pm-5pm: Concurrent session #1
5:15pm-6pm: Concurrent session #2
6pm: Dinner (included)

THURSDAY, March 8th

7:30am: Breakfast offered (included)
9am: APHE Membership Meeting
10:30am-11:30am: Concurrent session #3
11:30am: Lunch & Auction (included)
2pm-4pm: Concurrent session #4
3:15pm-4pm: Concurrent session #5
4:15pm-5pm: Concurrent session #6
5pm: Keynote address
6:30pm: Reception (included)

FRIDAY, March 9th

7:30am: Breakfast offered (included)
9am-10am: Concurrent session #7
10:15am-11:45am: Closing plenary session
11:45am: Conference concludes
12:30pm: Lunch offered
12:30pm - 5:30pm: Excursion to Big Cat Rescue in Tampa, FL (lunch included)

PRESENTATION SCHEDULE

Open Plenary Session: Wednesday, March 7  (2:15pm-3:45pm)
  - Learner-Centered Approach: Constructing Attitude and Behavior Change by Dr. Itle-Clark & Dr. Ogle

Concurrent Session 1: Wednesday, March 7  (4pm-5pm)
  - How to Engage Teen Volunteers to Help Facilitate Summer Camp by Kimmie Vehl
  - Hoof N' Woof: A New Dynamic by Fernanda Torres & Saebra Pipoley

Presentation details: begin on page 4.
Concurrent Session 2: Wednesday, March 7  (5:15pm-6pm)
- *Exact Sessions TBD*

Concurrent Session 3: Thursday, March 8  (10:30am-11:30am)
- *Humane Education for Underserved and At Risk Children: Maximizing Resources through Academic-Community Partnerships by Dr. Janet Martinez & Dr. Christopher Ledingham*
- *Reaching New Audiences of All Ages by Shawna Weaver*

Concurrent Session 4: Thursday, March 8  (2pm-3pm)
- *Managing teams: Tools to Increase Your Effectiveness by Dezarae Jones-Hartwig*
- *Additional Session to be Announced*

Concurrent Session 5: Thursday, March 8  (3:15pm-4pm)
- *Understanding How Language Impacts Perceptions of Companion Animals by Chrissy Case & Bryan Cushing*
- *Altering Curriculum to Engage All Ages by Ash Collins*

Concurrent Session 6: Thursday, March 8  (4:15pm-5pm)
- *Humane Education in Higher Education as Prevention for One Health Disruptions by Dr. Sarah Bexell & Kaydee Keutman*
- *Valuing Animals: Empathy in the College Classroom by Dr. Nadine Dolby*

Concurrent Session 7: Friday, March 9  (9am-10am)
- *Creative Activism: Art and Artists for Social Change by Cynthia Trapanese*
- *Inspiring Teens Through Research by Angela Zappalla & Amy Owens*

Closing Plenary Session: Friday, March 9  (10:15am-11:45am)
- *Your Best Humane Education Program: How to Remain Valuable to Your Management, Leadership, and Community by Holly Watson-Wetzel*
Social Events

Attendees will have the opportunity to network and socialize. This year, the social events include:

* Dinner stations on Day 1
* Lunch and auction on Day 2
* Special reception with the Keynote Speaker on Day 2
* Special breaks each afternoon

OPTIONAL EXCURSION

Big Cat Rescue

Friday, March 9th (1pm-5:30pm)
Cost: $60

Join fellow APHE educators on a guided tour of one of the largest accredited sanctuaries in the world dedicated to abused and abandoned big cats.

The group will experience a 1.5 hour guided walking tour of the sanctuary to observe and learn about a number of our nearly 80 residents of 11 different species (sometimes as close as 3-6 feet away). During the tour, you will learn the individual stories of the cats, facts about the species, and the issues of wildlife in captivity.

Minimum of 10 participants, maximum of 40

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2018 Conference Presentations

Your Best Humane Education Program: How Remain Valuable to Your Management, Leadership, and Community.

Holly Watson-Wetzel, Animal Humane Society

Learner-Centered Approach: Constructing Attitude and Behavior Change

Dr. Stephanie Ille-Clark, Academy of Prosocial Learning &
Dr. Brian Ogle, Beacon College
As educators, we understand the importance of our work in humane education. Achieving our goals and maximizing our impact can often rely on our ability to prove our value to senior leaders, our organization, and our community. By earning trust and quantifying our successes, we are able to gain partnerships with operations staff, build relationships with our community, and continue to create new and dynamic programming. Using research and tools developed at Animal Humane Society, learn how to successfully implement a step-by-step process on how to make significant changes to educational programming through effective evaluation, organizational buy-in, and support from leadership.

Wondering how to help learners become passionate about humane issues? Want your students to feel empowered and to see the impact their work has on society? Or maybe you just want to keep your students from falling asleep? This interactive workshop will demonstrate techniques and provide activity ideas for increasing learner engagement and participation as well teach you how to tap into and trigger the student’s passion and curiosity about the world and reflect on the systems that impact people, animals, and the environment. Help support long-term behavior change by asking learners to connect their existing knowledge and real-world experience to issues that are important to them. Walk away with new techniques that will inspire others to imagine a more humane world.

**Understanding How Language Impacts Perceptions of Companion Animals**

*Chrissy Case & Bryan Cushing, Beacon College*

Language has the ability to enhance, detract, or alter the human perceptions of non-human animals. The workshop activity will include a hands-on, critical thinking exercise in which participants will examine adjectives commonly used to describe different labels (human roles and relationships to non-human animals). Through the exercise, participants will be able to examine how their own word choices influence the perceptions of others towards non-human animals.

**Reaching New Audiences of All Ages**

*Shawna Weaver, Animal Allies Humane Society*

Reaching young adult audiences (college students) builds the volunteer base, opens doors to several perfect foster situations, and creates future donors, adopters, and employees. Reaching other adults enhances membership and donor numbers. Over the past two years Animal Allies has made an effort through the humane education department to reach out to adults in the community. Working cross-departmentally, the organization has (nearly) mastered the arts of "Humane Happy Hours", movie nights, college volunteer clubs, humane presentations for adult audiences, shelter tours for adults, and getting in on 3rd party parties.

**Creative Activism: Art and Artists for Social Change**

*Cynthia Trapanese, Institute for Humane Education*

Creative Activism: Art and Artists for Social Change will provide an introduction to literary, performance and visual artists who focus their work on one or more facets of humane education. In addition to learning about solutions-focused art and artists, participants will examine their own experience of the creative process, create an original collaborative work, and practice integrating art for social change into their own lives, teaching, and outreach. Educators, activists, artists, writers, visionaries, and anyone curious about creative activism will discover ways to navigate the bridge from despair to action with the support of a dynamic learning community.
Humane Education in Higher Education as Prevention for One Health Disruptions

Dr. Sarah Boxell & Kaylee Keuthan,
Institute for Human-Animal Connection, University of Denver

The One Health nexus has recently resurfaced via the veterinary, medical and environmental protection professions. The One Health paradigm is the collaborative effort of multiple disciplines, working locally, nationally and globally, to attain optimal health for humans, other animals and Earth (AVMA, 2008). At the Institute for Human-Animal Connection at the University of Denver, we infuse this systems approach in all of our work, whether it be in our research agenda, teaching, or advocacy and activism.

Altering Curriculum to Engage All Ages

Ash Collins, Dane County Humane Society

As a humane educator, you are responsible for communicating with and educating all members of the public, from ages 1 to 100, on a variety of topics. But how do you share the same information with different age groups in an engaging and educational way? This presentation will focus on how to teach and engage different ages, and how to alter your lessons and curriculum to meet the goals of each age group. Through interactive discussion we will learn about the different stages of development and processing for age groups, and what activities, topics, and teaching styles work well to engage everyone. Working as teams, we will alter lessons to fit the needs and goals of different groups to ensure we are always reaching our audience.

How to Engage Teen Volunteers to Help Facilitate Summer Camp

Kimnie Veihi, San Diego Humane Society

Youth programs are a wonderful way to engage children in your organization’s mission, but what do you do when your participants age out and are too young to volunteer with animals? The answer is simple: use them as volunteers in the program they already know and cultivate them to become future volunteers for your organization. This presentation will go over how to recruit, encourage, engage, and promote high school age students as volunteers in your camps and how to troubleshoot issues that may arise. What are the benefits for you? And what are the benefits for them? After, you may find that these teens are some of your best volunteers.

Valuing Animals: Empathy in the College Classroom

Dr. Nadine Dolby, Purdue University

This presentation will discuss a college level course, Animals, Society, and Education, and how the course increased students’ empathy for animals, and also for people. I will specifically focus discussion on an assignment, “A Day in the Life of an Animal” that asked students to spend a day with an animal, and view the world from his or her perspective. Student response to the course and ideas for applying the
Hooft N' Woof: A New Dynamic
Fernanda Torres, Arizona Humane Society &
Humane Education for Underserved and At Risk Children: Maximizing Resources Through Academic Community Partnerships

Managing teams: Tools to Increase Your Effectiveness
Dexarae Jones-Hartwig, Wisconsin Humane Society

In the past several years, the Wisconsin Humane Society has worked to gather resources to train and support managers to do just that: manage staff with professionalism, compassion, and efficiency. Using weekly one-on-one meetings, active listening, a feedback model, and positive self-talk, WHS has built a strong culture of management that has strengthened morale and built strong relationships between managers and their staff. This presentation will introduce the management tools that have supported our success. We'll discuss how the tools have worked for WHS and how others can implement them in their teams.

Inspiring Teens Through Research
Angela Zappala & Amy Owens, Humane Animal Rescue

Programs for humane education tend to cater towards younger age groups while building programming for teens can be a challenge. This presentation will focus on a yearlong program designed to introduce teenage students to research and project design. By providing a monthly program over the course of a year, we can address the need for a non-intensive, long term program model of a “Day in the Life” to other humane education contexts will
that gives teenagers the opportunity to practice skills in STEM fields. Our goal is to encourage students to pursue subjects that interest them and give them the tools to create projects that they feel will advance our understanding of animals or benefit the local community. We will also discuss ways in which teen research programs can be designed for organizations that either don’t have access to animals or those that work strictly with domestic animals.

**Pre-Conference Workshop: PROGRAM EVALUATION & ASSESSMENT**

Dr. Jo Ann Smith & Dr. Bonnie Swan  
University of Central Florida

This 3-hour long workshop will provide participants with detailed and practical information on conducting formal program evaluations. Topics for this workshop will include logic models, program evaluation techniques, and contract management.

Participants must register for this workshop ahead of time. This workshop has an additional fee.

**RedRover Readers Training**

Registration fee $55 (payable at the door through the APHE Conference registration)

Learn how to

- Access and implement the RedRover Readers curriculum
- Increase student engagement and pro-social skills
- Understand Social and Emotional Learning components and how these, as well as Common Core standards, link to RedRover Readers curriculum
- Use specific question strategies to elicit independent thinking and promote empathy
- Expand conversation and facilitate discussions
- Demonstrate genuine interest in student responses and model effective communication skills
- Recognize stories as useful tools in developing moral reasoning and empathy for others
- Be more familiar with students’ emotional reactions and attitudes about animals.

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CONFERECE HOT

Holiday Inn

APHE is thrilled to bring the conference to fantastic located. Located within walking distance of the Disney Springs entertainment complex, this hotel features a conference center, complimentary Wi-Fi, heated Zero Entry swimming and Lap Pool, plus a full fitness center.

Base price for conference attendees is $149/night (before tax)

TO BOOK WITH OUR GROUP, PLEASE FOLLOW THESE INSTRUCTIONS:
1. Click "Book Now" button on this page
2. On Holiday Inn website click reservations
3. Put in check in and check out date
4. Follow directions per hotel website
5. Put code APH in group code section when prompted
6. Book your reservation

Note: the APHE room block and special price is from Tuesday, March 6th - Saturday, March 10th - not including Saturday night. Please call or email the hotel directly to book Saturday night in addition to our room block: at 407-828-8888 or visiting www.hiorlando.com.

\[
149.00 \times 0.20(\text{tax+fee}) = 29.80 + 149.00 = \$178.80 \text{ per night estimate}
\]