1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:32 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS

5. MINUTES APPROVAL

A. Animal Services Committee - Re-Scheduled - Jul 10, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

6. PROCUREMENT REQUISITIONS

A. 2018-189 Recommendation for the approval of a contract purchase order to Nicor Gas for natural gas utility service for the DuPage County Animal Services, for the period October 1, 2018 through September 30, 2019 for a contract total not to exceed $20,000.00, Public Utility.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. 2018-190 Recommendation for the approval of a contract purchase order to IDEXX Laboratories, Inc., to provide SNAP tests and outside laboratory testing for Animal Services, for the period August 15, 2018 through August 14, 2019, for a contract total amount not to exceed $24,156.00. Request for Proposal RFP # 18-096-JM

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

7. OTHER ACTION ITEMS

A. Budget Transfers -- Recommendation to approve four (4) budget transfers for Animal Services 1100-1300: Transfer of funds from account no. 54999 (New Program Requests) to account no. 53090 (Professional Services) in the total amount of $101,638.00 as the amount needed for FY 2018 for animal care was underestimated, also a large amount of this request includes the transfer of funds budgeted under New Programs for Knight Inc. architectural services. Transfer of funds from account no. 54999 (New Program Requests) to account no. 50050 (Temp Salaries/On Call) in the total amount of $10,000.00 due to staffing needs, additional interns/seasonal positions were added. Transfer of funds from account no. 53828 (Contingencies) to account no. 50000 (Regular Salaries) in the total amount of $14,763.00 needed for COLA. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52320 (Medical Supplies) in the total amount of $15,000.00 as the needed amount was underestimated due to increase animal care and the supplies needed for the Specialty Veterinary Vehicle.

Member Anderson asked for specifics as to why the transfers are needed and where exactly the funds are being drawn from. Laura Flamion, Operations Manager, stated that the majority of the funds are for Knight Architects. During the FY 2018 budget preparation, Finance informed Animal Services (AS) to budget the funds for the architect services under New Program Requests. As the requested transfer amounts are to be taken from the already existing AS budget in New Program Requests and the Contingencies accounts, there is no need to tap into the surplus, nor is there any anticipation of a future need.
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Sean T Noonan, District 2
SECONDER:  Donald Puchalski, District 1
AYES:  Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8.  ADMINISTRATIVE UPDATE
Ms. Flamion informed the Committee that the new front office hire will be starting this Thursday, August 9th. She was saddened to also report that one of the Animal Control Officers (ACO), Jason Pounds, did tender his resignation and his last day was in July. That ACO position is currently being reevaluated. Member Wiley asked if there was any feedback from Jason's exit interview. Ms. Flamion said that changes with the on-call pay was an issue along with expecting more field work.

Ms. Flamion let the Committee know that Animal Services is running an adoption promotion, CAT-egory 5 Emergency. Adult cats are fee waived and kittens are two for $120.00. The shelter is once again participating in the NBC's Clear the Shelters on Saturday, August 18th. All adult dogs and cats are fee waived with adoption specials for kittens and rabbits. Last month, the Specialty Veterinary Vehicle made an appearance at an event in downtown Naperville with Member Anderson. Member Anderson thanked the shelter for coming and expressed that attendees really seemed to enjoy having the vehicle at the event. The vehicle will be in Downtown Wheaton tonight for their National Night Out.

Ms. Flamion also informed the Committee that even though the shelter is very full, the live release rate for July was 83.65%. Animal Services has implemented specific owner surrender hours to assist with streamlining relinquishment. Staff have reported seeing an increase in out of County surrenders at the shelter due to wait lists at other County Animal Control facilities. One collar County is scheduled out to September and is informing their citizens to relinquish at DuPage County Animal Services. Staff are currently looking into scheduling appointments for out of County surrenders. Also, shelter staff have recently begun posting pictures of all incoming strays to an album on their Facebook page (link to albums: https://www.facebook.com/pg/dupagecacc/photos/?ref=page_internal) and has received much positive feedback.

9.  OLD BUSINESS
No Old Business

10.  NEW BUSINESS
No New Business

11.  ADJOURNMENT
Chairman Krajewski adjourned the meeting at 10:44AM.