1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

No Public Comment

4. CHAIRMAN'S REMARKS

Chairman Krajewski let the Committee know about various puppy mill/pet store ordinance meetings along with those municipalities publicly supporting the Springfield bill SB2280. This includes but is not limited to Lisle, York Township, and Downers Grove. Dr. Barbara Hanek, Administrator Veterinarian, was invited to speak at the meetings in Lisle and Downers Grove.

5. MINUTES APPROVAL

A. Animal Services Committee - Regular Meeting - Oct 2, 2018 10:30 AM

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

6. PROCUREMENT REQUISITIONS
A. AS-P-0274-18 Recommendation for the approval of a contract purchase order to Pethealth Services Inc., for new shelter database software for a five (5) year period beginning October 23, 2018, for a contract total not to exceed $243,850.00, per most qualified offeror per proposal 18-094-JM. Future required customized modules will be added via a Change Order.

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. Change Order -- Amendment to Purchase Order 2588-0001-SERV issued to IDEXX for SNAP testing kits to DuPage Animal Services to increase the encumbrance $1,750.00 resulting in an amended contract total not to exceed $9,250.00, an increase of 23.33%

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Grant Eckhoff, Vice Chair
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. Budget Transfers -- Recommendation to approve five (5) budget transfers for Animal Services 1100-1300: Transfer of funds from account no. 54999 (New Program Requests) to account no. 52200 (Operating Supplies) in the total amount of $7,000.00 as the amount needed for FY 2018 was underestimated. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52210 (Food & Beverage) in the total amount of $1,600.00 as the amount needed for FY 2018 was underestimated. Transfer of funds from account no. 54110 (Equipment & Machinery) and account no. 54999 (New Program Requests) to account no. 53807 (Software) in the total amount of $60,900.00 for the new shelter software due to the fact that 2018 funds for the project were originally budgeted under Equip. & Mach. and transfer of funds from New Programs is required as we underestimated amount needed for the implementation phase. Transfer of funds from account no. 54999 (New Program Requests) to account no. 53830 (Other Contractual Expenses) in the total amount of $3,100.00 due to needed journal entry to allocate yearly credit card fees.

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

Dr. Hanek updated the Committee on her recent travel to the University of IL, College of Veterinary Medicine Fall Conference. She met with the Dean and discussed collaborative initiatives between Animal Services and the College of Veterinary Medicine. One initiative is to invite senior veterinary students to the shelter who want hands on experience with shelter medicine. Another regards the lack of guidelines in shelter construction for exotic animals. Dr. Hanek would like to work with veterinarians at College of Veterinary Medicine as well as the shelter's exotic veterinarian to establish national guidelines. She also met with the USDA lead veterinarian to discuss a medical rescue/emergency response core. Member Wiley asked how Animal Services defines what is considered an exotic animal. Dr. Hanek stated that the shelter classifies species such as ferrets, reptiles, birds, etc. exotic.

Laura Flamion, Operations Manager, let the Committee know that interviews for the open Animal Control Officer position will begin next week. Staff are working with the IT Department to clean up the data in the current shelter database for migration into the new software platform approved earlier. Ms. Flamion is also talking with other Animal Control's that use this software to get a better idea of the software implementation process from the client side.

Ms. Flamion went on to inform the members that this has been a busy quarter for remittances as staff are trying to catch up so that accurate statements can be issues to the veterinarians at the end of the year. Member Anderson asked if were any staff in other County departments that may be in a slow period that could assist with the catch up. Thomas Cuculich, Chief of Staff, said that he has coordinated that in the past and can assist as needed.

9. **OLD BUSINESS**

Chairman Krajewski stated that the budget approved at the last Animal Services Committee Meeting (10/2) was not the one approved by the Board Chairman a few months ago. Chairman Krajewski and staff have discussed with Finance and decided that they will not go forward seeking changes to the old version unless another department also needs changes made to their budget.

10. **NEW BUSINESS**

No New Business

11. **ADJOURNMENT**

The meeting was adjourned at 10:44 AM by Chairman Krajewski.