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**

No Chairman's Remarks

5. **MINUTES APPROVAL**

A. Animal Services Committee - Regular Meeting - Oct 16, 2018 10:30 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Kevin Wiley, District 6</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Janice Anderson, District 5</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Krajewski, Noonan, Puchalski, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Eckhoff</td>
</tr>
</tbody>
</table>

6. **PROCUREMENT REQUISITIONS**
A. 2018-279 Recommendation for the approval of a contract purchase order to Animals Deserving of Proper Treatment dba A.D.O.P.T Pet Shelter to provide low cost spays/neuters, for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $6,500.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 and is dependent upon the program utilization of DuPage residents. (A Pet Population Fund (PPF) program partner)

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Krajewski, Noonan, Puchalski, Wiley
ABSENT: Eckhoff

B. 2018-280 Recommendation for the approval of a purchase order to Midwest Veterinary Partners, LLC, dba Bensenville Animal Clinic, to provide low cost spays/neuters, for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $7,400.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 spend and is dependent upon the program utilization of DuPage residents. (Pet Population Fund (PPF) program partner)

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

C. 2018-281 Recommendation for the approval of a purchase order to Glen Ellyn Animal Hospital, LTD, to provide low cost spays/neuters, for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $13,000.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 spend and is dependent upon the program utilization of DuPage residents. (Pet Population Fund (PPF) program partner)

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Krajewski, Noonan, Puchalski, Wiley
ABSENT: Eckhoff
D. 2018-282 Recommendation for the approval of a contract purchase order to Lombard Veterinary Hospital, to provide low cost spays/neuters for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $17,600.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 spend and is dependent upon the program utilization of DuPage residents. (A Pet Population Fund (PPF) program partner)

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

E. 2018-283 Recommendation for the approval of a contract purchase order to Pecoraco Veterinary Services, dba Knoll Animal Hospital to provide low cost spays/neuters, for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $7,100.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 spend and is dependent upon the program utilization of DuPage residents. (A Pet Population Fund (PPF) program partner)

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

F. 2018-284 Recommendation for the approval of a contract purchase order to Spay Illinois Pet Well Clinics, to provide low cost spays/neuters, for DuPage Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $11,300.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on FY 2018 spend and is dependent upon the program utilization of DuPage citizens. (Pet Population Fund (PPF) program partner)

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Janice Anderson, District 5
AYES: Anderson, Krajewski, Noonan, Puchalski, Wiley
ABSENT: Eckhoff
G. 2018-285 Recommendation for the approval of a contract purchase order to Cello Partnership d/b/a Verizon Wireless, for cellular wireless and data services for the DuPage County Animal Services, for the period December 1, 2018 through November 30, 2019 for a contract total not to exceed $8,000.00, Contract let pursuant to the Intergovernmental Joint Purchasing Act - State of Illinois Master Contract #CMS793372P.

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

H. 2018-286 Recommendation for the approval of a contract purchase order to the City of Wheaton, to provide water utility service for the DuPage Animal Services, for the period December 1, 2018 through November 30, 2019, for a contract total not to exceed $7,000.00. Public Utility.

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

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. 52000 (Equip Small Value) to account no. 52280 (Cleaning Supplies) in the total amount of $100.00 as the amount needed for FY 2018 was underestimated. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52220 (Apparel) in the total amount of $3,000.00 due additional apparel required for Front Office staff and ACOs including new ACO. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52320 (Medical/Dental/Lab Supplies) in the total amount of $13,000.00 as amount needed for animal care in FY 2018 was underestimated. The amount used YTD includes supplies and test kits for the Specialty Veterinary Vehicle. Going forward, supplies will be taken from Grant DAFSVV. Transfer of funds from account no. 54999 (New Program Requests) to account no. 53810 (Custodial Services) in the total amount of $8,500.00 as the amount needed for animal care in FY 2018 was underestimated.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. Grant Proposal Notifications -- GPN #054-18 - DuPage Animal Friends Unrestricted Grant FY19 - DuPage Animal Friends - Animal Services - $50,000.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

C. Grant Proposal Notifications -- GPN #055-18 - PetSmart Charities Spay/Neuter Restricted Grant FY19 - PetSmart Charities - Animal Services - $49,785.00
Animal Services has written for the grant in collaboration with Feral Fixers.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

D. Grant Proposal Notifications -- GPN #058-18 - DuPage Animal Friends Foundation Coordinator Grant FY19 - DuPage Animal Friends - Animal Services - $20,000.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

E. FI-R-0958-18 RESOLUTION -- Acceptance and Appropriation of the DuPage Animal Friends Foundation Coordinator FY19 Grant, Company 5000 - Accounting Unit 1310, in the amount of $20,000.00
Laura Flamion, Operations Manager, informed the Members that the DuPage Animal Friends (DAF) Foundation Coordinator position will only exist when there are grant dollars available for it. This position will be responsible for the day to day administration duties and assisting with upcoming programs and fundraising.
RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8. ADMINISTRATIVE UPDATE
Ms. Flamion informed the Committee that Animal Services (DCAS) received four bids for the feasibility study. Interview with the referrals are beginning this week and will continue over the next few weeks. Chairman Krajewski asked about the time line once the contract has been awarded. Ms. Flamion stated that the estimated timeline is three months. Also, one open Animal Control Officer (ACO) position has been filled with a start date of Monday 11/26. An offer has been extended for the other open ACO position. Year to date, the shelter has taken in around 2,400 animals. Currently AS is very full on cats. The promotion last month was a success and staff are hoping for the same with the adoption promotion this month, Black Furday. DAF will be sending out the annual appeal letter in the next couple of weeks. The next Volunteer appreciation luncheon will take place in February, date TBD.

Dr. Barbara Hanek, Administrator Veterinarian, let the Committee know that just after Thanksgiving last year, DCAS received word that they had been awarded the Brooks McCormick grant for the purchase and stocking of the Specialty Veterinary Vehicle. Just under a year later, the vehicle has been delivered and staff have already performed around 300 surgeries. The goal for the first year was 100 surgeries. Even though the vehicle is stored, staff are still able to access it to take x-rays. She also stated that the live release rate in 2017 was at 75%. Currently, DCAS is at approximately 85% for 2018.

Dr. Hanek went on to offer her thanks to Ms. Flamion, Member Anderson, and Member Wiley. Ms. Flamion started around one year ago as the Operations Manager and has been an asset and made many positive changes already. She offered her sincere appreciation to both Member Anderson and Member Wiley for their service and support of the Committee. They will be missed and are very much encouraged to keep in touch with the shelter. Members Anderson and Wiley expressed their sadness in having to leave the Committee and their thanks for everything DCAS provides the citizens of DuPage.

9. OLD BUSINESS
Member Wiley stated that he hopes the momentum he created on better defining dangerous dog declarations continues.

10. NEW BUSINESS
No New Business

11. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 10:43 AM.