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: DeSart, Krajewski, Puchalski, Eckhoff, Rutledge
   ABSENT: Noonan

3. **PUBLIC COMMENT**

   No Public Comment

4. **CHAIRMAN'S REMARKS**

   No Chairman's Remarks

5. **MINUTES APPROVAL**

   A. Animal Services Committee - Regular Meeting - Nov 20, 2018 10:30 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sheila Rutledge, District 6</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Grant Eckhoff, Vice Chair</td>
</tr>
<tr>
<td>AYES:</td>
<td>DeSart, Krajewski, Puchalski, Eckhoff, Rutledge</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Noonan</td>
</tr>
</tbody>
</table>

6. **ADMINISTRATIVE UPDATE**

   Laura Flamion, Operations Manager, stated that year to date the shelter has seen over 2400 animals. She recently learned that Kane County is not taking any biting/public safety animals and staff believe’s this might be one of the reasons the shelter has seen many out of county animal surrenders from Kane. Dr. Barbara Hanek asked the reason. Ms. Flamion stated that she was told it is just their policy but could have something to do with the fact that they do not have a full time veterinarian on staff. Chairman Krajewski asked Patrick Collins, Assistant States Attorney (ASA), if the State of IL Animal Control Act requires counties to accept their citizen's...
surrenders. ASA Collins will look into it. Member DeSart asked if a surrendered animal is from out of county, are we charging that county for our services? Chairman Krajewski stated no we are not and does not believe we could. Ms. Flamion stated that we do have higher fees for out of county surrenders.

Ms. Flamion went on to inform the Committee that staff are still in the hiring process for a few positions. A new Animal Control Officer (ACO), Maria Glavan, started recently per County Board approval. The shelter just received a grant for a Foundation Coordinator position to be a liaison with and assist DuPage Animal Friends (DAF) Foundation. An offer has been extended for one part-time Kennel Assistant and continue interviews for another. An internal restructuring took place within our Animal Caretaker unit which created a new Supervisor Animal Caretaker (SAC) position, Level 1 and 2 Caretakers, and a new part-time Kennel Assistant. This will enable the SAC to focus more on enrichment and humane programs, standard operating guidelines, etc. Member DeSart asked where our volunteers fall into animal care taking. Ms. Flamion said that we are working on better incorporation in care taking with our volunteer base. Recently the shelter was selected by the Best Friends organization to be a part of a volunteer development program as no cost to the County. Chairman Krajewski said that the shelter only has one person handling all rescue, foster, and volunteer responsibilities. In the future that position will be split in order to better develop and lead all programs.

Ms. Flamion stated that this year the shelter is set to end with higher than expected revenues and lower expenses. Following this, there was a discussion regarding the upcoming feasibility study for the Phase II renovation project.

7. **OLD BUSINESS**

   No Old Business

8. **NEW BUSINESS**

   Chairman Krajewski welcomed the new Committee Members Dawn DeSart and Sheila Rutledge.

9. **ADJOURNMENT**

   The meeting was adjourned at 11:00 AM.
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

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

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]
MOVE: 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]
MOVE: 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]
MOVE: 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]
MOVE: 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 timeline 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.