



# DU PAGE COUNTY

## Animal Services Committee

### Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, August 15, 2023**

**7:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

7:30 AM meeting was called to order by Vice Chair Dawn DeSart at 7:35 AM.

**2. ROLL CALL**

<b>PRESENT:</b>	Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff and Sheila Rutledge
<b>LATE:</b>	Paula Garcia and Krajewski

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**

Vice Chair DeSart informed the committee that Chair Krajewski is stuck in traffic due to an accident and running late.

**5. MINUTES APPROVAL**

5.A. [23-2701](#)

Animal Services Committee - Regular Meeting - Tuesday, June 20, 2023

**Attachments:** [Minutes Summary23-Jun-2023 rev](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Sheila Rutledge

**6. PROCUREMENT REQUISITIONS**

6.A. [AS-P-0049-23](#)

Recommendation for the approval of a contract to Covetrus North America, LLC, for the purchase of veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period September 14, 2023 through September 13, 2024, for a contract total not to exceed \$76,000; per low bid #22-067-ANS. First of three (3) available options to renew.

**Attachments:**     [Covetrus - Procurement Review Comprehensive Checklist \(PRCC\)](#)  
[Covetrus PRICE LIST effective August 2023 for Legistar](#)  
[Covetrus - Bid Tabulation 22-067-ANS](#)  
[Covetrus - Pricing Pages for Bid 22-067-ANS](#)  
[Covetrus - Ethics Disclosure 2023 redacted](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Sheila Rutledge
<b>SECONDER:</b>	Dawn DeSart

**7. BUDGET TRANSFERS**

Chair Brian Krajewski and Member Paula Garcia joined the meeting.

7.A. [\*\*23-2695\*\*](#)

Transfer of funds from account no. 1100-1300-50080 (Salary & Wage Adjustments) to account nos. 1100-1300-50000 (Regular Salaries) and 1100-1300-50010 (Overtime) in the amount of \$85,800.00 needed to cover the cost of budgeted regular salaries and increases in OT due to the rise in high volume animal intakes and staff shortages. (Animal Services)

**Attachments:**     [BT - AS - 8.15.23 Transfer Wage Adjustment](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Cynthia Cronin Cahill

7.B. [\*\*23-2698\*\*](#)

Transfer of funds from account no. 1100-1300-50040 (Part Time Help) to account no. 1100-1300-50010 (Overtime) in the amount of \$7,000.00 needed to cover the cost of employee overtime incurred as a result of high volume animal intake and cruelty investigations. (Animal Services)

**Attachments:**     [BT - AS - 8.15.23 Personnel](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Sheila Rutledge

**8. DISCUSSION**

Laura pointed out the proposed naming rights & memorials policy/procedure and naming

opportunities document for the new Animal Services building. This document does not require County Board approval as it contains department policy and procedure guidelines. Laura pointed out that in the absence of a policy document for the existing Tree of Love in the shelter lobby, engraved plaques have been hung indefinitely with no clear plan for retiring old plaques and making room for new ones. Laura asked that the committee review the naming rights information included in the packet and provide any feedback. A vote will be taken at the September meeting.

Donations for naming opportunities will be managed by DuPage Animal Friends. Once the Animal Services committee reviews and approves the enclosed naming rights policy, it will then go in front of the DAF board who will ratify it as their own.

Laura and Chair Krajewski informed the committee that the capital campaign feasibility study was conducted with and by professional fundraising agency CCS Fundraising who DAF and Animal Services contracted with at the onset of the capital campaign planning process in 2018.

Laura shared that while many capital campaign funds have been raised, we still have not hit our goal. Chair Krajewski shared that the objective is to raise enough capital campaign funding so that Animal Services financial reserves remain intact and available for expenses that will be encountered by performing operations in a facility twice the size. Laura pointed out that the DAF board is an all-volunteer board. At this time the DAF board is weighing their capacity to hire a professional fundraiser to manage the capital campaign to ensure that it receives the attention this important campaign deserves. More will be known after their budget planning workshop later this month.

- 8.A. [23-2702](#)  
Capital Campaign Naming Opportunities

**Attachments:** [ADM-14-01 Donor Recognition and Memorial Policy](#)  
[Phase II Naming Opportunities](#)

**9. AUTHORIZATION TO TRAVEL**

- 9.A. [23-2699](#)  
Operations Manager Travel to the 24PetCare Software User Conference in Baltimore, MD from September 25, 2023 - September 28, 2023. Conference registration is free. All expenses including airfare, travel, lodging, miscellaneous expenses, and meals to be paid by employee.

**Attachments:** [L Flamion Travel Request Form\\_PetHealth Conference 2023\\_Redacted](#)  
[24Petcare 2023 Conference Agenda](#)  
[24Petcare 2023 Conference Info](#)

<b>RESULT:</b> TABLED
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**10. ADMINISTRATIVE UPDATE**

Staff is working on implementing new functionality with the current shelter data software platform. The 24Petcare Conference will help staff to navigate these changes while we aim to enhance efficiency.

Animal Services participated in the Chicagoland Area Chip-In free microchip event on June 24th. The event was a huge success. More than 300 animals were microchipped and registered in a 12 hour period making DCAS the top performing agency out of eleven participating locations. The next closest performing agency microchipped 105 animals. The event was free and open to the public including out of county residents. Laura thanked all who helped spread the word about the event, along with County Security who helped managed traffic lines, Best Friends, 24 PetWatch and DuPage Animal Friends. She especially thanked the volunteers and staff who worked hard to make this first event such a success.

The shelter has seen a sharp increase in the number of animals coming in. The number of animal hoarding cases has already increased sharply - some have been shared publicly, some have not. Staff have been quietly dealing with quite a few cat and small animal hoarders. Animal intakes are up 14% compared to this time last year. Staff are seeing an increase in the number of owner surrender requests for moving, financial hardship, and many unclaimed strays. Intake is typically 50% stray/50% owner relinquished pets. In an effort to avoid having to euthanize healthy adoptable animals for space, staff are doing their best to manage intake and are being very frank with the public by sharing the challenges the shelter is facing. Even if there is an empty cage available, staff still must be mindful of the number of resources needed to care for the animal in that cage. Capacity for care and shelter animal quality of life is very important. To overlook either is not healthy for the people or the animals.

Member DeSart asked about the reference to an increase in animal cruelty investigations under 7B. Laura explained that when Animal Services gets involved in an animal concern that results in seizing or impounding the animal, the animals involved stay in the shelter's care significantly longer than if it were a surrendered or found pet. Unless the owner surrenders the animal(s) to DCAS or the judge orders forfeiture, the animal(s) must be held at the shelter while the legal process plays out. Additionally, animals that are a part of a cruelty case often require medical care that further extends their stay and increases the number of resources needed to care for the animal. Laura shared that on the same day that the 33 dogs from the Glen Ellyn hoarding case arrived, an additional 12 dogs from another case arrived at the shelter. Several dogs from the Glen Ellyn case were near-death when they arrived at the shelter. As a result of the increase in cruelty cases DCAS has experienced a spike not only in personnel costs, but in food and medical expenses as well.

Member DeSart requested from Laura a "wish list" that might include personnel, goods, etc. in light of the recent surge in expenses. Laura stated that she will share some of this when the FY24 budget is presented to the committee.

## 11. OLD BUSINESS

No old business was discussed.

**12. NEW BUSINESS**

Member Eckhoff requested to revisit the topic of the 24 Petcare Software Conference out of state travel request and made a motion to review an amended travel request at the September meeting that would reimburse the employee for their hotel, travel and other expenses related to their attendance at the 24 Petcare Software Conference.

**13. ADJOURNMENT**

With no further business, the meeting was adjourned.