



DU PAGE COUNTY

Animal Services Committee

Final Summary

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

Tuesday, September 19, 2023

7:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT:	District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia and Sheila Rutledge
ABSENT:	Krajewski
LATE:	Cynthia Cronin Cahill

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Vice Chair DeSart informed the committee that Chair Krajewski is out of town but he wanted to share an update on agenda item 7A. The Assistant State's Attorney requested more time to review the capital campaign naming opportunities documents. The item will be tabled.

5. MINUTES APPROVAL

5.A. [23-3073](#)

Animal Services Committee - Regular Meeting - Tuesday, August 15, 2023

Attachments: [Summary Minutes Aug-2023.pdf](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

6. PROCUREMENT REQUISITIONS

6.A. [23-3071](#)

Recommendation for the approval of a contract purchase order issued to PetHealth Services USA, Inc., for annual software licensing and maintenance for PetPoint shelter data management system, and the purchase of 24PetWatch microchips, for Animal Services. This contract covers the period of October 23, 2023 through October 22, 2024, for a total contract amount of \$16,750. Per 55 ILCS 5/5-1022 Competitive Bids (D)

IT/Telecom Purchases Under \$35,000.

- Attachments:** [Pethealth Services - Procurement Review Comprehensive Checklist \(PRCC\) for Legistar.pdf](#)
[Pethealth Services Pricing 2023-2024.pdf](#)
[Pethealth Services - Sole Source Letter](#)
[Pethealth Services - Vendor Ethics](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6.B. [AS-CO-0001-23](#)

Amendment to Purchase Order 6434-0001 SERV, issued to Hill’s Pet Nutrition Sales, Inc., to provide canine and feline pet food, for Animal Services, to increase the encumbrance in the amount of \$8,700, for a new contract amount not to exceed \$31,700, an increase of 37.83%.

Member DeSart asked why the increase to the Hill’s pet food contract was needed. Laura explained the cost of pet food has risen higher than anticipated across the board. This is especially the case for prescription diets. Additionally, shelter intakes are up this year and many of the animals require a special diet. For example, many of the dogs that arrived from recent hoarding cases required a prescription diet to address malnourishment and other medical issues.

- Attachments:** [6434 Hills Pet Nutrition CO#1](#)
[6434 Hills Pet Nutrition CO#1 Decision Memo](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

7. CAPITAL CAMPAIGN NAMING OPPORTUNITIES

7.A. [23-3016](#)

Capital Campaign Naming Opportunities

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

RESULT:	TABLED
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8. ADMINISTRATIVE UPDATE

Laura shared that the pressure on the dog population has thankfully decreased. However, the pressure created by cat, rabbit and small animal intake has not let up. Staff continue to work on several ongoing hoarding cases as well. There are approximately 200 animals in the care of the shelter as of September 18th.

It is bat season and the number of calls about bats in living spaces is increasing. In response, staff are working on ramping up public education around bats in the home. Of all the bats tested in 2023 so far, only one has tested positive for rabies. Bats are great for the environment and keep mosquito populations under control. If you see a bat outside that hasn't come into contact with anyone, leave it alone. If a bat is found in a living space and you know or are uncertain whether it has come in contact with someone in the home (for example, if a bat is found in the same room as a sleeping person), you will want to safely contain it and have it tested. Rabies is a fatal disease and bat teeth are so small that sometimes bites go undetected. Residents in incorporated areas should contact their local police department for assistance. Residents of unincorporated DuPage County should call Animal Services or the Sheriff for assistance. For bats found in apartment hallways or porches where there is no known exposure, you can prop a door open and allow the bat to find its way out. For bats in attics or similar spaces, you can contact a licensed wildlife removal company to identify the access point and to have the bats removed.

Outreach events are beginning to slow down now that summer has ended. Hinsdale Humane Society will be hosting a free vaccine and microchip clinic on Saturday, October 14th in Oakbrook.

Laura excitedly shared that we will begin moving dirt for the shelter construction project the first week in October. Construction estimates are coming in over budget for a variety of reasons. Electrical and excavation costs are higher than anticipated. The cost of building supplies has increased. Also, secondary projects that were not a part of the original scope of work are being considered because it makes the most fiscal sense to complete them now rather than wait. Examples are replacing the roof on the existing shelter, and getting the building "solar ready". Due to the anticipated increase in expense, Animal Services will be revisiting the loan agreement with DuPage County. Staff are working closely with Facilities and the Finance Department to outline an agreement that can be presented to the committee and County Board.

DuPage Animal Friends will host a gala fundraising event on Friday, April 12th. Member DeSart stated that she is interested in volunteering for the gala planning committee.

9. OLD BUSINESS

Member Eckhoff inquired about the overnight travel request from the August meeting that was supposed to be revisited today. Laura explained that the request is still alive and that she will be attending the 24 Petcare Software User Conference next week. Due to the newly revised employee travel policy, this request fell below the budget threshold required for committee approval.

10. NEW BUSINESS

Member DeSart informed the committee that HSUS Illinois State Director Marc Ayers will be presenting at the September 26th Legislative Committee meeting.

11. ADJOURNMENT

With no further business, the meeting was adjourned.