



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, August 19, 2025

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

With a quorum in the room, Vice Chair DeSart made a motion to allow Chair Krajewski to participate remotely. Member Cronin Cahill seconded. A Roll Call vote was taken. All were in favor.

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

No remarks were offered.

5. MINUTES APPROVAL

5.A. [25-1913](#)

Animal Services Committee - Regular Meeting - Tuesday, June 17, 2025

Attachments: [Summary Minutes June-2025](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

6. PROCUREMENT REQUISITIONS

6.A. [25-1938](#)

Recommendation for the approval of a contract to Patterson Veterinary Supply, Inc., to provide veterinary pharmaceuticals and medical supplies, for Animal Services, for the of period August 27, 2025 through August 26, 2026, for a contract total not to exceed

\$16,000; per lowest responsible quote.

Attachments: [Patterson Veterinary - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Patterson Veterinary - Price List](#)
[Patterson Veterinary - VE Placeholder](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Sheila Rutledge

6.B. [**AS-P-0003-25**](#)

Recommendation for the approval of a contract to Covetrus North America, LLC, to provide veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period of September 14, 2025 through September 13, 2026, for a contract total not to exceed \$70,000; per bid #22-067-ANS. Third and final option to renew.

Attachments: [Covetrus - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Covetrus - Contract Renewal 22-067-ANS](#)
[Covetrus - PRICE LIST effective August 2025](#)
[Covetrus - Bid Tabulation 22-067-ANS](#)
[Covetrus - Bid Response 22-067-ANS](#)
[Covetrus - Vendor Ethics](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

7. **GRANTS**

7.A. [**FI-R-0130-25**](#)

Transfer of funding from the DuPage Animal Friends Foundation Coordinator Grant PY25, to the DuPage Animal Friends Unrestricted Grant PY25, Company 5000 - Accounting Unit 1310, \$3,903.21. (Animal Services)

Laura explained that funds were previously accepted for the part-time DAF Foundation Coordinator position which was vacated earlier this year. Unspent Foundation Coordinator funds will be rolled into the existing FY25 DAF Unrestricted grant.

Attachments: [Attachment I - DAFFC25 Budget Attachment](#)
[Attachment II - Transfer Funds from DAFFC25 to DAFUNR25](#)
[Attachment III - DAFUNR25 Budget Attachment](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

8. PERSONNEL

8.A. [FI-R-0131-25](#)

Approval of Employee Compensation and Job Reclassification Adjustments. (Animal Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Cynthia Cronin Cahill

8.B. [FI-R-0132-25](#)

Approval of revision to Personnel budget. (Animal Services)

New positions include: Associate Veterinarian, Animal Control Officer, Front Office Client Services Supervisor and Animal Caretaker.

Laura explained that while pay ranges are established by Human Resources for each position, actual salary is identified by Animal Services based on budget and market conditions.

Attachments: [Personnel Headcount Revision Form_Redacted.pdf](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

9. BUDGET TRANSFERS

9.A. [25-1902](#)

Transfer of funds from 1100-1300-53828 (contingencies), to 1100-1300-54120 (automotive equipment), in the amount of \$3,200, to cover final expenses for the upfit of two Animal Services transport vehicles. (Animal Services)

Attachments: [BT - AS - 08.19.25 Automotive Equipment](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

10. FY2026 ANIMAL SERVICES BUDGET PRESENTATION

Laura presented the FY2026 Animal Services budget to the committee.

Key takeaways:

- Animal intake for 2024 was 1,970 despite efforts to limit intake due to construction
- Live Release Rate increased to 94%
- Animal Control Officers conducted 1,325 animal investigations and completed 348 field calls
- 1,629 animals received community outreach medical services
- DCAS is prioritizing community services and education outreach for FY2026, including the soft launch of veterinary clinic services and on-site programming
- Animal Services will complete a reorganization in FY2026 which will include the addition of supervisory positions that will allow supervisors to step out of the day-to-day and manage their teams, while providing the support needed to meet increasing demand for services in a bigger shelter. Veterinary positions are being added to support the launch of veterinary clinic services.
- Once reorganization is completed, Animal Services will be comprised of 28 full-time, 4 part-time, and 3 seasonal staff members.
- No increase in registration fees is anticipated at this time.
- Final construction expenses are expected to be paid in FY26 once HVAC issues are resolved. County Facilities, the general contractor and engineers are working toward resolution.
- DuPage Animal Friends will continue to provide Animal Services with a \$50K annual unrestricted grant.

11. ADMINISTRATIVE UPDATE

Laura shared that demand for owner pet relinquishment is high and the availability of assistance for pets owners in need of relinquishing their pets in other counties is very low to nonexistent.

Animal Services will participate in Clear the Shelter by offering fee-waived adoptions for adult dogs and cats for the week of August 23rd - 30th. Puppy and kitten adoption fees will be half off during the same timeframe.

12. OLD BUSINESS

No old business was discussed.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURNMENT

With no further business, the meeting was adjourned.