

**Commission on Animal Care & Control  
Minutes of November 21, 2024 Commission Meeting  
Approved at the March 20, 2025 meeting**

**Commissioners Attending (7 of 9)**

**Dr. Janna Kerins, Chair, Chicago Health Department Member**  
**Tonette Dugar, Department of Streets & Sanitation - Virtual**  
**Joan Colletta, private citizen**  
**Sandra Alfred, private citizen, virtual**  
**Ramona Griffin, private citizen**  
**Richard Rice, Sergeant, Chicago Police Department Member**  
**Megan Carolan, Veterinarian**

**Commissioners Absent (1 of 9)**

**Paula Fasseas, Humane Society Member**

**Commissioners Vacant (1 of 9)**

**VACANT – Private citizen**

**Also Attending**

**Susan Cappello, Acting Executive Director, CACC**  
**Angela Rayburn, Operations Manager, CACC**  
**Armando Tejada, Executive Administrative Assistant, CACC**  
**Arthur Hamilton, Shelter Manager, CACC**  
**Dr. Sandra Newbury, University of Wisconsin, virtual**  
**Members of the public – via livestream & in person**

**Agenda Item #1: Determination of Quorum and Call to Order**

J. Kerins performed roll call, determined a quorum, and called the meeting to order at 8:33 a.m.

**Agenda Item #2: Public Comment**

Procedure is to email [askcacc@cityofchicago.org](mailto:askcacc@cityofchicago.org) to request to make a comment.

Maria Phillips commented on the deep concern budget cuts and open door policy and lack of email. Asking to re-evaluate open door intake and email policy.

**Agenda Item #3: Minutes of Previous Meetings**

The minutes from the November 21, 2024, minutes were reviewed and approved unanimously.

**Agenda Item #4: Report of Chairperson**

No report.

**Agenda Item #5: Report of Executive Director**

S. Cappello reviewed report (attached). Additionally, S. Cappello reported on overtime to include departmental changes/staff hours, elimination of VisitCACC email, adoptions & lost pet procedures are still available Noon to 7pm daily and viewing of the animals is available at [www.24petconnect.com/chgoall](http://www.24petconnect.com/chgoall) , and no changes to volunteer hours. R. Griffen asked about the email elimination specifically and would like some clarification on what to do. J. Kerins asked if CACC can have a one pager on the emails. S. Alfred asked about specific budget cuts

and the rerouting of time frames and outdoor cats (suggested to collar and tag the owned cats) and look for private money for certain tasks.

S. Cappello introduced Dr. Sandra Newbury (joining virtual) to speak about outdoor cats. R. Griffen asked if there was a study on outdoor cats in Chicago. A Tejada reported on adoption events, media and Alderman Offices blasting out our events. Notice of our departmental changes went out to the Chicago Police Department and 311 first. A Rayburn reported on service calls and microchip scanners purchased by Safe Humane Chicago and Lost Dogs Illinois will be dispersed to the Chicago Police Departments so each district will have two scanners. A Hamilton reported on volunteer numbers, rescue group numbers, doggie day out numbers and intake/outcomes. S. Alfred commented on the chip scanners to CPD to make sure there are parameters are in place for CPD, also with the volunteer program more is not always better, communication with volunteers is key.

#### **Agenda Item #6: City Agency Reports**

- J. Kerins (Dept of Public Health) – no report
- T. Duggar (Streets & Sanitation) – no report
- R. Rice (Police) – reported on a comment emailed in asking to verify which CPD stations have holding for animals. R. Griffen asked if a resident brings an animal to the CPD Station and are turned away what should they do? R. Rice advised to ask for the desk sergeant and/or file a complaint online, COPA, etc. R. Rice also reported that he is looking to start a program with the victims crime division to help with animal adoptions.

#### **Agenda Item #7: Commissioner Reports**

- P. Fasseas – No report.
- R. Griffin – looking to help with getting resources out to zip codes to help with spay/neuter, vaccine clinics, this will slow down the animal intake, communication is key to the Commission & volunteers, is asking with Jeannette from Lost Dogs Illinois to be on the commission schedule, will report to the department the survey with rescue groups.
- Dr. M. Carolan – reported on updates in the medical world, heartworm testing recommendations, AHAA released guidelines on vaccinations including core vaccines.
- S. Alfred – Volunteer communication is important, volunteer appreciation event should be scheduled to also go over policy to them, County has a big dog spay/neuter program. M. Carolan announced that in partnership with South Suburban Humane Society and Cook County Animal and Rabies Control there is a big dog spay/neuter program.
- J. Colletta – completed a best practice marketing review and will discuss with the department soon.

#### **Agenda Item #8: Other Business**

- None

#### **Agenda Item #9: New Business**

Dates for 2025 Commission Meetings:

- January 16, March 20, May 15, July 17, September 18, November 20 approved unanimously.

S. Alfred asked about stray animal holding/reporting?

#### **Agenda Item #10: Adjournment**

Dr. Kerins reported that the next meeting is January 16, 2025. The meeting was adjourned at 10:06 a.m.