

Milwaukee Area Domestic Animal Control Commission

(MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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OPERATIONS COMMITTEE MINUTES

Meeting of December 20, 2016 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St

West Milwaukee, WI 53215

Members Present: Mr. Ronald Hayward, Village of West Milwaukee
Mr. Eric Pearson, City of Milwaukee
Mr. Derik Summerfield, City of Wauwatosa
Mr. John Hohenfeldt, City of Cudahy
Mr. Don Schaewe, City of Milwaukee
Mr. Chris Swartz, Village of Shorewood

Excused: Mrs. Rebecca Grill, City of West Allis

Staff Present: Ms. Karen Sparapani, Executive Director, MADACC
Ms. Cynthia Fredericksen, Customer Service Supervisor, MADACC
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

1. Roll Call

The meeting was convened at 1:00pm; roll call was taken by Ms. Sparapani and members in attendance, absent and excused were noted.

2. Public Comment

None.

3. Approval of Minutes

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to approve the minutes of the meeting held on November 15, 2016. The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – November 2016

Ms. Sparapani reported Admissions down almost 10% for the month of November.

Ms. Sparapani reported Adoptions were up 25% as compared to last year during the month of November.

Ms. Sparapani reported Euthanasia down 3% and Reclaims up 4% for the month of November.

Ms. Sparapani reported Admissions down 9%, Adoptions up 4% and Euthanasia down 3% for the year.

After discussion, a motion was made by Mr. Pearson and seconded by Mr. Summerfield to approve the statistical report for the month of November 2016 as submitted. The motion passed unanimously.

b. Operational Update

Ms. Sparapani reported that the paperwork for the Wauwatosa Note had been executed and that the wire transfer would be completed that day.

The Pabst/Riverside fundraiser raised just over \$32,000 for MADACC and the fund would be given to MADACC in 2017.

The MADACC Adoption program will be starting in mid-February.

Ms. Sparapani reported reaching out to Community Shares to become part of their fundraising portfolio.

The re-finishing of the floors has begun and should be completed soon.

Ms. Sparapani reported that she had successfully applied for a \$25,000 grant from the Emory T. Clark Foundation which would go to Friends of MADACC for animal medical care.

c. Supervisor's Report

Ms. Fredericksen reported that the license renewal postcards were mailed and that there was an associated increase in activity both via mail and in-person for licensing renewals.

Ms. Shillinglaw reported that MADACC was holding an adoption promotion called the 12 Days of Strays that was sponsored by Friends of MADACC. All animal adoptions would be \$12 through the end of the year.

e. Friends of MADACC Update

Ms. Sparapani reported that Friends of MADACC was working on their calendar of events for 2017 and would be having a strategic planning meeting in January.

Friends of MADACC's first holiday mailer seems to be having good returns.

5. Treasurer's Report

a. Financial Statements – November 2016

Mr. Pearson reported the General Fund Revenues at \$2,732,395 and Expenses at \$2,332,409, with an excess of revenues over expenditures for the year of \$399,896. With a beginning General Fund balance of \$652,671, the ending General Fund balance in September was \$1,052,567.

Mr. Pearson reported revenues in Intergovernmental at 100%, License and Fees at 103.81%, Public Charges for Services at 93.56% and Other Revenues at 114.54% of budget. Overall, Revenues were at 99.89% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 87.65%, Contracted Services at 79.16%, Municipal Services and Deposits at 100.44%, Materials and Supplies at 70.44% and Capital Outlay at 104.12% of budget. Overall, Expenses were at 85.27% of budget.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Swartz to approve the financial statements for November 2016 as submitted. The motion passed unanimously.

6. Adjournment

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to adjourn the meeting of December 20, 2016 at 1:16pm. The motion passed unanimously.

Respectfully submitted,

Karen Sparapani
Executive Director