

# Milwaukee Area Domestic Animal Control Commission (MADACC)

3839 W Burnham St  
West Milwaukee, WI 53215  
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## OPERATIONS COMMITTEE MINUTES

Meeting of October 16, 2018 – 12:00pm

Meeting held at:

MADACC

3839 W Burnham St

West Milwaukee, WI 53215

**Members Present:** Mr. John Hohenfeldt, City of Cudahy  
Mr. Don Schaewe, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Eric Pearson, City of Milwaukee  
Mr. Mark Luberd, City of Franklin  
Mrs. Rebecca Grill, City of West Allis

**Excused:** Ms. Stephanie Janz, Village of River Hills

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC  
Ms. Kathy Shillinglaw, Volunteer/Outreach Coordinator, MADACC  
Dr. Libby Gutting, Medical Director, MADACC

### 1. Roll Call

The meeting was convened at 12:13 pm; roll call was taken by Ms. Proeber 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. Schawe and seconded by Mr. Summerfield to approve the minutes of the meeting held on September 18, 2018 as presented. The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – September 2018**

Ms. Sparapani reported Admissions were up slightly for both cats and dogs for the month of September compared to last year.

Ms. Sparapani reported Adoptions down 1%, Reclaims up 1%, Transfers up 9% and Euthanasia down 1% for the month of September.

Ms. Sparapani reported Adoptions up 1%, Reclaims up 1%, Transfers up 2% and Euthanasia down 2% year to date.

Ms. Sparapani reported WHS pulled 189 animals, Shelter from the Storm pulled 18 animals and Bichon & Little Buddies Rescue pulled 13 animals in September.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Pearson to approve the statistical report for the month of September 2018. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani announced that Hildie Hirsch, a MADACC staff member since 1999, passed away last month.

Ms. Sparapani reported Anne Bucio, the Shelter Outcome Manager, left earlier this month and has been replaced by Kate Hartlund from Fulton County Animal Services out of Atlanta, Georgia. Ms. Sparapani reported it has been a smooth transition.

Ms. Sparapani reported having attended the Humane Officer training class. Ms. Sparapani noted once appointed by the municipalities, she can function as an expert witness in animal related court cases and provide dangerous dog training to the police academy.

**c. Supervisor's Report**

Dr. Gutting reported the veterinary department is fully staffed but she is seeking one more part time position for the animal care department.

Ms. Shillinglaw reported on a new volunteer position, Cat Socializer. Volunteers will attend a cat behavior seminar for training purposes.

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported FOM will be holding their strategy meeting on October 17<sup>th</sup>, with a focus on adoptions.

**5. Treasurer's Report**

**a. Financial Statements – September 2018**

Mr. Pearson reported General Fund Revenues at \$2,338,815 and Expenses at \$2,002,956 with an excess of revenues over expenditures for the year of \$335,859. With a beginning General Fund balance of \$613,626, the ending General Fund balance in September was \$949,485.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 97.15%, Public Charges for Services at 83.43%, Commercial Interest Income at 333.46% and Other Revenues at 92.17% of budget. Overall, Revenues were at 78.77% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 68.61%, Contracted Services at 65.47%, Municipal Services and Deposits at 65.46%, Materials and Supplies at 59.22% and Capital Outlay at 84.71% of budget. Overall, Expenses were at 67.47% of budget.

Mr. Hohenfeldt questioned what impact health insurance rates will have in 2019. Ms. Proeber stated MADACC costs will go down and Employee costs will be going up.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to approve the September 2018 financials as presented. The motion passed unanimously.

**b. Review of Final Draft 2019 Budget**

Mr. Pearson reported changes from last draft are mostly in Personnel Costs.

Mr. Pearson reported a 2% merit increase for MADACC staff is included in the 2019 budget.

Mr. Pearson reported members will see an increase of 2.4% in billings.

Mr. Pearson reported on a small surplus in the General Fund.

Mr. Pearson reported on a negative balance in Capital Projects because funding will be taken out of reserves.

Mr. Luberda questioned why the Spay/Neuter account is not making money anymore. Ms. Sparapani noted that a large number of animals spayed/neutered at MADACC are adopted out so the revenue for surgeries are recorded in the adoption fee.

Mr. Luberda questioned how confident MADACC is in the increase of Adoption revenue by over 45 percent. Ms. Sparapani noted \$190,000 in Adoption revenue is a conservative number.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to accept and present the 2019 MADACC Budget and CIP plan. The motion passed unanimously.

**6. Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to adjourn the meeting of October 16, 2018 at 12:40pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager