

**Milwaukee Area Domestic Animal Control Commission  
(MADACC)**

**3839 W Burnham St  
West Milwaukee, WI 53215  
Phone (414) 649-8640 Fax (414) 763-6234**

**OPERATIONS COMMITTEE MINUTES**

Meeting of November 20, 2018 – 1:00pm

Meeting held at:

MADACC  
3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. John Hohenfeldt, City of Cudahy  
Mr. Eric Pearson, City of Milwaukee  
Mr. Mark Lubberda, City of Franklin  
Mrs. Rebecca Grill, City of West Allis  
Ms. Stephanie Janz, Village of River Hills

**Excused:** Mr. Don Schaewe, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa

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

**1. Roll Call**

The meeting was convened at 1:00 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. Pearson and seconded by Ms. Janz to approve the minutes of the meeting held on October 16, 2018 as presented. The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – October 2018**

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

Ms. Sparapani reported Adoptions down 3%, Reclaims up 2%, Transfers down 1% and Euthanasia down 6% for the month of October.

Ms. Sparapani reported Adoptions even, Reclaims even, Transfers up 2% and Euthanasia down 3% year to date.

Ms. Sparapani reported WHS pulled 143 animals, Bichon & Little Buddies Rescue pulled 15 animals and Shelter from the Storm pulled 13 animals in October.

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

**b. Operational Update**

Ms. Sparapani reported the budget amendment was approved for purchasing the x-ray machine.

Ms. Sparapani reported working still with the municipalities regarding animal ownership ordinances. Hales Corners and Glendale have adopted a TNR program.

Ms. Sparapani reported on being appointed as the Humane Officer for the 19 municipalities and having John McDowell removed.

Ms. Sparapani reported working on getting scheduled for the handheld radio upgrade.

Ms. Sparapani asked the board if the municipalities would list MADACC job openings on their website. Both Ms. Grill and Mr. Hohenfeldt suggested Indeed.com.

**c. Supervisor's Report**

Ms. Shillinglaw reported on the "Adopt a Butterball" adoption event taking place over Thanksgiving weekend. Ms. Shillinglaw noted 75 adoption applications have been received in the last 24 hrs.

Ms. Shillinglaw reported House of Harley will be hosting MADACC every Saturday in December to promote MADACC and our foster program.

Ms. Proeber reported the new washer and dryer have been ordered.

**d. Friends of MADACC Update**

Ms. Sparapani reported attending the FOM strategic planning meeting. FOM will be donating funds to build a second play yard in the back.

**5. Treasurer's Report**

**a. Financial Statements – October 2018**

Mr. Pearson reported General Fund Revenues at \$2,935,004 and Expenses at \$2,218,318 with an excess of revenues over expenditures for the year of \$716,686. With a beginning General Fund balance of \$613,626, the ending General Fund balance in September was \$1,330,312.

Mr. Pearson reported revenues in Intergovernmental at 99.53%, License and Fees at 100.76%, Public Charges for Services at 93.37%, Commercial Interest Income at 381.34% and Other Revenues at 98.79% of budget. Overall, Revenues were at 98.85% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 76.01%, Contracted Services at 71.44%, Municipal Services and Deposits at 75.57%, Materials and Supplies at 67.52% and Capital Outlay at 84.71% of budget. Overall, Expenses were at 74.72% of budget.

Mr. Lubberda questioned why the Animal Supplies expense was so low. Ms. Proeber reported expenses will go up before the end of year. Ms. Proeber noted there are high and low months based on when items are purchased.

After a brief discussion, a motion was made by Mr. Lubberda and seconded by Mr. Pearson to approve the October 2018 financials as presented. The motion passed unanimously.

**6. Adjournment**

There being no further business, a motion was made by Mr. Lubberda and seconded by Mr. Pearson to adjourn the meeting of November 20, 2018 at 1:21pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager