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 April 19, 2016 – 12:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee

Mr. Don Schaewe, City of Milwaukee

Mr. Eric Pearson, City of Milwaukee

Mr. Rebecca Grill, City of West Allis

Mr. Chris Swartz, Village of Shorewood

Mr. Michael Weber, Village of Hales Corners

**Excused:** 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

 Ms. Cindy Fredericksen, Office Supervisor, MADACC

 Mr. John McDowell, Field Supervisor, MADACC

 Dr. Libby Gutting, Medical Director, MADACC

 Ms. Lorraine Sweeney, Shelter Supervisor, MADACC

1. **Roll Call**

The meeting was convened at 12:00pm; roll call was taken by Ms. Proeber and members in attendance, absent and excused were noted.

1. **Public Comment**

None.

1. **Approval of Minutes**

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

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1. **Executive Director’s Report**

**a. Statistical Update – March 2016**

Ms. Sparapani reported Admissions down as a whole with cat intake down and dog intake up.

Ms. Sparapani reported Adoptions up 3% and Euthanasia down 3% for the month of March.

Ms. Sparapani reported Admissions down 11% for the year.

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

**b. Operational Update**

Ms. Sparapani reported the front office renovation has been completed and the staff has been moved back in.

Ms. Sparapani reported on a new application, “Finding Rover”, which uses facial recognition on lost and found animals. The application can be downloaded on your phone. Ms. Sparapani noted this is another tool for owners of lost pets, but does not replace the importance of microchips and id tags.

Ms. Sparapani reported Friends of MADACC will be donating around $30,000 in funds to fix up the back yard area behind the shelter. Concrete will be poured and shade structures will be installed.

**c. Supervisor's Report**

Ms. Fredericksen reported on the positive feedback regarding the newly updated office and the ability to work more efficiently.

Dr. Gutting reported the vaccination clinic went smooth.

Ms. Shillinglaw reported putting together newly donated Kuranda Beds with volunteers. Over 350 beds were donated over four days.

Ms. Proeber had nothing to report.

Mr. McDowell reported the new van is not on the road yet.

Ms. Sweeney reported the new dog kennels are working out well and much easier to clean.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported FOM cancelled the Soiree for Strays due to low attendance.

Ms. Shillinglaw reported FOM is focusing on getting sponsors for Walk, Run, Wag on July 9th.

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1. **Treasurer’s Report**
	1. **Financial Statements – March 2016**

Mr. Pearson reported the General Fund Revenues at $741,646 and Expenses at $581,515, with an excess of revenues over expenditures for the year of $160,131. With a beginning General Fund balance of $652,671, the ending General Fund balance in March was $812,802.

Mr. Pearson reported and ending fund balance in Debt Service of $36 and in Capital Projects of $2,276,976.

Mr. Pearson reported revenues in Intergovernmental at 25.00%, License and Fees at 63.71%, Public Charges for Services at 21.65% and Other Revenues at 37.82% of budget. Overall, Revenues were at 27.11% of budget. Mr. Pearson noted Donations at 30.30% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 19.86%, Contracted Services at 28.50%, Municipal Services and Deposits at 17.45%, Materials and Supplies at 12.32% and Capital Outlay at 88.11% of budget. Overall, Expenses were at 21.26% of budget.

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

1. **Building Renovation Project**
	1. **Building Project Update**

Ms. Sparapani reported the renovation project is going well. The laundry area was just completed and the timeline for the food prep room was reduced from 3 to 2 weeks. Next on the list is the treatment area and the renovation of the existing kennel rooms.

* 1. **Financial Update**

Ms. Sparapani reported a meeting has been rescheduled for April 27th with the Milwaukee County Board. Ms. Sparapani noted an approval to pay outstanding invoices.

1. **Operations Committee Member Change**

Ms. Sparapani reported Mr. Weber will be retiring in 2016. Cudahy’s Mayor, John Hohenfeldt, has expressed interest in the position. An election will take place at the Full Board Meeting.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of April 19, 2016 at 12:35pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager