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 July 19, 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. Rebecca Grill, City of West Allis

Mr. John Hohenfeldt, City of Cudahy

Mr. Don Schaewe, City of Milwaukee

Mr. Eric Pearson, City of Milwaukee

**Excused:** Mr. Derik Summerfield, City of Wauwatosa

Mr. Chris Swartz, Village of Shorewood

**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

Dr. Libby Gutting, Medical Director, MADACC

1. **Roll Call**

The meeting was convened at 1:00pm; 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. Hohenfeldt and seconded by Mr. Hayward to approve the minutes of the meeting held on June 21, 2016. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – June 2016**

Ms. Sparapani reported Admissions down slightly for the month of June and down 6% year-to-date.

Ms. Sparapani reported Adoptions up 3% and Euthanasia down2% for the month of June.

Ms. Sparapani reported Adoptions up 4% and Euthanasia down 4% for the year.

Ms. Sparapani reported WHS transferred out 213 animals, Shelter From the Storm transferred out 33 animals and Purebred Cat Rescue transferred out 13 animals in the month of June.

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

**b. Operational Update**

Ms. Sparapani reported on a joint adoption promotion with Elmbrook, HAWS, Sheboygan County, Racine and WHS. All adult cat adoptions will be free. Friends of MADACC will be subsidizing the adoptions and MADACC.

Ms. Sparapani reported on recent interviews regarding the fourth of July and pet safety and discussed the recent Good Samaritan Law that was passed, giving individuals the right to break the window of a car if a dog is in distress.

Ms. Sparapani reported the Responsible Ownership class will be starting in October, an alternative for anyone receiving citations for animal related offenses in Milwaukee.

Ms. Sparapani reported six signed member agreement resolutions are still needed.

**c. Supervisor's Report**

Ms. Fredericksen reported an overflowing amount of cats coming through the front counter.

Mr. Hayward questioned Ms. Fredericksen on the new office space. Ms. Fredericksen reported the new space is great and provides much more privacy on the phone and with clients.

Ms. Shillinglaw reported focusing on marketing animals, with an upcoming adoption event in two weeks.

Ms. Proeber reported on concerns with the crematory units.

Dr. Gutting reported presenting at the HSUS conference in Las Vegas.

**d. Friends of MADACC Update**

Ms. Sparapani reported Walk, Run, Wag was a success, raising $42,000 minus expenses.

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

Mr. Pearson reported revenues in Intergovernmental at 50.00%, License and Fees at 82.83%, Public Charges for Services at 46.361% and Other Revenues at 60.32% of budget. Overall, Revenues were at 51.68% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 45.69%, Contracted Services at 43.19%, Municipal Services and Deposits at 46.15%, Materials and Supplies at 28.87% and Capital Outlay at 88.11% of budget. Overall, Expenses were at 44.21% of budget.

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

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

Ms. Sparapani reported the renovation should be completed by the end of the month.

Ms. Sparapani reported after the final walkthrough, the 1 year warranty starts.

* 1. **Financial Update**

Ms. Sparapani reported Milwaukee County is moving forward with due diligence on the financing.

Ms. Sparapani reported Wauwatosa will be giving MADACC an extension on the short term loan through the end of the year.

1. **Adjournment**

There being no further business, a motion was made by Mr. Pearson and seconded by Mr. Schaewe to adjourn the meeting of July 19, 2016 at 1:53pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager