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 October 18, 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. Eric Pearson, City of Milwaukee

Mr. Derik Summerfield, City of Wauwatosa

Mr. Chris Swartz, Village of Shorewood

Mrs. Rebecca Grill, City of West Allis

**Excused:**  Mr. John Hohenfeldt, City of Cudahy

Mr. Don Schaewe, City of Milwaukee

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC

Ms. Laura Proeber, Operations Manager, MADACC

Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

Mr. John McDowell, Field 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. Pearson and seconded by Mr. Swartz to approve the minutes of the meeting held on September 20, 2016. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – September 2016**

Ms. Sparapani reported Admissions down almost 16% for the month of September.

Ms. Sparapani reported Adoptions down 3% due to the Empty the Shelter event held last year during the month of September.

Ms. Sparapani reported Euthanasia down 4% and Reclaims up 2% for the month of September.

Ms. Sparapani noted Owner Request Euthanasia is down due to the lack of crematory. Clients have been referred to WHS for services.

Ms. Sparapani reported Admissions down 8%, Adoptions up 2% and Euthanasia down 4% 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 September 2016 as submitted. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported the new crematory will be delivered on November 3rd.

Ms. Sparapani reported applying for a $62,000 grant from the ASPCA and a $10,000 grant from Best Friends.

Ms. Sparapani reported UW Madison will be coming in to work with MADACC animal care staff on animal handling and cleanliness protocols.

Mr. Hayward questioned the animal intake numbers for West Milwaukee and whether animals dumped at MADACC with no known address are counted against West Milwaukee. Ms. Proeber reported animals with no known location are entered in the system under MADACC and do not count towards any municipality’s intake numbers.

**c. Wauwatosa Promissory Note**

Mr. Summerfield reported Wauwatosa is looking at its debt capacity at this time and putting together preliminary debt schedules, but nothing has been approved yet for long term funding.

**d. Supervisor's Report**

Ms. Shillinglaw reported receiving a grant from Petfinder to research the benefit of boosting posts on Facebook to see if it increases adoptions.

Ms. Proeber reported meeting with all the contractors involved in the crematory install process.

Mr. McDowell reported a part-time position is open.

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**e. Friends of MADACC Update**

Ms. Sparapani reported no updates at this time.

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

Mr. Pearson reported the General Fund Revenues at $2,115,334 and Expenses at $1,911,504, with an excess of revenues over expenditures for the year of $203,830. With a beginning General Fund balance of $652,671, the ending General Fund balance in September was $856,501.

Mr. Pearson reported revenues in Intergovernmental at 75.72%, License and Fees at 97.45%, Public Charges for Services at 74.49% and Other Revenues at 91.38% of budget. Overall, Revenues were at 77.33% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 71.93%, Contracted Services at 66.25%, Municipal Services and Deposits at 80.84%, Materials and Supplies at 53.15% and Capital Outlay at 100.35% of budget. Overall, Expenses were at 69.88% of budget.

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

* 1. **Draft Budget Presentation**

Ms. Sparapani reported the budget is the same as presented last month.

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

Ms. Sparapani reported working on issues with the flooring, the HVAC system in the front office and on a water barrier in the kennels.

* 1. **Financial Update**

Ms. Sparapani reported Pam Bryant, from Milwaukee County, received all due diligence paperwork requested.

Mr. Summerfield discussed Wauwatosa should know in a month whether long term funding will be available to MADACC.

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1. **Adjournment**

There being no further business, a motion was made by Mr. Swartz and seconded by Mr. Summerfield to adjourn the meeting of October 18, 2016 at 12:37pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager