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 March 21, 2017 – 1:00pm

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. John Hohenfeldt, City of Cudahy

Mr. Don Schaewe, City of Milwaukee

Mrs. Rebecca Grill, City of West Allis

**Absent:**  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. Anne Bucio, Shelter Outcomes Manager, 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. Schaewe and seconded by Mr. Hohenfeldt to approve the minutes of the meeting held on February 21, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2017**

Ms. Sparapani reported Admissions down 1.56% for the month of February.

Ms. Sparapani reported Adoptions remained unchanged while Euthanasia went up 3%, Reclaims up 7% and Transfers down 8% for the month of February. Ms. Sparapani noted more sick and injured animals were admitted and were euthanized at or near intake date.

Ms. Sparapani reported Admissions down 7.8%, Adoptions up 1%, Euthanasia up 2%, Reclaims up 4% and Transfers down 5% for the year.

Ms. Sparapani reported WHS pulled 37 animals, Shelter From the Storm pulled 12 animals and Critter Junction pulled 8 animals in February.

After discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Summerfield to approve the statistical report for the month of February 2017. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported the new adoption program is going well and exceeding expectations.

Ms. Sparapani reported on CPU training to teach officers about MADACC.

Ms. Sparapani discussed laws in California banning puppy mills and how it affects rescue groups.

Ms. Sparapani presented Mr. Hayward with a plaque and adoption center naming for all his work on the MADACC board throughout the years.

**c. Supervisor's Report**

Ms. Bucio reported MADACC is beginning to see kittens entering the shelter. Volunteers are shadowing to help with the new adoption program.

Ms. Shillinglaw reported working with Ms. Bucio to get the new adoption program up and running. Ms. Shillinglaw noted many new volunteers are coming forward.

Ms. Proeber questioned if Debt Service Member Billings should be sent after the amended budget has been approved. Mr. Summerfield stated to wait to send out billings until the Board of Directors have approved the adjustments.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM just approved a $30,000 grant to subsidize adoptions for cats and Pit Bulls.

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1. **Treasurer’s Report**
	1. **Financial Statements – February 2017**

Mr. Pearson reported the General Fund Revenues at $777,464 and Expenses at $406,638, with an excess of revenues over expenditures for the year of $370,826. With a beginning General Fund balance of $380,884, the ending General Fund balance in February was $75,710.

Mr. Pearson reported revenues in Intergovernmental at 24.96%, License and Fees at 45.00%, Public Charges for Services at 14.43% and Other Revenues at 112.29% of budget. Overall, Revenues were at 27.90% of budget. MADACC received a $32,000 donation from the Pabst Theatre.

Mr. Pearson reported expenses in Personnel Services Costs 12.80%, Contracted Services at 23.10%, Municipal Services and Deposits at 8.54%, Materials and Supplies at 6.81% and Capital Outlay at 87.46% of budget. Overall, Expenses were at 14.62% of budget.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to approve the financial statements for February 2017 as submitted. The motion passed unanimously.

* 1. **Amended Budget for 2017**

Mr. Summerfield noted changes to the budget reflect actual numbers for Debt Service versus the projected estimates previously stated in the 2017 budget. Updates to the Debt Service numbers are reflected on page 10, 19, and 21 and the Member Billing adjustments are on pages 26 and 27. The Debt Service second installment will also be decreased by $36 to rid the balance of a $36 overage reflected the last couple of years.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the submitted Debt Service numbers as presented. The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Hohenfeldt and seconded by Mr. Swartz to adjourn the meeting of March, 2017 at 1:30 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager