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 June 20, 2017 – 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. Derik Summerfield, City of Wauwatosa

Mr. Don Schaewe, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

Mrs. Rebecca Grill, City of West Allis

**Excused:**  Mr. Mark Luberda, City of Franklin

**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 1:00pm; 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. Summerfield to approve the minutes of the meeting held on May 16, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – May 2017**

Ms. Sparapani reported Admissions down 17% for the month of May.

Ms. Sparapani reported Adoptions up 5%, Reclaims up 6%, Transfers down 8% and Euthanasia even for the month of May.

Ms. Sparapani reported Admissions down 8%, Adoptions up 4%, Euthanasia up 1%, Reclaims up 4% and Transfers down 8% for the year.

Ms. Sparapani reported WHS pulled 173 animals, Shelter from the Storm pulled 15 animals and CARE Rescue pulled 8 animals in May.

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

**b. Operational Update**

Ms. Sparapani reported overtime will be an issue in the upcoming weeks as MADACC is short one Animal Control Officer and a Client Service Representative will be out on medical for six weeks.

Ms. Sparapani reported on Ruthie, the emaciated Pit Bull found by Glendale police. Over $9,500 was raised after Glendale police posted a picture of Ruthie on their Facebook page. Ruthie has been diagnosed with liver cancer and may not have a long life expectancy. The police officer who picked up Ruthie will be her caregiver for whatever time she has left. The money raised will go to her medical care and any funds leftover will go to UW Madison’s junior surgery program and go to a designated fund for the care of similar animals at MADACC.

Ms. Sparapani reported the ASPCA gave MADACC a grant to fund the Shelter Outcome Manager position in 2017. Ms. Sparapani reported the ASPCA is looking to award MADACC with a larger grant next year.

Ms. Sparapani discussed the transferring of monies from MADACC’s checking account to LGIP. Ms. Sparapani requested direction on how much should be moved at this time. After discussion, it was decided $500,000 should be moved to the LGIP account to start and to re-evaluate next month if additional funds should be added.

**c. Supervisor's Report**

Ms. Sparapani noted Mr. McDowell and Dr. Gutting were working on a necropsy, Ms. Palmisano is filling in for staff shortages in front office and Ms. Bucio is currently doing adoptions.

Ms. Shillinglaw reported summer is a big time for recruiting volunteers. Roughly 20 individuals have attended each of the recent volunteer training seminars.

Ms. Shillinglaw reported she will be on WTMJ 4 on Sunday to promote MADACC’s adoption program and Walk, Run, Wag.

Ms. Proeber had nothing to report.

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**d. Friends of MADACC Update**

Ms. Shillinglaw reported FOM is focusing on the upcoming Walk, Run, Wag event.

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

Mr. Pearson reported the General Fund Revenues at $1,499,028 and Expenses at $1,047,335, with an excess of revenues over expenditures for the year of $451,693. With a beginning General Fund balance of $380,884, the ending General Fund balance in May was $832,577.

Mr. Pearson reported revenues in Intergovernmental at 49.96%, License and Fees at 75.52%, Public Charges for Services at 43.27%, Commercial Interest Income at 66.35% and Other Revenues at 139.89% of budget. Overall, Revenues were at 53.80% of budget. Mr. Pearson noted Adoption revenues are up at 51.71% and MADACC received a $65,000 grant from the ASPCA to fund the Shelter Outcome Manager position.

Mr. Pearson reported expenses in Personnel Services Costs 38.54%, Contracted Services at 40.71%, Municipal Services and Deposits at 34.54%, Materials and Supplies at 19.80% and Capital Outlay at 87.46% of budget. Overall, Expenses were at 37.64% of budget. Mr. Pearson noted Electricity is down at 30.62%.

After a brief discussion, a motion was made by Mr. Summerfield and seconded by Ms. Janz to approve the financial statements for May 2017 as submitted. The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to adjourn the meeting of June 20, 2017 at 1:24 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager