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 18, 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

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 Ms. Janz and seconded by Mr. Luberda to approve the minutes of the meeting held on June 20, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – June 2017**

Ms. Sparapani reported Admissions down 8% for the month of June, but many more animals are coming in with medical emergencies that are not treatable.

Ms. Sparapani reported Adoptions up 2%, Reclaims up 3%, Transfers down 5% and Euthanasia up 2% for the month of June.

Ms. Sparapani reported Admissions down 8%, Adoptions up 4%, Euthanasia up 1%, Reclaims up 3% and Transfers down 7% for the year.

Ms. Sparapani reported WHS pulled 154 animals, Shelter from the Storm pulled 25 animals and Full Moon Rescue pulled 12 animals in June.

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

**b. Operational Update**

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

Ms. Sparapani reported moving animals through the shelter as quickly as possible with transfers and adoptions.

Ms. Sparapani reported Adoptions are up 4% for the year but Adoption Revenue has doubled.

Ms. Sparapani reported the ASPCA is looking to award MADACC with a grant to fund a second fulltime veterinarian in 2018. MADACC would then be liable to fund the position in 2019. Mr. Schaewe questioned if the requirement for 2019 was in a written contract. Ms. Sparapani noted she would look into it.

**c. Supervisor's Report**

Ms. Shillinglaw reported on a successful Walk, Run, Wag event with the fundraiser bringing in roughly $38,000.

Ms. Shillinglaw reported many new individuals are signing up for volunteering. Ms. Shillinglaw noted many volunteers are needed to ramp up the adoption program.

Ms. Proeber reported working on the 2018 budget and noted a small repair to the crematory.

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**d. Friends of MADACC Update**

Ms. Shillinglaw reported working with FOM on a $25,000 grant.

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

Mr. Pearson reported a General Fund balance of $1,125,281, a Debt Service balance of -$840 and a Capital Projects Fund balance of $530,871.

Mr. Pearson reported the General Fund Revenues at $2,006,117 and Expenses at $1,261,720, with an excess of revenues over expenditures for the year of $744,397. With a beginning General Fund balance of $380,884, the ending General Fund balance in June was $1,125,281.

Mr. Pearson reported revenues in Intergovernmental at 71.02%, License and Fees at 81.09%, Public Charges for Services at 53.66%, Commercial Interest Income at 87.18% and Other Revenues at 148.48% of budget. Overall, Revenues were at 71.99% of budget. Mr. Pearson noted Adoption revenues are up at 66.46% and Donations are up at 89.95%.

Mr. Pearson reported expenses in Personnel Services Costs 46.22%, Contracted Services at 46.84%, Municipal Services and Deposits at 44.01%, Materials and Supplies at 29.91% and Capital Outlay at 95.79% of budget. Overall, Expenses were at 45.35% of budget.

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

* 1. **Bank Transfer to LGIP**

Ms. Sparapani suggested closing the inactive Tri City checking account and depositing the balance into the LGIP account.

After a brief discussion, a motion was made by Mr. Pearson and seconded by Ms. Janz to approve closing the Tri City bank account and depositing remaining funds into the LGIP account. The motion passed unanimously.

* 1. **Preliminary Budget Discussion**

Ms. Sparapani reported a draft budget has been created but we are waiting on numbers for equalized value and health insurance rates to finalize the draft document.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Luberda to adjourn the meeting of July 18, 2017 at 1:40 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager