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 August 15, 2017 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. John Hohenfeldt, City of Cudahy

Mr. Derik Summerfield, City of Wauwatosa

Ms. Stephanie Janz, Village of River Hills

Mrs. Rebecca Grill, City of West Allis

Mr. Mark Luberda, City of Franklin

Excused: Mr. Eric Pearson, City of Milwaukee

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

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 Ms. Grill to approve the minutes of the meeting held on July 18, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – July 2017**

Ms. Sparapani reported Admissions up 6% for the month of July.

Ms. Sparapani reported Adoptions up 3%, Reclaims steady, Transfers steady and Euthanasia up 1% for the month of July.

Ms. Sparapani reported Admissions down 5%, Adoptions up 4%, Euthanasia up 2%, Reclaims up 3% and Transfers down 7% for the year.

Ms. Sparapani reported WHS pulled 173 animals, Shelter from the Storm pulled 11 animals and Friends of Ferals pulled 11 animals in July.

Mr. Luberda questioned the lower intake rates. Ms. Sparapani noted there is a nationwide trend through social media to rehome animals and to place with rescue groups rather than taking animals to a shelter. Additionally, spay/neuter initiatives have played a part in lower intakes.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Luberda to approve the statistical report for the month of July 2017. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani received confirmation on a $63,000 grant from the ASPCA to hire a second veterinarian in 2018. FOM will cover the additional $25,000 of expenses related to the position.

Ms. Sparapani reported on police academy trainings coming up in September.

Ms. Sparapani reported on a bill in the works regarding waiving the license fee for all service dogs. Ms. Sparapani met with Representative Bowen, who will now be taking his name off the bill because of the misuse of individuals representing their dogs as “service animals”.

Ms. Sparapani reported on safety initiatives at MADACC. MSDS sheets, safety sheets and safety equipment usage are being organized for a comprehensive manual issued to staff via flash drives.

**c. Supervisor's Report**

Ms. Shillinglaw reported on an upcoming party for MADACC volunteers.

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported on the upcoming Bark ‘n Brew event August 26th and 27th. FOM was selected as the beneficiary of the event.

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

In Mr. Pearson’s absence, Ms. Sparapani presented the financial statement for July.

Ms. Sparapani reported a General Fund balance of $1,064,650 a Debt Service balance of $0 and a Capital Projects Fund balance of $532,863.

Ms. Sparapani reported the General Fund Revenues at $2,160,252 and Expenses at $1,476,486, with an excess of revenues over expenditures for the year of $683,766. With a beginning General Fund balance of $380,884, the ending General Fund balance in July was $1,064,650.

Ms. Sparapani reported revenues in Intergovernmental at 75.00%, License and Fees at 86.97%, Public Charges for Services at 64.94%, Commercial Interest Income at 125.51% and Other Revenues at 162.24% of budget. Overall, Revenues were at 77.52% of budget.

Ms. Sparapani reported expenses in Personnel Services Costs 54.14%, Contracted Services at 53.95%, Municipal Services and Deposits at 57.64%, Materials and Supplies at 35.53% and Capital Outlay at 95.79% of budget. Overall, Expenses were at 53.07% of budget.

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

* 1. **Draft Budget Presentation**

Ms. Sparapani presented the 2018 budget draft and noted health insurance numbers are not in and equalized values for member billings have not been finalized yet.

Mr. Luberda questioned the rise in Adoption Fee revenue and how confident MADACC is to reach that number. Ms. Sparapani noted MADACC use to only adopt out Pit Bulls and cats. With the expanded adoption program to include all breeds of dogs and higher adoption fees, Ms. Sparapani stated the revenue will increase greatly in 2018.

Mr. Luberda mentioned the percent change on page 13 of Revenues needed to be updated.

Ms. Sparapani questioned if it was okay to hand out the Member Billing page to municipalities to plan for their 2018 budget. The members agreed that would be acceptable as the overall number would not change.

1. **Adjournment**

There being no further business, a motion was made by Mr. Luberda and seconded by Mr. Summerfield to adjourn the meeting of August 15, 2017 at 2:00 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager