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 September 19, 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

Mrs. Rebecca Grill, City of West Allis

Mr. Eric Pearson, City of Milwaukee

Mr. Don Schaewe, City of Milwaukee

**Excused:**  Ms. Stephanie Janz, Village of River Hills

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. Summerfield and seconded by Ms. Grill to approve the minutes of the meeting held on August 15, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – August 2017**

Ms. Sparapani reported Admissions up 25 animals for the month of August.

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

Ms. Sparapani reported Admissions down 4%, Adoptions up 3%, Euthanasia up 1%, Reclaims up 2% and Transfers down 6% for the year.

Ms. Sparapani reported WHS pulled 143 animals, CARE pulled 11 animals and Bichon & Little Buddies pulled 9 animals in August. Ms. Sparapani noted that the top 15 shelters/rescues take the majority of MADACC animals.

Mr. Hohenfeldt questioned if MADACC has seen a decrease in transfers because of the animals coming from areas hit by the recent hurricanes. Ms. Sparapani noted WHS has not decreased the animals it takes in and other shelters taking hurricane animals do not work with MADACC.

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

**b. Operational Update**

Ms. Sparapani attended a Department of Public Works meeting to present information on Friends of MADACC for the community shares fall campaign. Ms. Sparapani noted a very positive response from the attendees.

Ms. Sparapani reported she will be speaking at the next MCLEEA meeting to give information on MADACC and how our organizations work together.

Ms. Sparapani reported HSUS will be doing another compassion fatigue seminar at MADACC for staff and volunteers.

**c. Supervisor's Report**

Ms. Shillinglaw reported on a paid apprenticeship she was selected for that was held in New Jersey. Ms. Shillinglaw met with other volunteer coordinators, attending workshops dealing with volunteer management and the use of the Volgistics volunteer software. Ms. Shillinglaw mentioned other attendees were impressed with what MADACC does with the limited resources MADACC has.

Ms. Proeber reported some repair work was done on the generator.

Ms. Proeber reported Member Billings was mailed out today.

**d. Friends of MADACC Update**

Ms. Sparapani reported Rockabilly for Rescues will be held next Friday, the 29th, down the road at Kochanski’s.

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

Mr. Pearson reported a General Fund balance of $939,317 a Debt Service balance of $0 and a Capital Projects Fund balance of $531,481.

Mr. Pearson reported the General Fund Revenues at $2,216,873 and Expenses at $1,658,440, with an excess of revenues over expenditures for the year of $558,433. With a beginning General Fund balance of $380,884, the ending General Fund balance in August was $939,317.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 91.53%, Public Charges for Services at 75.03%, Commercial Interest Income at 168.27% and Other Revenues at 170.16% of budget. Overall, Revenues were at 79.56% of budget. Mr. Pearson noted Adoption Fees surpassed budget at $97,850.38.

Mr. Pearson reported expenses in Personnel Services Costs 62.19%, Contracted Services at 55.21%, Municipal Services and Deposits at 62.16%, Materials and Supplies at 41.53% and Capital Outlay at 97.07% of budget. Overall, Expenses were at 59.61% of budget. Mr. Pearson noted Overtime is a little high but lower expenses in Health Insurance should make up any difference.

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

* 1. **Draft Budget Presentation**

Ms. Sparapani noted no changes to draft budget presented at the last meeting. MADACC is still waiting on numbers for health insurance rates and employer contribution rates.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to adjourn the meeting of September 19, 2017 at 1:30 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager