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 November 21, 2017 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

Mrs. Rebecca Grill, City of West Allis

  Ms. Stephanie Janz, Village of River Hills

Mr. Mark Luberda, City of Franklin

**Member Excused:** Mr. Eric Pearson, City of Milwaukee

Mr. Don Schaewe, City of Milwaukee

Mr. Derik Summerfield, City of Wauwatosa

**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 1:00 pm; 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. Luberda and seconded by Ms. Grill to approve the minutes of the special meeting held on October 9, 2017. The motion passed unanimously.

After a brief discussion, a motion was made by Mr. Luberda and seconded by Ms. Grill to approve the minutes of the meeting held on October 17, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – October 2017**

Ms. Sparapani reported Admissions up 14 % animals for the month of October.

Ms. Sparapani reported Adoptions up 5%, Reclaims down 3%, Transfers down 1% and Euthanasia down 1% for the month of October.

Ms. Sparapani reported Admissions down 2%, Adoptions up 4%, Euthanasia unchanged, Reclaims up 1% and Transfers down 6% for the year. Ms. Sparapani noted this is the first year Adoptions were higher than Transfers.

Ms. Sparapani reported WHS pulled 164 animals, Shelter from the Storm pulled 14 animals and Washington County pulled 13 animals in October.

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

**b. Operational Update**

Ms. Sparapani reported the new veterinarian, a former veterinary technician at MADACC, will be starting in May of 2018.

Ms. Sparapani reported she met with Alderwoman Lewis, who was concerned with MADACC’s budget numbers. After a tour and discussions with Alderwoman Lewis, there is an understanding of the need for MADACC and what we do.

Ms. Sparapani reported Dr. Lichtenberger has retired and sold her veterinary practice, MECA to VCA. After discussions with the new owner, fees shall remain the same for MADACC using their services.

Ms. Sparapani stated HSUS contacted her regarding passing a pet store bill that would only allow animals from shelters to be sold at pet stores to eliminate puppy mills. HSUS would also provide tools to municipalities to make their own legislation regarding pet stores and rescue groups regarding care standards.

**c. Supervisor's Report**

Ms. Shillinglaw reported on two upcoming adoption promotions. All adoption fees will be waived November 24th through the 27th for the “Friends of MADACC Gives Back” promotion and December 12th through the 22nd for the “12 Days of Straymas” promotion.

Ms. Proeber reported getting the database ready for the 2018 license renewal cards.

Ms. Proeber reported the auditor will be out for the preliminary audit on December 7th.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM is having their strategic planning meeting on Wednesday.

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

In Mr. Pearson’s absence, Ms. Sparapani reported on the October financials.

Ms. Sparapani reported a General Fund balance of $1,094,141, a Debt Service balance of $174,046 and a Capital Projects Fund balance of $543,981.

Ms. Sparapani reported the General Fund Revenues at $2,874,769 and Expenses at $2,161,512, with an excess of revenues over expenditures for the year of $713,257. With a beginning General Fund balance of $380,884, the ending General Fund balance in October was $1,094,141.

Ms. Sparapani reported revenues in Intergovernmental at 100.00%, License and Fees at 99.37%, Public Charges for Services at 98.24%, Commercial Interest Income at 255.89% and Other Revenues at 188.59% of budget. Overall, Revenues were at 103.17% of budget.

Ms. Sparapani reported expenses in Personnel Services Costs 80.79%, Contracted Services at 71.89%, Municipal Services and Deposits at 86.16%, Materials and Supplies at 57.35% and Capital Outlay at 99.87% of budget. Overall, Expenses were at 77.69% of budget.

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

1. **Capital Improvement Projects**

Ms. Sparapani discussed the need to develop a long term Capital Improvement Plan. Mr. Luberda stated he did not see a need to form a subcommittee to develop the plan. The plans can be done in-house and a draft brought to the Operations Committee. Mr. Luberda noted the plan should include ten plus years of potential capital projects.

1. **Adjournment**

There being no further business, a motion was made by Mr. Luberda and seconded by Mr. Hohenfeldt to adjourn the meeting of November 21, 2017 at 1:50pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager