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 December 19, 2017 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

  Ms. Stephanie Janz, Village of River Hills

Mr. Mark Luberda, City of Franklin

Mr. Eric Pearson, City of Milwaukee

Mr. Don Schaewe, City of Milwaukee

**Member Excused:** Mrs. Rebecca Grill, City of West Allis

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**

Matt Witte, Vice President of Operations at WHS, thanked Ms. Sparapani and MADACC for another successful collaborative year and commented on the great partnership that exists between MADACC and WHS to effectively address animal welfare in Milwaukee County.

1. **Approval of Minutes**

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Ms. Janz to approve the minutes of the meeting held on November 21, 2017. The motion passed unanimously.

Milwaukee Area Domestic

Animal Control Commission

Operations Committee

Minutes of the Meeting

December 19, 2017

Page two

1. **Executive Director’s Report**

**a. Statistical Update – November 2017**

Ms. Sparapani reported Admissions down 3 % for the month of November.

Ms. Sparapani reported Adoptions up 5%, Reclaims down 1%, Transfers down 1% and Euthanasia up 1% for the month of November. Ms. Sparapani noted a large cat hoarding case out of South Milwaukee presented MADACC with many sick and unsocialized cats that were not placeable.

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 115 animals, Community Cat Rescue pulled 15 animals and both Coulee Region and Dodge County pulled 8 animals in November.

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

**b. Operational Update**

Ms. Sparapani reported the license renewal cards were mailed out today.

Ms. Sparapani reported she did a presentation for Safe and Sound, a community group whose mission is to unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods. Ms. Sparapani noted this is a good partnership to bring resources to pet owners needing help in Milwaukee.

Ms. Sparapani reported on making some changes to the adoption program and how volunteers will be used to achieve greater success.

Ms. Sparapani reported FOM donated funds for movable partitions in the adoption room for more private adoption areas for clients. Mr. Schaewe asked if it would be appropriate to host a reception for FOM and all their volunteers to say thank you for all their support.

**c. Supervisor's Report**

Ms. Shillinglaw reported 82 cats were adopted over Thanksgiving weekend during the adoption promotion.

Ms. Proeber reported the preliminary audit last week went smooth.

Ms. Proeber reported member billings were mailed out today.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM’s direct mail campaign has been very successful.

Milwaukee Area Domestic

Animal Control Commission

Operations Committee

Minutes of the Meeting

December 19, 2017

Page three

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

Mr. Pearson reported a General Fund balance of $936,998, a Debt Service balance of ($1,555) and a Capital Projects Fund balance of $543,981.

Mr. Pearson reported the General Fund Revenues at $2,926,776 and Expenses at $2,370,662, with an excess of revenues over expenditures for the year of $556,114. With a beginning General Fund balance of $380,884, the ending General Fund balance in November was $936,998.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 102.53%, Public Charges for Services at 108.61%, Commercial Interest Income at 301.15% and Other Revenues at 193.00% of budget. Overall, Revenues were at 105.03% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 88.56%, Contracted Services at 77.66%, Municipal Services and Deposits at 95.57%, Materials and Supplies at 66.26% and Capital Outlay at 99.87% of budget. Overall, Expenses were at 85.21% of budget.

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

1. **Capital Improvement Projects**
	1. **Timeline**

Ms. Sparapani discussed looking at June to present a Capital Improvement plan as time is required to look at all future needs for MADACC.

1. **Fund Balance/Reserve Policy**

Mr. Pearson discussed looking into creating a reserve policy for Capital Projects as none exists and to tie it into the 2019 budget.

Mr. Luberda mentioned it might be good to work a policy into the Capital Improvement plan as costs may vary year to year.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to adjourn the meeting of December 19, 2017 at 1:38pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager