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 February 20, 2018 – 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. Don Schaewe, City of Milwaukee

Mrs. Rebecca Grill, City of West Allis

Mr. Eric Pearson, City of Milwaukee

**Member Excused:** Mr. Mark Luberda, City of Franklin

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

 Dr. Libby Gutting, Medical Director, 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. Schaewe and seconded by Mr. Pearson to approve the minutes of the meeting held on January 16, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update - January 2017**

Ms. Sparapani reported Admissions up 14 % for the month of January, including a large number of feral cats.

Ms. Sparapani reported Adoptions up 4%, Reclaims steady, Transfers down 9% and Euthanasia up 3% for the month of January. Ms. Sparapani noted the increase in Euthanasia was predominantly due to feral cats.

Ms. Sparapani reported Wisconsin Humane Society (WHS) pulled 82 animals, Oneida County Humane Society pulled 12 animals and both Bichon & Little Buddies and Shelter from the Storm pulled 10 animals in January.

After discussion, a motion was made by Mr. Pearson and seconded by Ms. Janz to approve the statistical report for the month of January 2018. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported a grief counselor was brought in for staff following the recent passing of a fellow MADACC employee.

Ms. Sparapani reported presenting at the last ICC meeting to address the three issues discussed last meeting regarding breed specific legislation, tethering animals outside, and trap neuter release. Ms. Sparapani noted mixed reviews on the subject matters were received.

Ms. Sparapani reported MADACC received a $5,000 grant from Best Friends for starting a new “Weekenders Club” program which will allow volunteers to bring home dogs over the weekend.

Ms. Sparapani reported the Planned Giving brochure is finished and a donation button has been added to the MADACC website.

**c. Supervisor's Report**

Dr. Gutting reported MADACC is partnering with Madison again for their junior surgery program for third year veterinarian students.

Dr. Gutting reported vet outreach is better than in the past with several veterinarians in the county that want to volunteer their services. Dr. Gutting noted these relationships are important as MADACC does not have the resources for certain procedures and services.

Ms. Shillinglaw FOM is offering 100 free cat spay/neuters to the public. The program was so popular, 50 more spaces were added.

Ms. Shillinglaw reported receiving a letter and free microchip scanner from Pet Smart Charities to show their appreciation for the excellent adoption year MADACC had. Ms. Shillinglaw noted Pet Smart Charities looked at MADACC’s statistics and reached out. MADACC did not seek the recognition.

Ms. Proeber reported the audit is completed with two issues that still need to be addressed.

Ms. Proeber reported Chameleon, the MADACC shelter software, was finally updated to the latest version.

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**d. Friends of MADACC Update**

Ms. Sparapani reported Friends of MADACC (FOM) donated a floor scrubber to MADACC to help keep the hallways clean.

Ms. Sparapani reported FOM is getting ready for Walk, Run, Wag and upcoming shot clinics.

1. **Treasurer’s Report**
	1. **Financial Statements – January 2018**

Mr. Pearson reported the General Fund Revenues at $646,430 and Expenses at $147,157, with an excess of revenues over expenditures for the year of $256,546. With a beginning General Fund balance of $635,255, the ending General Fund balance in January was $1,134,528.

Mr. Pearson reported revenues in Intergovernmental at 24.72%, License and Fees at 33.65%, Public Charges for Services at 9.21%, Commercial Interest Income at 29.11% and Other Revenues at 8.69% of budget. Overall, Revenues were at 21.77% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 3.5%, Contracted Services at 15.25%, Municipal Services and Deposits at 0.62%, Materials and Supplies at 0.66% and Capital Outlay at 0.00% of budget. Overall, Expenses were at 4.96% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to approve the January 2018 financials as presented. The motion passed unanimously.

* 1. **Review Draft 2017 Audit**

Ms. Sparapani asked if anyone had any questions at this time regarding the audit before it is formally presented next month. No questions at this time.

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Pearson at 1:30 pm to conduct a roll call vote to move into closed session per WI Statute 1985.1.c to consider employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. In favor: Mr. Hohenfeldt, Mr. Schaewe, Ms. Janz, Ms. Grill and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Ms. Grill and seconded by Mr. Schaewe to reconvene into open session with nothing to report at 2:30 pm.  In favor: Mr. Hohenfeldt, Mr. Schaewe, Ms. Janz, Ms. Grill and Mr. Pearson. Opposed: none. Motion passed

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Ms. Grill to adjourn the meeting of February 20, 2018 at 2:31pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager