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 June 19, 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. Derik Summerfield, City of Wauwatosa

Mrs. Rebecca Grill, City of West Allis

**Excused:** Mr. Don Schaewe, City of Milwaukee

Mr. Eric Pearson, City of Milwaukee

Mr. Mark Luberda, City of Franklin

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC

 Ms. Laura Proeber, Operations Manager, MADACC

 Dr. Libby Gutting, Medical Director, MADACC

 Dr. Syna Johnson, Veterinarian, 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 Ms. Grill and seconded by Mr. Summerfield to approve the minutes of the meeting held on May 15, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – May 2018**

Ms. Sparapani reported Admissions up 6.65 % for the month of June.

Ms. Sparapani reported Adoptions down 2%, Reclaims down 2 %, Transfers equal, Euthanasia down 4% and Owner Request Euthanasia up 4.0% for the month of April. Ms. Sparapani noted 27 rats were Owner Requested Euthanasia in the Other category.

Ms. Sparapani reported Adoptions up 2%, Reclaims down 2%, Transfers down 2% and Euthanasia equal year to date.

Ms. Sparapani reported WHS pulled 172 animals, Shelter From the Storm pulled 18 animals and CARE Rescue pulled 6 animals in May.

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

**b. Operational Update**

Ms. Sparapani reported the busy season at MADACC has started.

Ms. Sparapani reported a high turnover of part-time staff, especially in the kennels.

Ms. Sparapani reported the decrease in adoptions occurs this time of year with families planning vacations.

Ms. Sparapani reported Mr. McDowell is back from sick leave.

Ms. Sparapani reported working with more law enforcement partners including Sergeant Janick from the Milwaukee Police Department (MPD). Ms. Janick will be doing notifications during roll call to educate MPD officers about how to handle stray animals.

Ms. Sparapani reported working the North Shore Health Department to develop a uniform program for dealing with bite cases instead of each municipality processing their own.

Ms. Sparapani reported the UW Fellowship group will be coming through to observe MADACC’s play group program.

Ms. Sparapani reported the Greenfield intern is working out nicely.

**c. Supervisor's Report**

Dr. Gutting reported some turnover occurred in her department but all positions have been filled.

Dr. Gutting reported Dr. Johnson is now on board which has greatly increased surgical capacity.

Ms. Proeber reported one HVAC unit is down and one washer is down at the moment.

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**d. Friends of MADACC Update**

Ms. Sparapani reported FOM will be offering new merchandise for sale.

Ms. Sparapani noted Walk, Run, Wag is right around the corner. It will be held July 14th at Hart Park in Wauwatosa.

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

In Mr. Pearson’s absence, Ms. Sparapani presented the Financial Statements for June.

Ms. Sparapani reported May 2018 numbers are similar to May of 2017 and if this trend continues, MADACC should end the fiscal year under-budget with surplus revenue.

Ms. Sparapani reported the General Fund Revenues at $1,529,978 and Expenses at $1,051,860, with an excess of revenues over expenditures for the year of $613,626. With a beginning General Fund balance of $613,626, the ending General Fund balance in May was $1,091,744.

Ms. Sparapani reported revenues in Intergovernmental at 49.81%, License and Fees at 78.09%, Public Charges for Services at 41.21%, Commercial Interest Income at 165.17% and Other Revenues at 71.18% of budget. Overall, Revenues were at 51.53% of budget.

Ms. Sparapani reported expenses in Personnel Services Costs 34.54%, Contracted Services at 40.94%, Municipal Services and Deposits at 36.62%, Materials and Supplies at 25.96% and Capital Outlay at 74.23% of budget. Overall, Expenses were at 35.43% of budget.

After a brief discussion, a motion was made by Ms. Grill and seconded by Mr. Summerfield to approve the May 2018 financials as presented. The motion passed unanimously.

* 1. **Draft CIP For Review**

Ms. Sparapani presented a draft Capital Improvement Plan (CIP) for 2018 through 2029.

Ms. Sparapani reported the CIP includes a two month reserve in the General Fund and projected future building and equipment projects over the next 10 years.

Mr. Summerfield commented a CIP will be fluid and adjusted as needed but noted the CIP presented included all the basics needed.

Mr. Hohenfeldt noted to leave the subject matter on the agenda for next month for any further discussions.

1. **Adjournment**

There being no further business, a motion was made by Ms. Grill and seconded by Mr. Hohenfeldt to adjourn the meeting of June 19, 2018 at 1:53pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager