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 18, 2018 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

Mr. Don Schaewe, City of Milwaukee

Mr. Derik Summerfield, City of Wauwatosa

Ms. Stephanie Janz, Village of River Hills

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

Mr. Mark Luberda, City of Franklin

Mrs. Rebecca Grill, City of West Allis

**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. Schawe and seconded by Ms. Janz to approve the minutes of the meeting held on August 21, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – August 2018**

Ms. Sparapani reported Admissions were up for cats and down for dogs for the month of August compared to last year.

Ms. Sparapani reported Adoptions down 2%, Reclaims up 2 %, Transfers up 7% and Euthanasia down 4% for the month of August.

Ms. Sparapani reported Adoptions up 2%, Reclaims equal, Transfers up 1% and Euthanasia down 2% year to date.

Ms. Sparapani reported WHS pulled 170 animals, Urban Cat Coalition pulled 30 animals and Shelter From the Storm pulled 20 animals in August.

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

**b. Operational Update**

Ms. Sparapani reported on a partnership with VCA for adopted animals. VCA will provide folders and adoption materials for adopters and MADACC will in turn share contact information for adopters.

Ms. Sparapani reported Field Supervisor, John McDowell, retired on September 7th. Ms. Sparapani will be attending the Humane Officer training next week and will now be the contact for dangerous dog hearings and trainings for the police academy.

**c. Supervisor's Report**

Ms. Shillinglaw reported attending the Bayside picnic.

Ms. Shillinglaw reported on bring a friend to volunteer week.

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported Rockabilly for Rescues will be this Friday from 7 to 10pm at Kochanski’s.

 Ms. Shillinglaw reported on a successful Barktoberfest last Saturday.

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

In Mr. Pearson’s absence, Ms. Sparapani presented the financial statements.

Ms. Sparapani reported Expenditures are on track to be under budget for 2018 and Revenues are on track to exceed budget estimates for 2018.

Ms. Sparapani reported General Fund Revenues at $2,268,325 and Expenses at $1,774,030 with an excess of revenues over expenditures for the year of $494,295. With a beginning General Fund balance of $613,626, the ending General Fund balance in August was $1,107,921.

Ms. Sparapani reported revenues in Intergovernmental at 75.00%, License and Fees at 93.21%, Public Charges for Services at 73.25%, Commercial Interest Income at 290.22% and Other Revenues at 83.11% of budget. Overall, Revenues were at 76.40% of budget.

Ms. Sparapani reported expenses in Personnel Services Costs 60.53%, Contracted Services at 60.1%, Municipal Services and Deposits at 56.95%, Materials and Supplies at 50.72% and Capital Outlay at 76.29% of budget. Overall, Expenses were at 59.76% of budget.

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

* 1. **Review Draft 2019 Budget**

Ms. Sparapani reported on a recent budget meeting to tidy up the 2019 budget.

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 18, 2018 at 1:17pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager