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 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. Eric Pearson, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

Mr. Don Schaewe, City of Milwaukee

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

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

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. Pearson and seconded by Ms. Janz to approve the minutes of the meeting held on November 20, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – November 2018**

Ms. Sparapani reported Admissions were down over 15% for the month of November compared to last year.

Ms. Sparapani reported Adoptions down 3%, Reclaims down 3%, Transfers up 4% and Euthanasia down 4% for the month of November.

Ms. Sparapani reported Adoptions even, Reclaims even, Transfers up 2% and Euthanasia down 3% year to date.

Ms. Sparapani reported WHS pulled 117 animals, CARE Rescue pulled 55 birds MADACC removed from a hoarder house and Shelter from the Storm pulled 27 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 2018. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported MADACC took in 70 cats over a four-day period, an unusually high number given the time of year.

Ms. Sparapani reported the new x-ray machine will be installed before the end of December.

Ms. Sparapani reported on recent “good fit” hires at MADACC.

Ms. Sparapani reported the salary survey is underway.

Ms. Sparapani reported on discussions at the ICC meeting regarding a law enforcement manual to provide guidelines, laws and information on animals & MADACC.

**c. Supervisor's Report**

Ms. Proeber reported on recent building/equipment repairs, including the outdoor pole lights, the autoclave and the security system software upgrade.

Ms. Proeber reported the auditor will be back for the final audit on January 30th.

Ms. Proeber presented an updated list of current vendors MADACC works with.

Ms. Sparapani reported for Ms. Shillinglaw that 75 cats and 35 dogs were adopted over the Thanksgiving weekend and reported the current promotion, 12 Days of Strays, is going well too.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM will be reimbursing MADACC for all the sponsored adoption events.

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

Mr. Pearson reported General Fund Revenues at $2,997,608 and Expenses at $2,441,356 with an excess of revenues over expenditures for the year of $556,252. With a beginning General Fund balance of $613,626, the ending General Fund balance in November was $1,169,878.

Mr. Pearson reported revenues in Intergovernmental at 99.42%, License and Fees at 103.79%, Public Charges for Services at 104.04%, Commercial Interest Income at 429.39% and Other Revenues at 104.70% of budget. Overall, Revenues were at 100.96% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 83.31%, Contracted Services at 78.14%, Municipal Services and Deposits at 85.34%, Materials and Supplies at 78.42% and Capital Outlay at 86.90% of budget. Overall, Expenses were at 82.24% of budget.

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

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to adjourn the meeting of December 18, 2018 at 1:24pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager