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 January 15, 2019 – 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

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

 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. Schaewe and seconded by Ms. Grill to approve the minutes of the meeting held on December 18, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – December 2018**

Ms. Sparapani reported Admissions were down 4% for the month of December compared to last year.

Ms. Sparapani reported Adoptions up 1%, Reclaims down 2%, Transfers down 1% and Euthanasia down 2% for the month of December.

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

Ms. Sparapani reported WHS pulled 77 animals, Oneida County Humane Society pulled 15 animals and Shelter from the Storm pulled 8 animals in December.

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

**b. Operational Update**

Ms. Sparapani reported meeting with the attorney, Mr. Buikema, to work on an updated employee handbook.

Ms. Sparapani reported on a successful shot clinic, with over 200 animals receiving vaccinations.

Ms. Sparapani reported on a new Friends of MADACC fund to assist clients unable to pay animal redemption fees.

Ms. Sparapani reported Dr. Johnson gave notice and will be leaving in February but has offered to do contract work for surgeries. Ms. Sparapani noted it will be difficult to fill the position because of competition with emergency vet clinics and the hiring bonuses they offer.

**c. Supervisor's Report**

 Ms. Shillinglaw reported the volunteers have being busy the last few months with adoption events.

Ms. Shillinglaw reported the House of Harley event went well and MADACC will be going back once a month to showcase adoptable dogs.

Ms. Proeber reported the final audit is on January 30th.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM will be sponsoring free spay/neuters for up to 200 cats in February.

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

Mr. Pearson reported General Fund Revenues at $3,072,665 and Expenses at $2,832,525 with an excess of revenues over expenditures for the year of $240,140. With a beginning General Fund balance of $613,626, the ending General Fund balance in December was $853,766.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 103.13%, Public Charges for Services at 112.42%, Commercial Interest Income at 481.30% and Other Revenues at 116.98% of budget. Overall, Revenues were at 103.49% of budget. Mr. Pearson noted Adoption revenue at $202,000 with a budgeted amount of only $130,000.

Mr. Pearson reported expenses in Personnel Services Costs 93.43%, Contracted Services at 91.98%, Municipal Services and Deposits at 100.74%, Materials and Supplies at 119.16% and Capital Outlay at 86.90% of budget. Overall, Expenses were at 95.41% of budget.

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

1. **Adjournment**

There being no further business, a motion was made by Mr. Luberda and seconded by Ms. Grill to adjourn the meeting of January 15, 2019 at 1:19pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager