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 August 20, 2019 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

**Members Present:** Mr. Michael Neitzke, City of Greenfield

 Mr. Thomas Bell, City of Milwaukee

Mr. Jim Archambo, City of Wauwatosa

Mr. Don Schaewe, City of Milwaukee

**Excused:** Mrs. Rebecca Grill, City of West Allis

Mr. Mark Luberda, City of Franklin

Ms. Stephanie Janz, Village of River Hills

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

 Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

1. **Roll Call**

The meeting was convened at 1:03 pm; roll call was taken by Ms. Sparapani 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. Thomas to approve the minutes of the meeting held on July 16, 2019 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – July 2019**

Ms. Sparapani reported Admissions were about the same, for the month of July compared to last year.

Ms. Sparapani reported Adoptions down 1%, Reclaims up 2%, Transfers equal and Euthanasia up 5% due to cat hoarding and law enforcement seizures for the month of July.

Ms. Sparapani reported WHS pulled 145 animals, Bichon and Little Buddies pulled 8 animals and Shelter from the Storm pulled 9 animals in July.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Neitzke to approve the statistical report for the month of July 2019. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported that the cat condo portals were still open, this was the latest in the year ever and wanted to thank her staff and volunteers for their hard work in making that possible.

Ms. Sparapani reported there will be an Empty the Shelter event on October 12, sponsored by Friends of MADACC and Best Friends who is sending a $5K grant to cover the dog surgeries.

Ms. Sparapani reported on a significant uptick in parvo cases taken in, but not spreading in the shelter, over the past couple of weeks.

Ms. Sparapani reported that the copier/printer may be on its last legs. Mr. Schaewe suggested going through the State program to lease a new one.

**c. Supervisor's Report**

 Ms. Shillinglaw had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported August 17th vaccine clinic was a success.

Ms. Sparapani reported that the next two fundraisers were Bark N Brew was on August 24th and 25th and that Barktoberfest was on September 14th.

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1. **Treasurer’s Report**
	1. **Financial Statements – July 2019**

Mr. Bell reported General Fund Revenues at $2,233,522 and Expenses at $1,479,026 with an excess of revenues over expenditures of $754,496. With a beginning General Fund balance of $832,590, the ending General Fund balance in July was $1,587,086.

Mr. Bell reported revenues in Intergovernmental at 75.00%, License and Fees at 91.4%, Public Charges for Services at 66.00%, Commercial Interest Income at 77.9% and Other Revenues at 75.00% of budget. Overall, Revenues were at 74.5% of budget.

Mr. Bell reported expenses in Personnel Services Costs 48.9%, Contracted Services at 57.5%, Municipal Services and Deposits at 48.7%, Materials and Supplies at 43.8% and Capital Outlay at 18.2% of budget. Overall, Expenses were at 49.3% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Archambo to approve the July 2019 financials as presented. The motion passed unanimously.

1. **ETF Resolution**

Ms. Sparapani presented a resolution for signature required by ETF to acknowledge notice of changes to the employer manual.

Ms. Sparapani discussed the changes made to the employer manual were administrative in nature and not a change to the plan or terms of participation in the plan.

Ms. Sparapani noted that the Board President needed to sign the resolution provided to MADACC by ETF to continue participating in the plan.

A motion was made by Mr. Schaewe and seconded by Mr. Neitzke to approve President Neitzke signing the resolution on behalf of the MADACC Board of Directors. The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Bell to adjourn the meeting of August 20, 2019 at 1:37pm.  The motion passed unanimously.

Respectfully submitted,

Karen Sparapani

Executive Director