

# Milwaukee Area Domestic Animal Control Commissions (MADACC)

3839 W. Burnham St.  
West Milwaukee, WI 53215  
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## OPERATIONS COMMITTEE MINUTES

Meeting of January 21, 2014 – 1:00pm

Meeting held at:

MADACC  
3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee  
Mr. Don Schaewe, City of Milwaukee  
Mr. Eric Pearson, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa

**Excused:** Mr. Paul Ziehler, City of West Allis  
Mr. Chris Swartz, Village of Shorewood  
Mr. Michael Weber, Village of Hales Corners

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC  
Ms. Laura Nigbur, Volunteer/Community Outreach Coordinator, MADACC

### 1. Roll Call

The meeting was convened at 1:00pm roll call was taken by Ms. Proeber and members in attendance; absent and excused were noted.

### 2. Public Comment

Ms. Melanie Reichenberger, a concerned citizen, addressed the board with questions and concerns regarding the court case dogs. Ms. Reichenberger questioned if MADACC's Director or the board is responsible for the animals still being housed at MADACC with limited interactions and what statute is being used for that conclusion. Ms. Reichenberger reported having met with the District Attorney's office, Sherriff's Department and Milwaukee Police Department and all agencies seemed supportive of a program to get dogs out of MADACC and into rescue or foster homes for rehabilitation.

### 3. Approval of Minutes

a. Meeting of December 17, 2013

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the minutes of the meeting held December 17, 2013.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – December 2013**

Ms. Sparapani reported Adoptions and Transfers up and Euthanasia down for the month of December.

Ms. Sparapani reported year-to-date Admissions and Adoptions up, with Euthanasia stable for the year.

After discussion, a motion was made by Mr. Pearson and seconded by Mr. Summerfield to approve the statistical report for the month of December 2013 as submitted. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani introduced Laura Nigbur, MADACC's new Volunteer/Outreach Coordinator.

Ms. Sparapani reported the new licensing program has been rolled out with new brochures.

Ms. Sparapani questioned if an amnesty period could be granted to increase licensing by waiving late fees for licenses purchased during a specific period. The Operations Committee suggested presenting the idea at the full board meeting to get all municipalities on board.

Ms. Sparapani reported a low cost rabies/microchip clinic will be held at MADACC on March 29<sup>th</sup>.

Ms. Sparapani reported working with WHS and UC Davis to prepare for the busy season.

Ms. Sparapani reported the architect will be coming tomorrow with the latest plans to improve animal housing at MADACC.

**c. Supervisor's Report**

Ms. Proeber reported the auditors will be out next week for the final audit.

Ms. Nigbur reported MADACC will be at the Great Lakes Pet Expo on February 1<sup>st</sup>, partnering with Friends of MADACC.

Ms. Nigbur reported on a cat adoption event taking place this Saturday, with a the next dog adoption event occurring on February 9<sup>th</sup>.

**d. FOM Update**

Ms. Sparapani reported no new updates at this time, but reminded everyone of the next Walk, Run, Wag taking place at Hart Park on June 21<sup>st</sup>.

**5. Treasurer's Report**

**a. Financial Statements –December 2013**

Mr. Pearson reported on the Draft December financial statements in Mr. Ziehler's absence.

Mr. Pearson reported General Fund Revenues at \$2,643,496 and Expenses at \$2,562,828 for the month of December, with excess revenues over expenditures at \$80,668 and an ending General Fund balance of \$487,046.

Mr. Pearson reported revenues in Licenses & Fees, Public Charges for Services and Commercial Revenues all below budget, with Other Revenues at 225.03% of budget or an excess of \$55,263. Mr. Pearson noted Miscellaneous Revenue for the month at \$24,191. Ms. Proeber stated it was the monies written off from the Agency Accounts.

Mr. Pearson reported Salaries & Wages \$39,767 below budget. Ms. Proeber noted accrued payroll was included.

Mr. Pearson reported Contracted Services on budget.

Mr. Pearson reported Total Expenditures \$36,716 under budget.

After a brief discussion, a motion was made by Mr. Schaewe, and seconded by Mr. Summerfield to approve the financial statements for December 2013 as submitted. The motion passed unanimously.

**6. Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Pearson at 1:25 pm to conduct a roll call vote to move into closed session per WI Statute 1985.1.c to consider employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. In favor: Mr. Hayward, Mr. Schaewe, Mr. Summerfield and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Summerfield and seconded by Mr. Schaewe to reconvene into open session at 2:18pm with nothing to report.

**7. Adjournment**

There being no further business, a motion was made by Mr. Summerfield and seconded by Mr. Schaewe to adjourn the meeting of January 21, 201 at 2:18pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager