

# Milwaukee Area Domestic Animal Control Commission (MADACC)

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West Milwaukee, WI 53215  
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## OPERATIONS COMMITTEE MINUTES

Meeting of February 17, 2015 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St

West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee  
Mr. Eric Pearson, City of Milwaukee  
Mr. Mark Wyss, City of West Allis  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Michael Weber, Village of Hales Corners  
Mr. Don Schaewe, City of Milwaukee

**Excused:** Mr. Chris Swartz, Village of Shorewood

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

### 2. Public Comment

None

### 3. Approval of Minutes

a. Meeting of January 20, 2015

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Pearson to approve the minutes of the meeting held on January 20, 2015 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – January 2015**

Ms. Sparapani reported Admissions down 7%, Euthanasia down 4%, Transfers down 2%, Reclaims up 3% and Adoptions up 3% for the month of January.

Ms. Sparapani reported Transfers down in total with only HAWS and Rescue Groups taking in more animals than last year. Ms. Sparapani noted there were considerably less animals available for transfer due to lower intake and an increase in adoptions.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to approve the statistical report for the month of January 2015 as submitted. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported MADACC will be now adopting out cats from the Petsmart in Greenfield and noted MADACC receives a donation from Petsmart for every cat adopted.

Ms. Sparapani reported on partnering with Globe University to receive free veterinary services. Five cats and four dogs per week will be fully vetted including vaccinations, microchip and spayed or neutered.

Ms. Sparapani reported on sending out information on low cost vaccination clinics and FOM events to the municipalities to help promote the events on their websites.

**c. Supervisor's Report**

Ms. Shillinglaw reported the outreach and support MADACC received for "Muffin's Bakers Dozen" event was very positive.

Ms. Shillinglaw reported with the volunteers help, 15 cats and 4 dogs were adopted this past weekend.

Ms. Proeber reported on issues with the HVAC system.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported FOM will be at the NARI Home Improvement show this weekend and also at Camp Bark in Wauwatosa.

**5. Treasurer's Report**

**a. Financial Statements – January 2015**

Mr. Pearson reported the General Fund Revenues at \$611,538 and Expenses at \$166,872, with an excess of revenues over expenditures for the year of \$444,666. With a beginning General Fund balance of \$569,187, the ending General Fund balance in January was \$1,103,853.

Mr. Pearson reported revenues in Intergovernmental at 25.00%, License and Fees at 31.58%, Public Charges for Services at 7.50%, Commercial Revenues at 8.92% and Other Revenues at 15.02% of budget. Overall, Revenues were at 22.69% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 4.89%, Contracted Services at 13.61%, Municipal Services and Deposits at 0.31%, Materials and Supplies at 4.25% and Capital Outlay at 4.04% of budget. Overall, Expenses were at 6.20% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the financial statements for January 2015 as submitted. The motion passed unanimously.

**b. Draft Audit**

Mr. Pearson reported on the Communication to Those Charged with Governance and Management report. A material weakness common in small organizations was mentioned which notes MADACC does not have staff to perform all financial reporting functions.

Mr. Pearson reported recommendations regarding adjusting journal entries, information technology controls and payroll controls were included in the report. Mr. Pearson noted the audit reflected MADACC is already implementing processes in 2015 to address the above concerns.

Mr. Pearson reported the 2014 ending General Fund balance was at \$569,187, with \$477,234 unassigned, \$42,987 non-spendable and \$48,966 restricted funds.

Mr. Pearson reported the 2014 ending Debt Service Fund balance at \$200,036 and Capital Projects Fund at \$229,284, for Total Governmental Funds of \$998,507.

Mr. Pearson reported budgeted Revenues at \$2,651,822, with actual Revenues at \$2,716,260 for an excess of \$64,438.

Mr. Pearson reported budgeted Expenses at \$2,640,384, with actual Expenses at \$2,620,121 for a shortage of \$20,263.

Mr. Pearson reported total excess Revenues over Expenditures at \$84,701 with a 2014 budgeted surplus of only \$11,438.

**6. Building Renovation Project**

**a. Status Update**

Ms. Sparapani reported a crew will coming through on Thursday morning to look at the current HVAC system to make sure the drawings reflect the current system.

**b. Construction Manager Information**

Ms. Sparapani reported sending the contract to the attorney and insurance company. Ms. Sparapani reported the attorney has some concerns (copy of email distributed to Operations Committee members).

Mr. Weber questioned if VJS would be assisting with the installation of the dog kennels. Ms. Sparapani will add language to the contract to reflect VJS will aid in the installation of the dog kennels.

Ms. Sparapani noted the insurance company will address any concerns they have after reviewing the contract.

Mr. Weber questioned if the construction schedule will be affected if the contract is not signed until March. Ms. Sparapani noted we are looking at April to begin the project.

**7. Fourth of July Holiday Observance**

Ms. Sparapani reported MADACC is closed on July 4<sup>th</sup> if it lands on a Monday through Friday. If July 4<sup>th</sup> lands on a weekend, MADACC is closed the Friday before or the following Monday. Ms. Sparapani also noted MADACC is closed the Friday before Easter, but not Easter itself. Ms. Sparapani would like to change which day is recognized as the holiday by closing on July 4<sup>th</sup> and Easter Sunday so MADACC employees can spend time with their family on the holiday.

Mr. Schaewe requested Ms. Sparapani bring any changes to the language in the MADACC Employee Handbook to the meeting in March for approval.

**8. Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Pearson at 1:50 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, Mr. Weber, Mr. Wyss and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Summerfield to reconvene into open session at 2:37 with nothing to report.

**9. Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to adjourn the meeting of February 17, 2015 at 2:38pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager