

Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of March 18, 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. Paul Ziehler, City of West Allis
Mr. Don Schaeewe, City of Milwaukee
Mr. Eric Pearson, City of Milwaukee
Mr. Michael Weber, Village of Hales Corners

Excused: Mr. Derik Summerfield, City of Wauwatosa
Mr. Chris Swartz, Village of Shorewood

Staff Present: Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Mr. John McDowell, Field Supervisor, MADACC
Dr. Libby Gutting, Medical Director, MADACC
Ms. Lorraine Sweeney, Shelter Supervisor, MADACC
Ms. Laura Nigbur, Volunteer/Community Outreach Coordinator, MADACC

Guest: Ms. Wendi Unger, Partner, Baker Tilly Virchow Krause, LLP

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 21, 2014 and February 18, 2014

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Weber to approve the minutes of the meeting held January 21, 2014 and February 18, 2014.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – February 2014

Ms. Sparapani reported Admissions for dogs down and Admissions for cats up for the month of February.

Ms. Sparapani reported Adoptions up 3% and Transfers up 4% for the month of February with Euthanasia down 5% for the month.

Ms. Sparapani reported Admissions down for the year, with Adoptions up 2%, Transfers up 10% and Euthanasia down 9% year-to-date.

Ms. Sparapani reported Transfers up for Elmbrook, WHS and Rescue Groups.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the statistical report for the month of February 2014 as submitted. The motion passed unanimously.

b. Operational Update

Ms. Sparapani reported on the Milwaukee Brewer's "Hank" bringing awareness of homeless animals. MADACC is working with WHS on combined messaging regarding homeless animals in the community.

Ms. Sparapani reported WHS will be holding their board meeting at MADACC, with members in attendance touring the MADACC facility after the meeting.

Ms. Sparapani reported 14 animals went to UW-Madison for spay surgeries, with monies donated from Cat's Voice for any necessary blood work.

Ms. Sparapani reported on communications with Petsmart regarding animal adoptions at their retail locations.

Ms. Sparapani reported on working on standard operating procedures with staff regarding MADACC's foster program, adoption program and Placement Partner agreement.

Ms. Sparapani reported on an upcoming planning session with the ASPCA and WHS to work on future programs with WHS to raise awareness of homeless animals and increase owner reclaims and transfers.

Ms. Sparapani reported the final drawings have been prepared by the architect. The next step will be to estimate the cost of renovations.

c. Supervisor's Report

Ms. Sweeney reported an increase in dog admissions last week, but hopes to get 15 to 20 dogs transferred over the weekend.

Ms. Sweeney reported kitten season is upon us, with many young kittens starting to come into the shelter.

Ms. Nigbur reported two dogs were adopted during the March adoption event, with the next cat adoption event to be held this weekend at MADACC.

Ms. Nigbur reported 46 volunteers have joined MADACC in the last 10 weeks with 20 individuals already trained in laundry/dishes and 10 individuals trained to be dog walkers/cat socializers.

Ms. Nigbur reported the week of April 6th is National Volunteer Appreciation Week. MADACC staff will be bringing in treats every day of the week to honor the volunteers and brief messages/quotes will be hung throughout the MADACC shelter to pay tribute to MADACC volunteers.

Dr. Gutting reported on preparing for the upcoming low cost vaccination clinic.

Dr. Gutting reported adding another day to the rabies appointment schedule for the public.

Dr. Gutting reported working on streamlining procedures for the foster and adoption program.

Ms. Proeber reported Member Billings were sent out last week for quarterly operations and future capital debt.

Ms. Proeber reported the final IT server transition will be taking place in the next week.

Ms. Proeber reported the walk-in cooler quotes are coming in and will be presented at the next meeting.

Mr. McDowell reported the road has been quiet.

Mr. McDowell reported on one injured employee out with a concussion who slipped on ice while chasing a dog.

Mr. McDowell reported the new vehicle is not in yet.

d. FOM Update

Ms. Sparapani reported the 1st annual Soiree for Strays was a success.

Ms. Sparapani reported the next FOM event, Walk, Run, Wag, will take place at Hart Park in Wauwatosa on June 21st.

Ms. Sparapani reported working with FOM to potentially subsidize MADACC adoptions.

5. Treasurer's Report

a. Financial Statements –January and February 2014

Mr. Ziehler reported excess Revenues over Expenses at \$379,000, with a beginning General Fund balance of \$473,049, or an ending General Fund balance of \$743,273.

Mr. Ziehler noted a \$36 ending balance in the Debt Service Fund and suggested leaving the balance for future capital debt.

Mr. Ziehler reported 25% of funding for Operating Costs collected, with License and Fees at 40.66%, Public Charges for Services at 14.23%, Commercial Revenues at 6.85% and Other Revenues at 31.68% of budget. Overall revenues are at 24.49% of budget.

Mr. Ziehler reported expenses in Personnel Services Costs at 12.46%, Contracted Services at 25.05%, Municipal Services and Deposits at 9.03 %, Materials and Supplies at 12.03% and Capital Outlay at 0.55%. Mr. Ziehler noted PILOT is paid up front, Natural Gas is running high and Snow Removal has already exceeded budget.

After a brief discussion, a motion was made by Mr. Schaewe, and seconded by Mr. Pearson to approve the financial statements for January and February 2014 as submitted. The motion passed unanimously.

b. 2013 Final Audit

Ms. Wendi Unger reviewed the highlights of the 2013 final audit.

Ms. Unger reported no new control deficiency comments or recommendations and all prior deficiencies have been addressed.

Ms. Unger reported pages 3 through 8 in the Financial Statements include Management's Discussion and Analysis.

Ms. Unger reported page 11 includes the Balance Sheet of MADACC's three funds. Ms. Unger reported an ending General Fund balance of \$473,048, an ending Debt Service Fund balance of \$36 and an ending Capital Projects Fund balance of \$223,963.

Ms. Unger reported page 33 reports the budget to actual numbers for the General Fund, with a budgeted excess revenues over expenditures of \$2,250 and an actual excess revenues over expenditures of \$66,004.

Ms. Unger reported budgeted Revenues at \$2,601,795, with actual Revenues coming in at \$2,648,280, or an excess of \$46,485.

Ms. Unger reported budgeted Expenses at \$2,599,545, with actual Expenses coming in at \$2,582,276, for a difference of \$17,269.

Ms. Unger reported \$66,004 was added to the General Fund balance in 2013.

Ms. Unger reported the General Fund balance of \$473,048 is not all available for spending, with \$36,697 of the balance for pre-paid expenses in 2014 and \$37,247 of the balance for restricted donation funds, leaving \$399,404 of working capital.

Ms. Unger noted all debt was paid off in 2013.

Mr. Ziehler questioned if only \$399,404 available in the General Fund could the audit sub-total it differently to clarify working capital. Ms. Unger noted it is tied to the balance sheet on page 11, but moving forward can clarify differently in the audit.

Mr. Ziehler addressed the board to again point out all previous recommendations have been taken care of and no new control deficiencies have been defined. Mr. Ziehler complimented the MADACC staff for getting the Purchase Order Policy in place, clearing out the Agency Fund accounts and dealing with old outstanding checks.

Mr. Ziehler noted revenues in Adoption fees \$15,175 over budget, Donations \$20,758 over budget and Miscellaneous revenues \$32,892 over budget.

Mr. Ziehler noted expenses in Unemployment \$3,657 under budget, Overtime \$3,821 under budget, Business Insurance \$9,358 under budget, Vehicle Maintenance \$7,352 over budget, Spay/Neuter Supplies \$16,750 over budget and Office Supplies \$8,686 under budget.

Mr. Ziehler noted the monthly financial statements beginning General Fund balance is different than represented in the 2013 Final Audit. Ms. Proeber stated she would talk to the accountant to clear up any differences.

After a brief discussion, a motion was made by Mr. Ziehler, and seconded by Mr. Pearson to approve the 2013 Final Audit as submitted. The motion passed unanimously.

6. Closed Session

A motion was made by Mr. Schaewe and seconded by Mr. Ziehler 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 and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Ziehler to reconvene into open session at 2:40pm.

7. Adjournment

There being no further business, a motion was made by Mr. Ziehler and seconded by Mr. Weber to adjourn the meeting of March 18, 2014 at 2:51pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager