

Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of August 18, 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. Don Schaewe, City of Milwaukee
Mr. Mark Wyss, City of West Allis
Mr. Chris Swartz, Village of Shorewood
- Excused:** Mr. Michael Weber, Village of Hales Corners
Mr. Derik Summerfield, City of Wauwatosa
Mr. Eric Pearson, City of Milwaukee
- Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC
- Guest:** Mr. Joe Widmann, Project Manager, VJS Construction

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 July 21, 2015

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Wyss to approve the minutes of the meeting held on July 21, 2015 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – July 2015

Ms. Sparapani noted statistically, this was the best July on record for MADACC.

Ms. Sparapani reported Admissions down for both cats and dogs, Euthanasia down 16% and Adoptions up 10% for the month of July.

Ms. Sparapani reported Transfers down overall but with a decrease in Admissions that is to be expected.

Mr. Schaewe congratulated Ms. Sparapani on the continued positive numbers at MADACC. Ms. Sparapani noted the staff works tirelessly to get animals out of MADACC.

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

b. Operational Update

Ms. Sparapani reported Mr. McDowell will be out on medical leave for roughly six weeks.

Ms. Sparapani reported the new van was delivered.

Ms. Sparapani reported the August 1st vaccine clinic was a success. Over 350 animals have received vaccinations between the three vaccine clinics that have been held by MADACC.

Ms. Sparapani reported MADACC is seeing an uptake in parvo dogs being admitted to MADACC and noted it seemed to have arrived later in the season this year.

Ms. Sparapani reported Petfest will be held on August 29th at the Summerfest grounds. MADACC will have a booth offering microchips.

Ms. Sparapani reported the HSUS held two free compassion fatigue classes at MADACC for staff.

c. Supervisor's Report

Ms. Proeber reported on general maintenance on the crematories.

Ms. Shillinglaw reported on continued help from volunteers with cat adoptions.

Ms. Shillinglaw reported MADACC is still holding outdoor adoption events for dogs on the weekends.

d. Friends of MADACC Update

Ms. Shillinglaw reported on a new fundraiser FOM is putting together for a cruise on the Milwaukee Boat Line.

5. Treasurer's Report

a. Financial Statements – July 2015

See attached report written by Mr. Pearson and presented by Ms. Sparapani.

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

6. Building Renovation Project

a. Building Project Update

Mr. Widdmann questioned if it was necessary to hold public openings for the bidding process. Mr. Swartz noted he had never seen private bid openings for a governmental agency. Mr. Widdmann mentioned public schools do not require public openings. Mr. Swartz noted schools follow different guidelines than municipalities. It was determined public openings are required for the bidding process.

Mr. Schaewe noted low bid is not necessarily chosen. Mr. Widdmann stated a company's bid is considered non-responsive if it doesn't follow bid requirements – inclusion of scope of work.

7. Closed Session

A motion was made by Mr. Schaewe and seconded by Mr. Wyss at 1:33 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. Wyss and Mr. Swartz. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Wyss to reconvene into open session at 1:44pm.

The Operations Committee, empowered by the Board of Directors to act in this capacity has decided to uphold the decision of the Independent Hearing Officer, MaryNell Regan, Esq., on the termination of Robin Miljus.

8. Adjournment

There being no further business, a motion was made by Mr. Wyss and seconded by Mr. Swartz to adjourn the meeting of August 18, 2015 at 1:45pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager

MADACC July 2015 Financial Statements

Month 7: 58% through year

At this point, experience in both expenditures and revenues overall is similar to that in 2014. Revenues should exceed budget and expenditures will also exceed budget. The former primarily because of "Other Revenue" and the latter primarily because of Health Insurance Debt proceeds for building project are in Capital Projects fund

Revenues & Expenditures – page 4

General Fund

Revenue: \$2,017,095

Expenditure: \$1,482,678

Excess revenue: \$534,417

Beginning Fund balance: \$569,187

End Fund Balance: \$1,103,604

Capital Projects

\$3.2 million in proceeds from debt

General Fund Revenues – page 5

Intergovernmental: \$1,578,90 (at 75% of budget)

Licenses & Fees: \$128,233 (86% of budget) [**\$124,501, 85% in 2014**]

2015 experience year-to-date is similar to that of 2014

Public Charges for Services: \$208,207 (56% of budget) (\$214,893 & 58% of budget in 2014)

Impound Fees: 54.8%

Board Fees: 48.3%

(24% of budgeted revenue based on impound & board fees – intake is down, which partially explains the revenue coming in less than budgeted)

Adoption Fee: 91% (at 57% in July 2014)

(at this rate, adoption fee will significantly exceed budget amount – good indication that adoption efforts successful)

Rabies Vaccination Fee: 61%

Microchip: 53.3%

Spay/Neuter: 47.7%

(right now, account might be \$17,000 short of budget)

Interest Income: \$363 (73% of budget)

Other Revenues: \$101,383 or 147% of budget (\$50,761 & 94% of budget in 2014)

Donations-unassigned: \$34,446 (106% of budget)

Spay/Neuter & shelter improvements donations: \$7,665; (in addition to above)

Vaccines: 76%

Medical Fees: 61%

Best Friends Grant: \$30,750 total

Total Revenues:

\$2,017,096 or 75% of budget

(73.5% of budget in 2014)

Revenues on target to exceed budget

General Fund Expenditures – page 7

Personnel Service Costs: (14.5 payrolls) \$1,051,423 (56% of budget)
(53.3% of budget in 2014 – both Health & Dental insurance trending higher)

- Salaries: 53.3%
- Overtime: 51.1%
- Health Insurance: 70.1%
- Life Insurance: 82.3%

(Health Insurance will be significantly overbudget)

Contracted Services: \$274,926 (58.5% of budget) [59.3% of budget in 2014]

- Water/Sewer, PILOT, Snow Removal, Insurance, Legal Services, Audit Services and Credit Card fees trending higher than budget
- Equipment and Building Maintenance appear to be on budget
- Other accounts in line or not a concern

Municipal Services & Deposits: \$47,508 (52% of budget)

Materials & Supplies: \$107,008 (48% of budget) (at 48% in 2014)

- Microchips: \$16,672 (111%) - still purchasing microchips or done?
- Animal Supplies, Medical Supplies & Vaccines are trending under budget

At this point – Materials & Supplies & Contracted Services should both be underbudget, which will reduce overexpenditure in Personnel Services

Capital Outlay: \$1,099 (Office Equipment) (4%)

Total Expenditures: \$1,482,679 (55% of budget)