

Milwaukee Area Domestic Animal Control Commission

(MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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OPERATIONS COMMITTEE MINUTES

Meeting of December 15, 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. Michael Weber, Village of Hales Corners
Ms. Kelly Heilert, City of Wauwatosa
Mr. Eric Pearson, City of Milwaukee

Excused: Mr. Chris Swartz, Village of Shorewood
Mr. Mark Wyss, City of West Allis

Staff Present: Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Mr. John McDowell, Field Supervisor, MADACC
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC
Dr. Libby Gutting, Medical Director, MADACC
Ms. Cindy Fredericksen, Office Supervisor, MADACC

1. Roll Call

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

2. Public Comment

None.

3. Approval of Minutes

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Weber to approve the minutes of the meeting held on November 17, 2015. The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – November 2015

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

Ms. Sparapani reported Adoptions up 5% and Euthanasia down 9% for the month of November.

Ms. Sparapani reported a decrease in Admissions of 9%, a decrease in Euthanasia of 13% and an Adoption increase of 9% for the year.

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

b. Operational Update

Ms. Sparapani addressed a question from last month's meeting regarding the ASPCA Grant expenditures being higher than revenues. Ms. Sparapani noted the grant was received in 2014 but a portion wasn't paid out until 2015 for the court case dogs.

Ms. Sparapani reported a \$10,000 donation was received from Stan Kass for an upcoming adoption event in which adoption fees will be waived.

Ms. Sparapani reported the status of the building financing is still unknown but hopes to hear more in 2016.

c. Supervisor's Report

Ms. Fredericksen reported license renewal postcards have gone out so there has been heavy traffic at the front counter. Mr. Hayward questioned if more licenses are being sold. Ms. Fredericksen noted licenses have seemed to go up due to the increase in adoptions.

Ms. Shillinglaw reported volunteers are working hard to keep up with adoptions.

Dr. Gutting reported animal populations, specifically cats, have reduced in the shelter.

Ms. Proeber reported the first member billing for 2016 will go out today.

Ms. Proeber reported the preliminary audit starts tomorrow.

Mr. McDowell reported his two new hires will be fully trained in a week or two.

Mr. McDowell reported the vans are no longer available in blue. The new 2016 van will be green.

d. Friends of MADACC Update

Ms. Shillinglaw reported the 7th annual Rockabilly for Rescues raised almost \$4,000.

Ms. Shillinglaw reported Walk, Run & Wag will be held on July 9th, 2016 and Soiree for Strays will be held on March 19th, 2016.

5. Treasurer's Report

a. Financial Statements – November 2015

Mr. Pearson reported a General Fund balance of \$1,001,183, a Debt Service Fund balance of \$294,772 and a Capital Projects Fund balance of \$3,117,708.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 100.95%, Public Charges for Services at 91.46% and Other Revenues at 307.20% of budget. Overall, Revenues were at 104.18% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 90.46%, Contracted Services at 81.98%, Municipal Services and Deposits at 87.82%, Materials and Supplies at 82.51% and Capital Outlay at 89.96% of budget. Overall, Expenses were at 88.22% of budget.

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

b. Potential Bequest Designation

Ms. Sparapani reported on an \$80,000 bequest left to MADACC. Ms. Sparapani would like to see the monies designated to the contingency fund for the building renovation.

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Schaewe to approve the transferring of funds for the above mentioned bequest from the General Fund to the Capital Projects fund. The motion passed unanimously.

6. Building Renovation Project

a. Building Project Update

Ms. Sparapani reported the building renovation is going well. The front office renovation will begin February 1st and should be completed in time for MADACC's annual shot clinic.

Ms. Sparapani reported on a meeting with VJS next month that should firm up numbers for the overall cost of the renovation.

7. ACO Vacation Carry-over

Ms. Sparapani reported the matter has been taken care of. No need to discuss.

8. Adjournment

There being no further business, a motion was made by Mr. Weber and seconded by Mr. Pearson to adjourn the meeting of December 15, 2015 at 1:32pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager