

Milwaukee Area Domestic Animal Control Commission (MADACC)

3839 W Burnham St
West Milwaukee, WI 53215
Phone (414) 649-8640 Fax (414) 763-6234

OPERATIONS COMMITTEE MINUTES

Meeting of March 15, 2016 – 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
Ms. Kelly Heilert, City of Wauwatosa
Mr. Mark Wyss, City of West Allis
Mr. Chris Swartz, Village of Shorewood
- Excused:** Mr. Michael Weber, Village of Hales Corners
- Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC
Ms. Cindy Fredericksen, Office Supervisor, MADACC
Mr. John McDowell, Field Supervisor, MADACC
Dr. Libby Gutting, Medical Director, 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

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Ms. Wyss to approve the minutes of the meeting held on February 16, 2016 with a correction to the roll call to include Mr. Wyss as present. The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – February 2016

Ms. Sparapani reported statistical data is skewed due to 235 chickens that were admitted in 2015.

Ms. Sparapani reported Admissions down almost 25% for the month of February.

Ms. Sparapani reported Adoptions up 6% and Euthanasia up 1% for the month of February.

Ms. Sparapani reported Return to Owner up 6% for the month of February.

After discussion, a motion was made by Mr. Summerfield and seconded by Mr. Swartz to approve the statistical report for the month of February 2016 as submitted. The motion passed unanimously.

b. Operational Update

Ms. Sparapani reported the court case animal/stray hold bill passed both the Assembly and Senate, was signed by the Governor on March 2nd and will go into effect on March 3rd. WHS is working on a webinar for other organizations to view for a better understanding of the bill and the opportunities it brings.

Ms. Sparapani reported this receiving \$20,000 from Friends of MADACC for a contract employee for the kitten program starting in April.

c. Supervisor's Report

Ms. Fredericksen reported the staff is preparing for the upcoming shot clinic on March 26th.

Dr. Gutting reported on a higher than normal number of requested necropsies. .

Dr. Gutting reported intakes have increased the last couple of weeks.

Ms. Shillinglaw had nothing to report.

Ms. Proeber reported the Member Billings will be going out this week.

Mr. McDowell reported the two new part time officers are working out well.

Mr. McDowell reported the new van arrived last week.

d. Friends of MADACC Update

Ms. Shillinglaw reported FOM cancelled the Soiree for Strays due to low attendance.

Ms. Shillinglaw reported FOM is focusing on getting sponsors for Walk, Run, Wag on July 9th.

5. Treasurer's Report

a. Financial Statements – February 2016

Mr. Pearson reported the General Fund Revenues at \$675,067 and Expenses at \$357,075, with an excess of revenues over expenditures for the year of \$317,992. With a beginning General Fund balance of \$652,671, the ending General Fund balance in February was \$970,663.

Mr. Pearson reported and ending fund balance in Debt Service of \$36 and in Capital Projects of \$2,276,976.

Mr. Pearson reported revenues in Intergovernmental at 25.00%, License and Fees at 48.15%, Public Charges for Services at 13.13% and Other Revenues at 26.61% of budget. Overall, Revenues were at 24.68% of budget. Mr. Pearson noted Donations at 19.78% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 11.97%, Contracted Services at 23.32%, Municipal Services and Deposits at 6.84%, Materials and Supplies at 5.57% and Capital Outlay at 1.08% of budget. Mr. Pearson noted PILOT, included in Contracted Services, is front loaded. Overall, Expenses were at 13.05% of budget.

After a brief discussion, a motion was made by Mr. Wyss and seconded by Mr. Schaewe to approve the financial statements for February 2016 as submitted. The motion passed unanimously.

b. Draft 2015 Audit

Ms. Unger reviewed MADACC's Executive Summary of 2015 Audit of Financial Statements.

Ms. Unger reported the communications document is to communicate any weaknesses or recommendations for the MADACC board. Ms. Unger noted MADACC's material weakness of having the auditors prepare the financial statements and make audit adjustments is common in a small organization.

Ms. Unger reported on comments and recommendations for the current year which include maintaining supporting documentation for all journal entries, reviewing IT access rights yearly, monitoring and testing IT backups and a recommendation for a process to record and approve retainages.

Ms. Unger reviewed the Financial Statement highlights and noted a high level narrative can be found on pages 4 through 9 in the audit.

Ms. Unger reported a General Fund balance of \$652,671, a Capital Projects Fund balance of \$2,718,224 and a Debt Service Fund balance of \$36.

Ms. Unger reported General Fund Revenues \$100,719 to the good and Expenses \$19,405 above budget, for a total variance from the final budget of \$81,314.

Ms. Unger reported the end of year General Fund balance of \$652,671 does include \$35,641 of non-spendable prepaid expenses, \$60,997 of restricted donations and \$556,033 of unassigned funds.

Ms. Unger reported overall, MADACC is in a very good financial position.

After a brief discussion, a motion was made by Mr. Wyss and seconded by Mr. Schaewe to approve the submitted 2015 Audit and present the report to the Board of Directors in April. The motion passed unanimously.

6. Building Renovation Project

a. Building Project Update

Ms. Sparapani the cats are being moved to the new wards this week and the new office furniture will be delivered soon.

Ms. Sparapani reported on change orders.

- Ms. Sparapani reported the cost for additional ceiling tiles was \$4,595.
- Ms. Sparapani reported the cost for ceiling work, cat condo roofs, fire hook up and conference room paint was \$31,822.
- Ms. Sparapani reported the cost for weather stripping, foam insulation and door lights was \$4,300.
- Ms. Sparapani reported the cost for switching existing lights to LED was \$1,583.
- Ms. Sparapani reported on a credit for hose reels of \$940.
- Ms. Sparapani reported the cost for enlarging duct work was \$2,203.
- Ms. Sparapani reported on a credit for masonry work and flooring of \$4,490.
- Ms. Sparapani reported the cost to repair concrete block in cat rooms was \$557.
- Ms. Sparapani reported on a credit for ceiling tile of \$825.
- Ms. Sparapani reported the cost of additional HVAC work of \$1,012.
- Ms. Sparapani reported the cost for the stainless steel trim for the cat condos was \$1,018.
- Ms. Sparapani reported the cost for additional stainless steel trim for the cat condos was \$552.

After a brief discussion, a motion was made by Mr. Wyss and seconded by Mr. Pearson to approve the change orders as presented. The motion passed unanimously.

b. Financial Update

Ms. Sparapani reported on an upcoming meeting on April 7th with the Milwaukee County Board. Ms. Sparapani noted if funding is not received through the county, Fox Point may help MADACC.

7. Member Agreement Exhibit C Update

Ms. Sparapani reported the wording for stray holds in the Member Agreement needs to be addressed following the new bill that passed.

Ms. Sparapani presented an updated Member Agreement to reflect necessary changes that include:

- Update wording in 1 (c) to add minimum hold requirements.
- Removal of wording in 3 (a) regarding inspections for rescue partners as inspections are provided by the state due to Act 90.
- Removal of wording in 3 (b) regarding a holding time of 7 days, as holding times vary will new law

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Swartz to present the updated Member Agreement to the Board of Directors. The motion passed unanimously.

8. Closed Session

A motion was made by Mr. Schaewe and seconded by Mr. Wyss at 1:45 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. Wyss, Mr. Swartz and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Wyss to reconvene into open session at 2:33 pm. In favor: Mr. Hayward, Mr. Schaewe, Mr. Summerfield, Mr. Schwartz, Mr. Wyss and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Summerfield to set the Executive Director's salary at \$87,000 a year as of service date, with a \$2,000 performance bonus. The motion passed unanimously.

9. Adjournment

There being no further business, a motion was made by Mr. Swartz and seconded by Mr. Wyss to adjourn the meeting of March 15, 2016 at 2:35pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager