

Milwaukee Area Domestic Animal Control Commission (MADACC)

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West Milwaukee, WI 53215
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OPERATIONS COMMITTEE MINUTES

Meeting of March 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

Absent: 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
Mr. John McDowell, Field Supervisor, 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 February 17, 2015

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Summerfield to approve the minutes of the meeting held on February 17, 2015 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – February 2015

Ms. Sparapani reported Admissions down for cats by 100, whereas Admissions for other animals were up 220 due to a large flock of baby chicks impounded at MADACC that were mailed to the Post Office.

Ms. Sparapani reported Euthanasia down 10%, Transfers up 13%, and Adoptions up 3% for the month of February. The same trends were displayed for year-to-date numbers.

Ms. Sparapani reported Transfers to Rescue groups were up from 100 to 313, again due to the chicks that were impounded and later transferred out.

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

b. Operational Update

Ms. Sparapani noted all operational updates and topics for discussion will be addressed later in the agenda.

c. Supervisor's Report

Ms. Shillinglaw reported MADACC was featured on 88.1 Family Radio Network. Pet licensing and the importance of spay/neuter were discussed.

Ms. Proeber had nothing to report.

Mr. McDowell reported the new radios are installed and working.

Mr. McDowell reported the new van has been purchased, but not delivered at this time.

d. Friends of MADACC Update

Ms. Shillinglaw reported the Soiree for Strays event is this Friday at the Hot Water Warehouse.

Ms. Shillinglaw reported this year's Walk, Run, Wag event will be held on May 30th.

5. Treasurer's Report

a. Financial Statements – February 2015

Mr. Pearson reported the General Fund Revenues at \$671,048 and Expenses at \$374,043, with an excess of revenues over expenditures for the year of \$297,005. With a beginning General Fund balance of \$569,187, the ending General Fund balance in January was \$866,192.

Mr. Pearson reported revenues in Intergovernmental at 25.00%, License and Fees at 43.47%, Public Charges for Services at 15.45% and Other Revenues at 32.71% of budget. Overall, Revenues were at 24.89% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 12.90%, Contracted Services at 21.58%, Municipal Services and Deposits at 8.09%, Materials and Supplies at 9.61% and Capital Outlay at 4.04% of budget. Overall, Expenses were at 13.89% of budget.

Mr. Schaewe questioned if License Revenue should be higher for this time of the year. Ms. Proeber believed revenues were on track but made note to look at numbers for 2014.

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

b. Audit Presentation

Ms. Unger reviewed MADACC's Executive Summary of 2014 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 new comments for the current year which include details regarding adjusting journal entries, information technology and payroll controls. Ms. Unger noted MADACC has already implemented processes to address the before mentioned issues.

Ms. Unger reviewed the Financial Statement highlights and noted a high level narrative can be found on pages 3 through 8 in the audit.

Ms. Unger reported a General Fund balance of \$569,187, a Capital Projects Fund balance of \$229,284 and a Debt Service Fund balance of \$200,036.

Ms. Unger reported General Fund Revenues \$64,438 to the good with a significant increase of Donations and Expenses \$20,263 below budget, for a total variance from the final budget of \$84,701.

Ms. Unger reported the end of year General Fund balance of \$569,187 does include \$42,987 of non-spendable prepaid expenses, \$48,966 of restricted donations for 2015 and \$477,234 of unassigned funds or 18% of the General Fund budget, a good place to be.

6. Building Renovation Project

a. Status Update

Ms. Sparapani presented an updated estimate of the MADACC Building Improvement Project. The Construction Budget was raised from \$2,296,503 to \$2,445,373 to include the cost of the conference room addition and the 7% Construction Manager fee. A Performance Bond line item was added as required by law for an additional \$17,605. The costs for Dog Kennels were raised from \$352,078 to \$281,750 to include the cost of freight and installation. The cost for the Cat Condos and Full Design Services were both lowered. The new total budget amounted to \$3,304,504.30 up from \$3,287,493.70.

b. Construction Manager Information

Ms. Sparapani reported an insurance policy is needed to cover Builder's Risk Insurance.

Ms. Sparapani mentioned a \$25,000 extended warranty for the building renovation is available. Mr. Weber suggested discussing options and increasing the budget of the project to take the warranty into account.

The board decided to discuss any additional budget items necessary next month once final contract approved by attorney.

7. Fourth of July Holiday Observance

Ms. Sparapani provided documentation on the current policies for holiday observances. At this time the Fourth of July holiday is observed on the Friday prior or the Monday after if the fourth lands on a weekend. Ms. Sparapani would like to change the policy to observe the Fourth of July to the actual day of.

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Summerfield to approve the observance of the Fourth of July holiday to the actual day of July 4th as submitted. The motion passed unanimously.

8. Closed Session

A motion was made by Mr. Summerfield and seconded by Mr. Weber at 1:40 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 2:51. The motion passed unanimously.

A motion was made by Mr. Weber and seconded by Mr. Wyss to set the Executive Director's salary at \$85,000 a year as of service date, with a \$1,000 performance bonus. The motion passed unanimously.

9. Adjournment

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of March 17, 2015 at 2:53pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager