

Milwaukee Area Domestic Animal Control Commission (MADACC)

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OPERATIONS COMMITTEE MINUTES

Meeting of April 15, 2014 – 12:00pm

Meeting held at:

West Allis City Hall, Room 128
7525 W. Greenfield Ave.
West Allis, WI 53214

Members Present: Mr. Ronald Hayward, Village of West Milwaukee
Mr. Paul Ziehler, City of West Allis
Mr. Eric Pearson, City of Milwaukee
Mr. Michael Weber, Village of Hales Corners
Mr. Derik Summerfield, City of Wauwatosa
Mr. Chris Swartz, Village of Shorewood

Excused: Mr. Don Schaewe, City of Milwaukee

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

1. Roll Call

The meeting was convened at 12:00pm roll call was taken by Ms. Proeber and members in attendance; absent and excused were noted.

2. Public Comment

Phil Beitz, a BRATS volunteer, facilitates transports from busy shelters to other community organizations. Mr. Beitz congratulated MADACC on the positive changes that are being made.

MaryAnn Riggs, a BRATS volunteer, thanked Karen Sparapani and the MADACC staff for the improvements being made. Ms. Riggs noted the expanded in-house and offsite cat adoptions as a very positive step for MADACC. Ms. Riggs stated that because of Ms. Sparapani's progressiveness, lives are being saved and not being euthanized.

3. Approval of Minutes

a. Meeting of March 18, 2014

After a brief discussion, a motion was made by Mr. Ziehler and seconded by Mr. Weber to approve the minutes of the meeting held March 18, 2014 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – March 2014

Ms. Sparapani reported Admissions, Transfers and Adoptions were up and Euthanasia was down for the month of March.

Ms. Sparapani reported Euthanasia down 7% for the year and Transfers up 7% for the year with WHS up almost 100 animals and Rescue Groups up 50 animals.

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

b. Operational Update

Ms. Sparapani reported on a collaborative project with the ASPCA to help increase animal transfers to WHS. MADACC and WHS are successfully working together to reduce the number of animals held at MADACC.

Ms. Sparapani reported working on a kitten "flow chart" between MADACC and WHS, where kittens surrendered to MADACC are sent directly to WHS without being admitted to MADACC and depleting MADACC resources.

Ms. Sparapani reported 53 animals to date have been sent to adoption partners through the spay/neuter program at UW Madison.

Ms. Sparapani reported participating in a hoarder task force along with Mr. McDowell.

Ms. Sparapani reported working with the Milwaukee Police Department to do a PSA on dogs in hot cars; when to pull dogs left in cars versus educating the owners.

Ms. Sparapani distributed a handout relating to the current feasibility study being done on the MADACC facility. It included the cost to add additional space for adoptions and other events. The cost would run about \$300 a square foot.

c. Supervisor's Report

Ms. Sweeney reported an increase in cat/kitten admissions, but her staff is keeping up and doing a great job.

Ms. Nigbur reported adding new volunteer roles to assist with cat adoptions.

Ms. Nigbur reported working with Petsmart to showcase MADACC adoptable cats on the weekends.

Ms. Nigbur reported on beefing up the dog foster program and adding a volunteer case manager role to assist and provide resources to current foster parents.

Ms. Proeber had nothing to report.

Mr. McDowell reported the new van has still not been delivered.

Mr. McDowell reported on one employee still out after a fall on ice while chasing a dog.

Mr. McDowell reported on upcoming safety classes for the Milwaukee Health Department.

d. FOM Update

Ms. Sparapani reported Yappy Hour will be on May 3rd at Central Bark – Menomonee Valley.

Ms. Sparapani reported the screening for “Guilty ‘Til Proven Innocent” will be held on May 8th at the Oriental Theater, with a focus of educating the community about Pit Bulls.

5. Treasurer's Report

a. Financial Statements –March 2014

Mr. Ziehler reported excess Revenues over Expenses at \$654,713, with a beginning General Fund balance of \$473,049, or an ending General Fund balance of \$1,127,761.

Mr. Ziehler reported revenues in License and Fees at 48% of budget, Public Charges for services at 24% of budget and Other Revenue at 46% of budget, with total revenues at 45%.

Mr. Ziehler reported expenses in Personnel Services Costs at 20% of budget, Contracted Services at 27% of budget, Municipal Services and Deposits at 18% of budget, Materials and Supplies at 17% of budget and Capital Outlay at 20% of budget, with total expenses at 20%.

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

6. Walk-in Cooler

Ms. Proeber presented three estimates for the purchase and installation of a new walk-in cooler. The estimates ranged from \$16,373 to \$24,113. Ms. Proeber discussed an option for a used cooler box with all new mechanicals as an option presented to each vendor for bid. Only one company came back with a used option. Dillett Mechanical issued an estimate of \$13,373 for a used cooler box with new mechanicals. Ms. Proeber felt comfortable going with the used cooler box as long as the warranty is the same as a new one.

After a brief discussion, a motion was made by Mr. Swartz and seconded by Mr. Summerfield to approve the purchase of a used walk-in cooler for \$13,019, with permission to go up to \$16,373 for a new walk-in cooler if MADACC staff finds a used cooler box is not in the best interest for MADACC. The motion passed unanimously.

7. Adjournment

There being no further business, a motion was made by Mr. Ziehler and seconded by Mr. Weber to adjourn the meeting of April 15, 2014 at 12:40pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager