

Milwaukee Area Domestic Animal Control Commission (MADACC)

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West Milwaukee, WI 53215
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OPERATIONS COMMITTEE MINUTES

Meeting of August 19, 2014 – 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
Mr. Derik Summerfield, City of Wauwatosa
Mr. Michael Weber, Village of Hales Corners
Mr. Mark Wyss, City of West Allis

Absent: Mr. Chris Swartz, Village of Shorewood

Staff Present: Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, MADACC
Dr. Libby Gutting, Medical Director, MADACC

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 15, 2014

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the minutes of the meeting held on July 15, 2014 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – July 2014

Ms. Sparapani reported Admissions down for the month and year, especially dogs, as they are easier to return in the field.

Ms. Sparapani reported cat Adoptions up for the month of July, even with dozens of kittens being transferred to WHS.

Ms. Sparapani reported Euthanasia down 8% for the month and 9% for the year.

Ms. Sparapani reported Transfers up for the month and year with WHS doubling the number of animals taken in for the month of July.

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

b. Operational Update

Ms. Sparapani reported filling in during management staff shortages due to vacations.

Ms. Sparapani reported working on an ASPCA grant, "Clear the Shelter Out" program.

Ms. Sparapani reported an increase in parvo cases later in the summer season.

Ms. Sparapani reported on a vaccination clinic this Saturday.

c. Supervisor's Report

Dr. Gutting reported an increase in animal intakes, along with parvo cases and other disease issues.

Ms. Proeber reported on a fan that failed in the crematory room creating extreme temperatures near the equipment. Ms. Proeber reported working with Dillett to create an alarm system in case of future failures to prevent heat/fire damage to the building.

d. Friends of MADACC Update

Ms. Sparapani reported the Pit Bull Proud adoption program has been a success, with one Pit Bull being adopted a day. With this success, the program will continue through October.

Ms. Sparapani reported the new cat condo FOM paid for will be coming Friday.

Ms. Sparapani reported the Walk, Run, Wag event raised over \$20,000.

5. Treasurer's Report

a. Financial Statements –July 2014

Mr. Pearson reported the General Fund Revenues at \$1,949,848 and Expenses at \$1,432,697, with an excess of revenues over expenditures for the year of \$517,151. With a beginning General Fund balance of \$473,048 ending General Fund balance in July was \$990,199.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 84.64%, Public Charges for Services at 58.00%, Commercial Revenues at 27.48% and Other Revenues at 94.0% of budget. Mr. Pearson noted Donations at 70%, Vaccines at 120% and Misc. Revenue at 187%. Overall, Revenues are at 73.53% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 53.34%, Contracted Services at 59.34%, Municipal Services and Deposits at 57.98%, Materials and Supplies at 48.21% and Capital Outlay at 64.40% of budget. Mr. Pearson noted Overtime at 63%, Health Insurance at 60% and Equipment Maintenance at 102%. Overall, Expenses are at 54.26% of budget.

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

6. 2015 MADACC Budget

a. Draft for Approval

Mr. Sparapani reported on the 2015 MADACC Budget Highlights.

- Small surplus of \$2,171 budgeted for the General Fund
- Budget reflects a 1.2% increase in billings to members
- A 1% merit increase for staff has been budgeted
- Contracted Services increased as building ages and more repairs are necessary
- Materials and Supplies increased to continue and increase medical services offered to the public
- One van will be purchased in 2015
- \$200,000 will be billed to members for the Future Capital Building Fund
- Mission statement and organizational goals remains unchanged
- Organizational chart the same

Mr. Hayward noted the excellent job in presenting a complete and positive budget ahead of schedule.

Mr. Schaewe echoed Mr. Hayward's comments and thanked Ms. Sparapani and the Budget Subcommittee for their hard work.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to submit the presented budget to the full board for approval. The motion passed unanimously.

7. Building Renovation Project

Ms. Sparapani reported on the three main phases of the MADACC building renovation. Phase one includes an addition onto the back of the shelter, providing the ability to install double sided kennels for MADACC's dog population. Phase two includes renovating the veterinary department to include separate dog and intake areas and an updated surgical suite. Phase three includes updates to the front office reception area.

Ms. Sparapani reported the new dog kennels would have raised floors to cut costs and use existing floor drains. Each dog would have a double sided kennel which would improve safety for staff and improve the health and stress of dogs by eliminating the need to move each dog every day. Sound baffling will be added to the walls and ceiling and new epoxy floors would be applied.

Ms. Sparapani reported the veterinary department upgrades would provide two surgical tables for spay/neuter surgeries for the public's animals and MADACC animals. Intake areas for dogs and cats would be separated to reduce the stress on animals at intake and therefore reducing disease.

Ms. Sparapani reported the reception area would include adding partitions at the front desk for privacy between clients and less stress for the animals entering MADACC. Moving the office island will help with process improvement.

Mr. Hayward questioned if all projects would be done at once. Ms. Sparapani noted the project would be done in phases as MADACC cannot shut its doors for renovations.

Mr. Schaewe questioned if any firm costs were finalized. Mr. Summerfield mentioned scope and costs will change throughout the project and suggested securing an Anticipation Note to cover construction costs then look at long term funding once costs have a firm number.

Mr. Summerfield noted Milwaukee County only issues debt once a year. Mr. Wyss noted West Allis may have the capacity to offer a long term loan.

Mr. Hayward asked if a motion would be made to approve the MADACC building renovations. Mr. Summerfield noted this is still in discussion phase as monies have not been secured for the project. Ms. Sparapani reported the intent is to approve the building plan and concept not the funding sources.

A motion was made by Mr. Schaewe and seconded by Mr. Summerfield to approve the MADACC building renovation conceptual plans, inclusive with the addition for the conference room. The motion passed with 5 approvals as Mr. Wyss abstained due to being new the Operations Committee.

8. Adjournment

There being no further business, a motion was made by Mr. Pearson and seconded by Mr. Weber to adjourn the meeting of August 19, 2014 at 2:07pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager