

# Milwaukee Area Domestic Animal Control Commission (MADACC)

3839 W Burnham St  
West Milwaukee, WI 53215  
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## OPERATIONS COMMITTEE MINUTES

Meeting of May 19, 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. Michael Weber, Village of Hales Corners  
Mr. Chris Swartz, Village of Shorewood  
Mr. Don Schaewe, City of Milwaukee

**Excused:** Mr. Derik Summerfield, City of Wauwatosa

**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

### **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**

Ms. Anne Reed, WHS Executive Director, complimented on the new MADACC website.

### **3. Approval of Minutes**

a. Meeting of April 21, 2015

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 April 21, 2015 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – April 2015**

Ms. Sparapani reported Admissions down for both cats and dogs, Euthanasia down 8%, Transfers up 2%, and Adoptions up 5% for the month of April.

Ms. Sparapani reported Transfers to EBHS down as they have now partnered with HAWS. WHS Transfers are up for the month by 34 animals.

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

**b. Operational Update**

Ms. Sparapani reported on the re-design of the MADACC website provided by Design Like Mad out of Madison.

Ms. Sparapani reported working on updating the MADACC Employee Handbook.

Ms. Sparapani reported being voted on to the Wisconsin Federated Humane Societies board. The board provides resources and support to local shelters.

**c. Supervisor's Report**

Ms. Proeber had nothing to report.

Ms. Shillinglaw reported ramping up for the Pit Bull Proud promotion.

Ms. Shillinglaw reported there are currently two volunteer orientations a month with roughly 20 attendees each session.

Mr. McDowell reported the road has been fairly quiet.

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

Mr. McDowell reported the new radios are working out terrific.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported FOM is focused on the upcoming Walk, Run, Wag event held on May 30<sup>th</sup>. There are currently 800 individuals registered and 50 booths committed.

Ms. Shillinglaw reported on the upcoming shot clinic on June 27<sup>th</sup> at the Urban Ecology Center.

**5. Treasurer's Report**

**a. Financial Statements – April 2015**

Mr. Pearson reported the General Fund Revenues at \$1,348,833 and Expenses at \$802,468, with an excess of revenues over expenditures for the year of \$546,365. With a beginning General Fund balance of \$569,187, the ending General Fund balance in April was \$1,115,552.

Mr. Pearson reported and ending fund balance in Debt Service of \$295,922 and in Capital Projects of \$180,747.

Mr. Pearson reported revenues in Intergovernmental at 49.86%, License and Fees at 71.07%, Public Charges for Services at 32.85% and Other Revenues at 103.08% of budget. Overall, Revenues were at 50.04% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 29.04%, Contracted Services at 37.94%, Municipal Services and Deposits at 25.41%, Materials and Supplies at 23.98% and Capital Outlay at 4.04% of budget. Mr. Pearson noted Health Insurance is expected to exceed budget due to change in enrollments. Overall, Expenses were at 29.79% of budget.

Mr. Weber questioned if prior minutes directed funds be transferred from Debt Service to Capital Projects.

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

**6. MADACC Grievance Policy Amendment**

Ms. Sparapani reported part of Act 10 required the adoption of a grievance policy.

Mr. McDowell presented a grievance policy approved in 2011, but never updated in the MADACC Employee Handbook.

Ms. Sparapani reported an updated policy will be presented at the next board meeting for approval.

**7. Building Renovation Project**

**a. Building Project Update**

Ms. Sparapani reported meeting with the architect and construction manager to discuss re-phasing the renovation project as animal housing cannot be disturbed during the busy summer season. The additions will come first.

**b. Building Financing**

Ms. Sparapani reported meeting with Chris Abele and his Deputy Chief of Staff regarding funding for the MADACC building renovation. Milwaukee County will most likely not be a source of funding. Mr. Summerfield will be the point person in searching for additional plans for funding.

**8. Adjournment**

There being no further business, a motion was made by Mr. Pearson and seconded by Mr. Weber to adjourn the meeting of May 19, 2015 at 1:37pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager