

Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of June 16, 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. Michael Weber, Village of Hales Corners
Mr. Chris Swartz, Village of Shorewood
Mr. Don Schaewe, City of Milwaukee

Excused: Mr. Mark Wyss, City of West Allis
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

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 May 19, 2015

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the minutes of the meeting held on May 19, 2015 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – May 2015

Ms. Sparapani reported Admissions down for both cats and dogs, Euthanasia down 6%, Transfers down 6%, and Adoptions up 5% for the month of May.

Ms. Sparapani reported Transfers to Washington County are up for the month and year, with Transfers to Elmbrook and HAWS down for the month and year.

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

b. Operational Update

Ms. Sparapani reported on receiving the Cooperative Life Savings award from Best Friends, for the combined efforts of saving animals with BRATS, an animal transport service. Best Friends will be paying for Ms. Sparapani to attend the award event in July.

Ms. Sparapani reported new cat condo bases have been installed on the adoption cages.

Ms. Sparapani reported MADACC was featured in the Journal Sentinel regarding the plight of Pit Bulls in the community.

c. Supervisor's Report

Ms. Proeber reported on repair work being performed on the HVAC system.

Ms. Shillinglaw reported adoption events for dogs will be held outside on Saturdays.

d. Friends of MADACC Update

Ms. Shillinglaw reported with the weather being rainy for the Walk, Run, Wag event roughly 800 participants turned out compared to the 1,111 registrations.

Ms. Shillinglaw reported a new FOM Board President will be voted in this month. Ms. Laura Nigbur is stepping down as the current President.

5. Treasurer's Report

a. Financial Statements – May 2015

Mr. Pearson reported a General Fund balance of \$911,576, a Debt Service Fund balance of \$200,036 and a Capital Projects Fund balance of \$276,633.

Mr. Pearson reported the General Fund Revenues at \$1,392,897 and Expenses at \$1,050,508, with an excess of revenues over expenditures for the year of \$342,389. With a beginning General Fund balance of \$569,187, the ending General Fund balance in May was \$911,576.

Mr. Pearson reported revenues in Intergovernmental at 49.86%, License and Fees at 76.57%, Public Charges for Services at 40.75% and Other Revenues at 112.37% of budget. Overall, Revenues were at 51.67% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 39.30%, Contracted Services at 45.32%, Municipal Services and Deposits at 34.09%, Materials and Supplies at 29.54% and Capital Outlay at 4.04% of budget. Mr. Pearson noted Health Insurance at 50.12% of budget with a potential overage at the end of the year to reach \$80,000. Overall, Expenses were at 39.0% of budget.

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

6. MADACC Grievance Policy Amendment

Ms. Sparapani submitted an updated grievance policy to include details regarding who employees could appeal to and added time limits to the appeal.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Swartz to approve the amended grievance policy as submitted. The motion passed unanimously.

7. Building Renovation Project

a. Building Project Update

Ms. Sparapani reported meeting with the architect, builder and engineer to finalize blueprints for the project.

b. SOP for change orders

Ms. Sparapani discussed the SOP for change orders was based on the current purchasing agreement with the 19 municipalities in Milwaukee County. Any change requested over \$5,000 would require the Operations Committee approval and any change requested over \$25,000 would require the Board of Directors approval.

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Swartz to approve the SOP for change orders. The motion passed unanimously.

c. Building Financing/Wauwatosa Short Term Note

Ms. Sparapani reported the short term loan from Wauwatosa was approved in principal at the October Board of Directors meeting. A final draft was presented for the final approval from members.

A motion was made by Mr. Weber and seconded by Mr. Schaewe to approve and authorize the signatures of the Wauwatosa loan. The motion passed unanimously.

8. Adjournment

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of May 19, 2015 at 1:28pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager