

# Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of October 20, 2015 – 12:00pm

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. Mark Wyss, City of West Allis  
Mr. Michael Weber, Village of Hales Corners  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Eric Pearson, City of Milwaukee

**Excused:** 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  
Dr. Libby Gutting, Medical Director, MADACC  
Ms. Cindy Fredericksen, Office Supervisor, MADACC  
Ms. Lorraine Sweeney, Shelter Supervisor, 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

None.

### 3. Approval of Minutes

a. Meeting of September 15, 2015

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Schaewe to approve the minutes of the meeting held on September 15, 2015 with the following changes:

- Adjust “Mr. Weber questioned if flooring costs would decrease if re-bid in winter” to read “Mr. Weber questioned if re-bidding the building renovation project would provide more favorable results/numbers.”
- Adjust “approve the adjusted building renovation budget as submitted” to read “approve the awarded bids as presented”

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – September 2015**

Ms. Sparapani reported Admissions slightly, Euthanasia down 10%, Transfers down 5% and Adoptions up 13% for the month of September.

Ms. Sparapani reported Admissions down almost 10%, Euthanasia down 13% and Adoptions up 10% for the year.

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

**b. Operational Update**

Ms. Sparapani reported on multiple meetings regarding the building renovation.

Ms. Sparapani reported 162 animals were adopted at the Empty the Shelter event on September 26<sup>th</sup>.

Ms. Sparapani reported working with Dr. Gutting on a presentation for HSUS on progressive and positive animal control that will be presented next may.

Ms. Sparapani reported on the bill regarding seized animals. Owners of animals would be responsible for the cost of care every 20 days the animal is at the shelter. If payment is not received, the owners would then relinquish the animal to MADACC. The bill also included language to reduce the required stray hold from 7 days to 4 days. The national average is 3 to 5 days.

**c. Supervisor's Report**

Ms. Fredericksen reported her department is fully staffed and is looking forward to licensing season.

Dr. Gutting reported overall, a lot has progressed in her department. New protocols for kittens and getting animals out faster and healthier.

Dr. Gutting reported on a fellowship through UC Davis and UW Madison for shelter veterinarians. Dr. Gutting was one of 6 veterinarians chosen for the program. The ultimate goal of the fellowship is to build relationships and share resources with other shelter veterinarians and to implement standard protocols within the shelter. Mr. Schaewe congratulated Ms. Gutting on her fellowship.

Ms. Proeber had nothing to report.

Ms. Shillinglaw reported the volunteers have been working hard and helping with adoptions.

Ms. Sweeney reported on a busy season for her department. Animal populations are lowering just in time for the upcoming building renovation.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported the 7<sup>th</sup> annual Rockabilly for Rescues will be held on December 12th.

Ms. Shillinglaw reported the FOM Board has now filled all the open positions.

**5. Treasurer's Report**

**a. Financial Statements – September 2015**

Mr. Pearson reported a General Fund balance of \$735,939, a Debt Service Fund balance of \$204,149 and a Capital Projects Fund balance of \$3,361,537.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 94.55%, Public Charges for Services at 72.63% and Other Revenues at 164.87% of budget. Overall, Revenues were at 78.05% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 71.71%, Contracted Services at 72.74%, Municipal Services and Deposits at 73.35%, Materials and Supplies at 69.65% and Capital Outlay at 86.77% of budget. Overall, Expenses were at 71.93% of budget.

Mr. Pearson noted overall 2015 should end the year positive with excess Revenues over Expenditures.

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

**b. Final Budget Draft**

Mr. Pearson reported Billings to Members would only be going up 0.2%.

Mr. Pearson reported an increase in Public Charges for Services of 2.74% and an increase in Other Revenue of 50.18% - mainly from an increase in Donations.

Mr. Pearson reported on a 1% merit increase for MADACC staff.

Mr. Pearson reported an increase in expenses for Materials and Supplies of 8.10% - mainly for Medical and Animal Supplies.

Mr. Pearson reported on including \$9,000 in a contingency fund for 2016.

Mr. Pearson reported an overall budgeted excess revenues over expenditures in the General Fund of \$93.

Mr. Pearson reported \$50,000 budgeted for Capital Projects to include a new gate for the parking lot and office furniture not included in the building renovation.

Mr. Pearson reported a proposed ending balance of \$587,216 in the General Fund, \$502,825 in the Capital Project Fund and \$43,715 in the Debt Service Fund.

Mr. Pearson reported the City of Milwaukee covers roughly 76% of Member Billings.

After a brief discussion, a motion was made by Mr. Schaeve and seconded by Mr. Wyss to accept and present the 2016 MADACC budget as submitted to the Board of Directors. The motion passed unanimously.

**6. Building Renovation Project**

**a. Building Project Update**

Ms. Sparapani reported there was a delay in getting the building permit through West Milwaukee.

Ms. Sparapani reported on planning on the movement of departments during construction.

Ms. Sparapani reported the renovation is projected to come in under budget.

Mr. Weber questioned if there were any excavation surprises. Ms. Sparapani stated there were none at this time just issues with the planks in kennel 1.

**7. Adjournment**

There being no further business, a motion was made by Mr. Weber and seconded by Mr. Schaewe to adjourn the meeting of October 20, 2015 at 12:48pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager