

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 18, 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. 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
- Excused:** Mr. Eric Pearson, City of Milwaukee
- Absent:** 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
- Guest:** Mr. Joe Widdmann, Construction Manager, VJS Construction

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 September 15, 2015

After a brief discussion, a motion was made by Mr. Wyss and seconded by Mr. Schaewe to approve the minutes of the meeting held on September 15, 2015 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – August 2015

Ms. Sparapani noted 2015 has been the best year statistically.

Ms. Sparapani reported Admissions down for both cats and dogs, Euthanasia down 17%, Transfers up 5% and Adoptions up 10% for the month of August.

Ms. Sparapani reported Transfers are down for both EBHS and HAWS, with WHS up for both the month and year to date.

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

b. Operational Update

Ms. Sparapani reported being busy working on the budget and the building renovation.

Ms. Sparapani reported UC Davis was at MADACC for training. MADACC received a glowing report regarding all the improvements since the last evaluation. Ms. Sparapani noted Dr. Newberry, from UC Davis, is enthusiastic about the improvements MADACC has made and stated after the renovation MADACC will be a showcase shelter.

c. Supervisor's Report

Ms. Proeber reported the Member Billings would be going out today.

Ms. Shillinglaw reported on the upcoming Empty the Shelter event at MADACC and noted the volunteers are a tremendous asset during the event.

d. Friends of MADACC Update

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

5. Treasurer's Report

a. Financial Statements – August 2015

In Mr. Pearson's absence, Ms. Sparapani reported on the financial statements.

Ms. Sparapani reported a General Fund balance of \$936,007, a Debt Service Fund balance of \$204,149 and a Capital Projects Fund balance of \$3,295,887.

Mr. Sparapani reported revenues in Intergovernmental at 75.00%, License and Fees at 90.07%, Public Charges for Services at 64.67% and Other Revenues at 154.03% of budget. Overall, Revenues were at 76.43% of budget.

Mr. Sparapani reported expenses in Personnel Services Costs at 63.99%, Contracted Services at 65.66%, Municipal Services and Deposits at 60.35%, Materials and Supplies at 55.63% and Capital Outlay at 5.20% of budget. Overall, Expenses were at 62.87% of budget.

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

b. Draft Budget Presentation

Ms. Sparapani presented the draft budget to the Operations Committee. Ms. Sparapani reviewed the budget page by page to the board.

Ms. Sparapani reported an increase of billings to members of 0.2%.

Ms. Sparapani reported the Capital Projects Fund and Debt Service Fund member billings would remain the same at \$50,000 and \$200,000 respectively.

Ms. Sparapani reported on a balanced budget with just a small surplus of \$93, with a \$9,000 contingency fund built in.

Ms. Sparapani reported on a 1% merit increase for MADACC staff in 2016.

6. MADACC Employee Health Care Policy

Ms. Sparapani presented a MADACC Employee Health Care Policy.

Ms. Sparapani suggested the Operations Committee address the MADACC Employee Health Care Policy yearly during budget time and to make any adjustments needed on a year to year basis.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the annual review of a the MADACC Employee Health Care Policy and to make adjustments dependent on current financial conditions. The motion passed unanimously.

7. Building Renovation Project

a. Building Project Update

Mr. Widdmann stated the public bid opening occurred on September 9th. Mr. Widdmann noted all aspects of the project were bid on except excavating.

Mr. reported the overall picture puts MADACC \$66,500 under budget, with a \$144,000 contingency built in.

Ms. Proeber noted the major factor for the project coming in under budget was due to the bid on HVAC and expressed concerns that all issues were not be attended to. Mr. Widdmann agreed to check the bid and follow up with Ms. Proeber that all concerns were addressed.

Mr. Weber questioned if flooring costs would decrease if re-bid in winter. Mr. Widdmann suggested the cost would actually go up.

b. Budget Approval (with updated bid numbers)

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Schaewe to approve the adjusted building renovation budget as submitted as long all HVAC concerns are addressed. The motion passed unanimously.

8. Adjournment

There being no further business, a motion was made by Mr. Weber and seconded by Mr. Wyss to adjourn the meeting of September 15, 2015 at 2:15pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager