Milwaukee Area Domestic Animal Control Commission

**(MADACC)**

**3839 W Burnham St**

**West Milwaukee, WI 53215**

**Phone (414) 649-8640 Fax (414) 763-6234**

**OPERATIONS COMMITTEE MINUTES**

## Meeting of January 17, 2017 – 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. Derik Summerfield, City of Wauwatosa

Mrs. Rebecca Grill, City of West Allis

Mr. John Hohenfeldt, City of Cudahy

Mr. Don Schaewe, 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

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.

1. **Public Comment**

None.

1. **Approval of Minutes**

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Schaewe to approve the minutes of the meeting held on December 20, 2016 with a note to change the adjournment time to 1:16pm . The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – December 2016**

Ms. Sparapani reported Admissions down 1% for the month of December.

Ms. Sparapani reported Adoptions down 3%, Euthanasia even, Reclaims up 4% and Transfers down 1% for the month of December.

Ms. Sparapani reported Admissions down almost 9%, Adoptions up 2% and Euthanasia down 4% for the year.

Ms. Sparapani reported WHS pulled 1297 animals, Shelter From the Storm pulled 281 animals and Bichon and Little Buddies pulled 158 animals in 2016.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to approve the statistical report for the month of December 2016 as submitted. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported the final items have been addressed for the building renovation. The floors have been refinished and appear to be working out much better.

Ms. Sparapani reported the new Shelter Outcomes Manager starts today and that the new conference room will be used for adoptions.

Ms. Sparapani reported keeping the shelter population down through adoptions and transfers despite having two hoarding cases from Wauwatosa and West Allis.

Ms. Sparapani discussed potential legislation to address the banning of breed specific legislation being brought up at the state level through property laws, although no one is taking an active lead.

**c. Supervisor's Report**

Dr. Gutting had nothing to report.

Ms. Shillinglaw reported working with Anne and Karen to fill new volunteer positions that are opening up for the new adoption program.

Ms. Proeber reported the preliminary audit has been completed and the final audit will be delayed due to a scheduling conflict.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM made it into the Community Shares 2017 giving campaign.

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1. **Treasurer’s Report**
	1. **Financial Statements – December 2016**

Mr. Pearson reported a General Fund balance of $780,916, a Debt Service balance of ($570,715) and a Capital Projects balance of $691,330 for the month of December.

Mr. Pearson reported the General Fund Revenues at $2,774,670 and Expenses at $2,646,425, with an excess of revenues over expenditures for the year of $128,245. With a beginning General Fund balance of $652,671, the ending General Fund balance in December was $780,916.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 103.31%, Public Charges for Services at 101.04% and Other Revenues at 129.26% of budget. Overall, Revenues were at 101.44% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 98.72%, Contracted Services at 89.95%, Municipal Services and Deposits at 117.97%, Materials and Supplies at 86.12% and Capital Outlay at 104.12% of budget. Overall, Expenses were at 96.75% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to approve the financial statements for December 2016 as submitted. The motion passed unanimously.

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt at 1:26 pm to conduct a roll call vote to move into closed session per WI Statute 1985.1.c to consider employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. In favor: Mr. Hayward, Mr. Schaewe, Mr. Summerfield, Mr. Hohenfeldt, Ms. Grill and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to reconvene into open session at 2:00 pm.  In favor: Mr. Hayward, Mr. Schaewe, Mr. Summerfield, Ms. Grille, Mr. Hohenfeldt and Mr. Pearson.  Opposed: none.   Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to increase the Executive Director’s salary 2.5% from $87,000 to $89,175 a year as of the service anniversary date of February 18, 2017, along with a $2,500 performance bonus.  The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Hohenfeldt and seconded by Mr. Pearson to adjourn the meeting of January 17, 2017 at 2:12 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager