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 October 17, 2017 – 12:00pm

Meeting held at:

MADACC

3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. John Hohenfeldt, City of Cudahy

Mr. Derik Summerfield, City of Wauwatosa

Mrs. Rebecca Grill, City of West Allis

Mr. Eric Pearson, City of Milwaukee

Mr. Don Schaewe, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

Mr. Mark Luberda, City of Franklin

**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 12:06pm; 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. Schaewe and seconded by Mr. Summerfield to approve the minutes of the meeting held on September 19, 2017. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – September 2017**

Ms. Sparapani reported Admissions down 9 animals for the month of September.

Ms. Sparapani reported Adoptions up 6%, Reclaims down 1%, Transfers down 4% and Euthanasia down 6% for the month of September.

Ms. Sparapani reported Admissions down 4%, Adoptions up 4%, Euthanasia unchanged, Reclaims up 1% and Transfers down 6% for the year.

Ms. Sparapani reported WHS pulled 123 animals, Shelter from the Storm pulled 11 animals and CARE pulled 9 animals in September.

Ms. Sparapani noted transfers are down due to the increase in adoptions.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Luberda to approve the statistical report for the month of September 2017. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported the month of October has seen a large intake of animals, partly due to a cat hoarder seizure and a group of German Shepherds whose owner is deceased.

Ms. Sparapani reported she spoke at the recent MCLEEA meeting to provide information about MADACC and a new automated law enforcement referral form for officers to use for individuals receiving animal citations. In lieu of animals be seized, MADACC will follow up with clients receiving the citations and educate the individuals on proper animal ownership and expectations.

Ms. Sparapani reported she met with District Attorney’s office and the Milwaukee Municipal Court to approve a deferred prosecution agreement wherein MADACC will work one on one with citizens facing animal related citations.

**c. Supervisor's Report**

Ms. Shillinglaw reported 50 new volunteers were added this month.

Ms. Shillinglaw reported the new automated scheduling for volunteers is working out great.

Ms. Proeber reported meeting with Dillett to update the HVAC preventative maintenance contract to include the new HVAC unit and boiler installed during the renovation.

Ms. Proeber reported payments for Operating Costs have not been received from West Milwaukee and payments for Debt Service have not been receive from West Milwaukee, West Allis and River Hills.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM will be selling merchandise in the MADACC lobby on November 4th.

Ms. Shillinglaw reported FOM will be at Camp Bar Tosa on October 21st for Pit Bull Awareness Day.

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1. **Treasurer’s Report**
   1. **Financial Statements – September 2017**

Mr. Pearson reported a General Fund balance of $736,861 a Debt Service balance of $0 and a Capital Projects Fund balance of $531,481.

Mr. Pearson reported the General Fund Revenues at $2,287,566 and Expenses at $1,931,589, with an excess of revenues over expenditures for the year of $355,977. With a beginning General Fund balance of $380,884, the ending General Fund balance in September was $736,861.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 95.91%, Public Charges for Services at 88.10%, Commercial Interest Income at 211.02% and Other Revenues at 180.27% of budget. Overall, Revenues were at 82.09% of budget. Mr. Pearson noted Adoption Fees are over budget 27,509.

Mr. Pearson reported expenses in Personnel Services Costs 72.78%, Contracted Services at 62.05%, Municipal Services and Deposits at 74.43%, Materials and Supplies at 50.56% and Capital Outlay at 99.87% of budget. Overall, Expenses were at 69.43% of budget. Mr. Pearson noted Overtime will exceed budget but lower expenses in Health Insurance should make up any difference.

Mr. Pearson noted he expected there will be a healthy surplus for 2017.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Ms. Janz to approve the financial statements for September 2017 as submitted. The motion passed unanimously.

* 1. **Draft Budget Approval**

Mr. Hohenfeldt asked if any members had questions regarding the 2018 budget presented at the meeting. Ms. Janz questioned why the large, 37% increase in adoption revenues. Mr. Pearson noted Adoption revenue for 2017 is already at $122,000 with three months to go. Adoptions are expected to increase in 2018.

Ms. Sparapani noted revenue was added to the ASPCA and FOM grant line items are for the new veterinarian in 2018 and will offset the expense side to Salaries & Wages.

Ms. Sparapani reported the foot notes on page 18 of the budget were from the working budget in 2017. These notes will be deleted in the final 2018 budget.

Ms. Sparapani reported Mr. Luberda questioned the high fund balance in Capital Projects. Mr. Luberda questioned the intended use for the balance in Capital Projects. Mr. Pearson noted it was not expected to have a high balance after the renovation and future talks to address what the target balance amount should be. Mr. Luberda questioned if it was possible to use funds in the Capital Projects to offset the $50,000 billed to members in 2018 for Capital Projects. Mr. Luberda noted the member agreement states a ten year plan for capital needs should exist and should be a goal for 2018. Mr. Luberda also noted the member agreement states items needing funding from Capital Projects should be at a cost of $10,000 or more with a useful life of five or more years so funding for the armored vests will need to be moved to the operating side instead of capital. Mr. Luberda suggested transferring $5,000 from the Capital Projects to the General Fund to cover the cost of the vests.

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Mr. Luberda questioned why there was a fund balance in the Special Revenue Fund. Ms. Proeber noted the numbers should be zeroed out. In prior years, the designated donation funds were reported in the Special Revenue Fund. To match the auditor’s report, the designated donations funds are now represented in the General Fund.

A motion was made by Mr. Luberda and seconded by Mr. Pearson to accept and present the 2018 MADACC budget to the Board of Directors with the below noted amendments:

* Strike footnotes on page 18 – Capital Projects Fund Summary
* Zero out balances for Special Revenue Fund on page 23 – Reserve Accumulation & Fund Balances
* Transfer $5,000 from Capital Projects to General Fund’s Capital Outlay for protective vests
* Reduce Capital Projects Fund balance by $45,000 instead of billing members for Capital Projects in 2018

The motion passed unanimously.

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Pearson at 12:48 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. Hohenfeldt, Mr. Schaewe, Mr. Summerfield, Mr. Luberda, Ms. Grill, Ms. Janz and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Ms. Janz to reconvene into open session at 12:54 pm.  Mr. Hohenfeldt, Mr. Schaewe, Mr. Summerfield, Mr. Luberda, Ms. Grill, Ms. Janz and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Pearson to increase the Executive Director’s base salary to $113,000.  The motion passed unanimously.

Ms. Sparapani discussed the need for an Animal Care Attendant Shift Leader position.  Since MADACC is open 7 days a week from 6:30 AM to 9 PM, one manager cannot oversee operations of this unit by themselves.  The Shift Leader position would supplement the oversight of the operations of this department.  This position would include a $0.25 / hour wage increase.  There are three staff members in line to move into this position and funding is available within the current budget.  A motion was made by Ms. Grill and seconded by Mr. Schaewe to approve the creation and the compensation of the Animal Care Attendant Shift Leader position.  The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Luberda to adjourn the meeting of October 17, 2017 at 1:00 pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager