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 August 21, 2018 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

Mr. Don Schaewe, City of Milwaukee

Mr. Eric Pearson, City of Milwaukee

Mr. Mark Luberda, City of Franklin

Mrs. Rebecca Grill, City of West Allis

Mr. Derik Summerfield, City of Wauwatosa

Ms. Stephanie Janz, Village of River Hills

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC

 Ms. Kathy Shillinglaw, Volunteer/Outreach Coordinator, MADACC

 Dr. Libby Gutting, DVM, Medical Director, MADACC

1. **Roll Call**

The meeting was convened at 1:04 pm; roll call was taken by Ms. Sparapani 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. Schawe and seconded by Mr. Summerfield to approve the minutes of the meeting held on July 17, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – July 2018**

Ms. Sparapani reported Admissions were about the same for the month of June as last year.

Ms. Sparapani reported Adoptions down very slightly, Reclaims up 1 %, Transfers up 1%, Euthanasia down 1% and Owner Request Euthanasia up 7% for the month of July due to a feline hoarding case MADACC assisted WHS with.

Ms. Sparapani reported Adoptions up 1%, Reclaims down 1%, Transfers down 1% and Euthanasia down 2% year to date.

Ms. Sparapani reported WHS pulled 133 animals, Bichon & Little Buddies Rescue pulled 18 animals and Critter Junction Rescue pulled 12 animals in July.

After discussion, a motion was made by Mr. Schaewe and seconded by Ms. Grill to approve the statistical report for the month of July 2018. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported that the North Shore Health Department will use MADACC for bite case processing.

Ms. Sparapani reported that the Pabst/Riverside Theater Group has been assisting with marketing and donating items to increase adoptions.

Ms. Sparapani reported that the UW Vet School will be in to observe and consult on the surgical department and the field services department.

Ms. Sparapani commended the South Milwaukee Police Department for their assistance with a stray that was found but not turned into MADACC.

**c. Supervisor's Report**

Ms. Shillinglaw reported she is working on merchandising and branding and doing promotions to increase animal adoptions.

Dr. Gutting reported that her department was very busy with medical cases and surgeries and holding up to the demands of the season while training new staff.

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**d. Friends of MADACC Update**

Ms. Sparapani reported that Friends of MADACC were still recovering from Walk Run Wag, but that Bark and Brew was the coming weekend on Saturday, August 25 and Sunday August 26 at Hart Park.

Ms. Sparapani reported that Friends of MADACC is currently recruiting new board members.

1. **Treasurer’s Report**
	1. **Financial Statements –July 2018**

Mr. Pearson reported the General Fund Revenues at $2,150,170 and Expenses at $1,478,002 with an excess of revenues over expenditures for the year of $672,168. With a beginning General Fund balance of $613,626, the ending General Fund balance in June was $1,285,174.

Mr. Pearson reported a Debt Service Fund balance of -$370 and a Capital Projects Fund balance of $565,609.

Mr. Pearson reported revenues in Intergovernmental at 72.86%, License and Fees at 83.53%, Public Charges for Services at 60.77%, Commercial Interest Income at 246.83% and Other Revenues at 78.96% of budget. Overall, Revenues were at 72.42% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 50.12%, Contracted Services at 51.56%, Municipal Services and Deposits at 46.87%, Materials and Supplies at 40.40% and Capital Outlay at 76.29% of budget. Overall, Expenses were at 49.79% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Ms. Grill to approve the July 2018 financials as presented. The motion passed unanimously.

* 1. **Preliminary Budget**

Ms. Sparapani distributed several pages of the draft preliminary budget for discussion purposes and advised that the first budget meeting would occur the following week, once all members of sub-committee agreed to a date and time.

Ms. Sparapani also advised that the biggest unknown at this time was the insurance rates and premiums that were not available yet.

Ms. Sparapani discussed the purchase of medical equipment before the end of the year. After discussion, it was decided that a Budget Amendment would be made moving the gate replacement to 2019 and using the funds that were dedicated to the purchase of the gate toward the purchase and installation of new medical equipment.

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Ms. Grill at 1:30 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, Ms. Janz, Ms. Grill, Mr. Summerfield, Mr. Luberda and Mr. Pearson. Opposed: none. Motion passed.

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A motion was made by Ms. Grill and seconded by Mr. Schaewe to reconvene into open session with motions to be proposed resulting from the discussion at 2:04 pm. In favor: Mr. Hohenfeldt, Mr. Schaewe, Ms. Janz, Ms. Grill, Mr. Summerfield, Mr. Luberda and Mr. Pearson. Opposed: none. Motion passed unanimously.

A motion was made by Ms. Grill and seconded by Mr. Schaewe to recommend the organizational restructuring listed as Option #1 to be reflected in the 2019 Budget in the Organizational Chart for full board approval. In favor: Mr. Hohenfeldt, Mr. Schaewe, Ms. Janz, Ms. Grill, Mr. Summerfield, Mr. Luberda and Mr. Pearson. Opposed: none. Motion passed unanimously.

A motion was made by Ms. Grill and seconded by Mr. Schaewe to recommend making the following interim pay adjustments until the full board approves the 2019 budget. The interim pay increases would last through December 31, 2018 until the 2019 budget goes into effect and the interim changes become permanent. The Medical Director would increase to $108,160 per year. The Team Leader in the Animal Care Department pay rate would increase to $16.50 per hour. The Customer Service Manager would increase to $55,536 per year once the vacancy occurs in the Field Services Supervisor position. In favor: Mr. Hohenfeldt, Mr. Schaewe, Ms. Janz, Ms. Grill, Mr. Summerfield, Mr. Luberda and Mr. Pearson. Opposed: none. Motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Ms. Grill and seconded by Mr. Hohenfeldt to adjourn the meeting of August 21, 2018 at 2:11pm.  The motion passed unanimously.

Respectfully submitted,

Karen Sparapani

Executive Director