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 February 18, 2020 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

**Members Present:** Mr. Michael Neitzke, City of Greenfield

Mr. Don Schaewe, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

Mr. Thomas Bell, City of Milwaukee

**Excused:** Mr. Jim Archambo, City of Wauwatosa

 Ms. Rebecca Grill, City of West Allis

**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 1:00 pm; 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. Bell to approve the minutes of the meeting held of January 21, 2020. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – January 2020**

Ms. Sparapani reported Admissions were down for cats and up for dogs, for the month of January compared to last year.

Ms. Sparapani reported Adoptions up 2%, Reclaims up 3%, Transfers down 3% and Euthanasia up 2% for the month of January.

Ms. Sparapani reported WHS pulled 65 animals, Critter Junction pulled 4 animals and Cyndi Magnussen, a hobby farmer in Jefferson County, pulled 4 animals in January.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Bell to approve the statistical report for the month of January 2020. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported MADACC has been plague with illnesses in all departments since January.

Ms. Sparapani reported on upcoming Canine Safety in the Field training for the post office and MPD.

Ms. Sparapani reported Friends of MADACC did a press release for 300 free spay/neuters.

Ms. Sparapani reported $250,000 in funds from the MADACC checking account will be transferred to the LGIP account for interest revenue. Ms. Proeber noted MADACC should re-evaluate the checking account balance and possibly transfer more in quarter two.

**c. Supervisor's Report**

Ms. Shillinglaw reported on two fundraisers in 2020. Blaze Pizza, in West Allis, will donate 20% of sales to MADACC on March 5th, from 5pm until 8pm. A second fundraiser, “MADACC Unleashed” - a comedy show at the American Legion in Oak Creek, will be held April 4th.

 Ms. Proeber reported the audit is complete and a draft should be provided shortly.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM will be focusing on one big event a year, Barktoberfest, in Estabrook Park. FOM will no longer be hosting the annual Walk, Run, Wag. MADACC will take over the event in 2021.

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1. **Treasurer’s Report**
	1. **Financial Statements – January 2020**

Mr. Bell reported General Fund Revenues at $721,178 and Expenses at $235,991 with an excess of revenues over expenditures of $485,187. With a beginning General Fund balance of $1,188,848, the ending General Fund balance in January was $1,674,035.

Mr. Bell reported revenues in Intergovernmental at 25.00%, License and Fees at 36.93%, Public Charges for Services at 13.53%, Commercial Interest Income at 6.56% and Other Revenues at 22.69% of budget. Overall, Revenues were at 23.46% of budget.

Mr. Bell reported expenses in Personnel Services Costs 6.17%, Contracted Services at 20.50%, Municipal Services and Deposits at 0.98%, Materials and Supplies at 2.88% and Capital Outlay at 0.00% of budget. Overall, Expenses were at 7.68% of budget.

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

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Bell at 1:15 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. Neitzke, Mr. Schaewe, Ms. Janz, and Mr. Bell. Opposed: none. Motion passed.

Discussed performance of Executive Director over past year with the director and present board members. Director excused at 2:20pm and Operations Committee discussed recommendations for performance and wage/bonus structure.

A motion to reconvene into open session was made by Mr. Schaewe and seconded by Mr. Bell at 2:28pm with a decision to increase the Executive Director’s base salary by 2% with an additional $3,000 performance bonus based on historical precedent of previous ranges and incentives given to Executive Directors in the past and the unique nature of the position.  The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Neitzke and seconded by Mr. Schaewe to adjourn the meeting of February 18, 2020 at 2:30pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager