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 18, 2020 – 1:00pm

Meeting Via Teleconference

**Members Present:** Mr. Don Schaewe, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

 Ms. Rebecca Grill, City of West Allis

 Mr. Jim Archambo, City of Wauwatosa

 Mr. Thomas Bell, City of Milwaukee

Mr. Michael Neitzke, City of Greenfield

**Members Excused**: Mr. Paul Boening, Village of Whitefish Bay

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

1. **Roll Call**

The Zoom meeting # 93112283253 was convened at 1:02pm; roll call was taken by Mayor Neitzke 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. Bell and seconded by Ms. Grill to approve the minutes of the meeting held on July 21, 2020. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – July 2020**

Ms. Sparapani reported Admissions were down 17.60% compared to last year.

Ms. Sparapani reported Adoptions up 14%, Reclaims down 4%, Transfers down 11% and Euthanasia down 3% compared to last year.

Ms. Sparapani reported WHS pulled just 21 animals in June, with Urban Cat Coalition taking in 13 feral kittens for rehab and Critter Junction taking in 5 rabbits and chickens.

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

**b. Operational Update**

Ms. Sparapani reported that a staff member reported that a member of the staff passed the Certified Veterinary Technician test and that would enable MADACC to expand public services.

Ms. Sparapani reported MADACC calls, intakes, outcomes, services and surgeries are all increasing up to higher levels and that we may be able to reach some equilibrium with last year soon.

Ms. Sparapani reported that the draft budget is being worked on and will be given to the Budget Committee in the coming weeks for presentation to the Operations Committee.

Ms. Sparapani reported that she has given West Allis PD training materials and will be giving classes to the Oak Creek PD over the next two months.

Mayor Neitzke asked Ms. Sparapani about a recent payroll issue in July. There was an issue with the ACH and the Federal Reserve on the week of Fourth of July due to the bank holiday where payroll was not deposited in employee accounts with direct deposit on the scheduled pay day, and was in some cases not deposited until Monday, July 6. Ms. Sparapani assured the Operations Committee that this was not a MADACC error and it was a problem the payroll vendor reported with the ACH system and not something that MADACC could have done anything about. All employees received their paychecks by Monday.

**c. Supervisor's Report**

 No reports were given.

**d. Friends of MADACC Update**

Ms. Sparapani reported that FOM are now subsidizing adoptions for cats 1 year and over through October 31.

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

Mr. Bell reported that MADACC received 4 unplanned grants that total $29, 875 related to COVID relief.

Mr. Bell reported the June’s total Revenue at 76.1% of budget and Expenses at 53.1% year to date.

After a brief discussion, a motion was made by Ms. Grill and seconded by Mr. Schaewe to approve the July 2020 financials as presented. The motion passed unanimously.

1. **Closed Session**

A motion was made by Ms. Grill and seconded by Mr. Schaewe at 1:21pm to convene into closed session pursuant to State Statute 19.85(1) (f), Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

In favor: Mr. Neitzke, Ms. Grill, Mr. Schaewe, Ms. Janz, Mr. Archambo, and Mr. Bell. Opposed: none. Motion passed.

A motion to reconvene into open session was made by Mr. Bell and seconded by Ms. Grill at 1:45pm.  The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Neitzke and seconded by Ms. Grill to adjourn the meeting of August 18, 2020 at 1:47pm.  The motion passed unanimously.

Respectfully submitted,

Karen Sparapani

Executive Director