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 16, 2021 – 1:00pm

Meeting Via Teleconference

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

Mr. Don Schaewe, City of Milwaukee

Mr. Jim Archambo, City of Wauwatosa

Mr. Paul Boening, Village of Whitefish Bay

Mr. Thomas Bell, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

**Excused:**  Ms. Rebecca Grill, City of West Allis

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

Ms. Laura Proeber, Operations Manager, MADACC

1. **Roll Call**

The Microsoft Teams conference id 601 728 734# 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. Schaewe seconded by Mr. Archambo to approve the minutes of the meeting held on January 19, 2021. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – January 2021**

Ms. Sparapani reported Admissions were down for the month 14.19% or 84 animals compared to last year.

Ms. Sparapani reported Adoptions up 1%, Reclaims up 1%, Transfers down 3% and Euthanasia up 2% for the month compared to last year.

Ms. Sparapani reported WHS pulled 20 animals, Cyndi Magnussen took in 11 farm animals and Urban Cat Coalition took in 6 animals.

After discussion, a motion was made by Mr. Bell and seconded by Mr. Archambo to approve the statistical report for January 2021. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported adoptions are slower with the snow and cold weather.

Ms. Sparapani reported on recent part-time staff turnover.

Ms. Sparapani reported on more training dates with MPD’s District 2 and the USPS.

Ms. Sparapani reported on a new partnership with the Pabst Theatre for an upcoming fundraiser.

Ms. Sparapani reported working with Ms. Shillinglaw on a virtual run/walk event to be held in April.

**c. Supervisor's Report**

Ms. Proeber reported on meeting with the auditor for the final audit.

**d. Friends of MADACC Update**

Ms. Sparapani reported on quite a bit of turnover on the FOM Board, including the President, who will also be leaving in the near future. Ms. Sparapani stressed the importance FOM in helping MADACC as a 501(c)(3) and the projects they have helped fund.

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1. **Treasurer’s Report**
   1. **Financial Statements – January 2021**

Mr. Bell reported General Fund Revenues at $156,854 and Expenses at $2262,177.

Mr. Bell noted the negative balance in Equipment Maintenance will be corrected in next month’s financials after receiving the necessary journal entries from the auditors.

After a brief discussion, a motion was made by Mr. Boening and seconded by Mr. Archambo to accept and approve the January financials as presented. The motion passed unanimously.

1. **Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Bell at 1:11 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, Mr. Boening, Mr. Archambo and Mr. Bell. Opposed: none. Motion passed.

A motion to reconvene into open session was made by Mr. Schaewe and seconded by Mr. Bell at 1:38pm with a decision to increase the Executive Director’s base salary by 2% with an additional $3,500 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 with yea votes from Mr. Neitzke, Mr. Schaewe, Mr. Archambo, Mr. Boening and Mr. Bell and a nay vote from Ms. Janz.

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1. **Adjournment**

There being no further business, a motion was made by Mr. Bell and seconded by Mr. Archambo to adjourn the meeting of February 16, 2021 at 1:43pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager