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 20, 2024 – 1:00pm

Meeting Via Teleconference

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

Ms. Jackie Ove, City of South Milwaukee

Mr. Jim Archambo, City of Wauwatosa

Ms.Shaketa Winters, City of Milwaukee

Mr. Mike Neitzke, City of Greenfield

Ms. Jackie Ove, City of South Milwaukee

Ms. Rebecca Grill, City of West Allis

Mr. Paul Boening, Village of Whitefish Bay

**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 Ms. Grill and seconded by Mr. Archambo to approve the minutes of the meeting held on January 16, 2024. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – January 2024**

Ms. Sparapani reported Admissions were up 18.05% for the month, or 124 animals, compared to 2023.

Ms. Sparapani reported Reclaims and Euthanasia were down for the month, with Adoptions and Transfers up for the month compared to last year.

Ms. Sparapani reported Wisconsin Humane Society took in 62 animals, with Shelter from the Storm taking in 40 animals and Washington County Humane Society pulling 31 animals.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Neitzke to approve the statistical report for January 2024. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported on meetings with Best Friends and UW-Madison.

Ms. Sparapani reported on service training for the front office employees.

Ms. Sparapani reported on a kennel enrichment pilot program.

Ms. Sparapani reported on time-consuming legal cases.

Ms. Sparapani reported licensing is going well.

Ms. Sparapani reported on an upcoming vaccine clinic scheduled for the last Saturday in March.

**c. Supervisor's Report**

Nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM is meeting tomorrow and noted the new leaders are very hands on and enthusiastic as to the help that can be provided to MADACC.

1. **Treasurer’s Report**
   1. **Financial Statements – January 2023**

Ms. Winters reported a beginning balance of $3,198,876 in the General Fund for January, with $114,234 in Expenses over Revenues. Ms. Winters noted Intergovernmental revenue has not yet been reported.

Ms. Winters reported Revenues at 4.57% of the budget and Expenses at 7.61% of the budget for the year.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Archambo to approve the financial report for January 2024. The motion passed unanimously.

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1. **Law Enforcement Necropsies**

Ms. Sparapani reported on renewed vigor with police wanting to process animal cruelty cases. Ms. Sparapani noted if an animal is deceased with no obvious signs of cruelty a rudimentary examine is done. If a more detailed examination is needed it is done through the state laboratory with a cost over $500. Ms. Sparapani would like feedback on how the committee feels about the municipalities setting up their own accounts to shift the cost to the municipalities. Mr. Schaewe questioned what MADACC’s contract requires. Ms. Sparapani noted nothing specifically addresses this need. Mr. Schaewe suggested coming up with a subcommittee to create a policy for full approval for the next meeting.

1. **Closed Session**

A motion was made by Ms. Winters and seconded by Mr. Neitzke at 1:25 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. Ove, Mr. Boening, Mr. Archambo, Ms. Winters and Ms. Grill. Opposed: none. Motion passed.

Upon reconvening, a decision was made to increase the Executive Director’s base salary by 5% with an additional $2,500 performance bonus.

1. **Adjournment**

There being no further business, a motion was made by Ms. Grill and seconded by Mr. Neitzke to adjourn the meeting of February 20, 2024, at 1:45pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager