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 April 18, 2017 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee

Mr. Eric Pearson, City of Milwaukee

Mr. Derik Summerfield, City of Wauwatosa

Mr. John Hohenfeldt, City of Cudahy

Mr. Don Schaewe, City of Milwaukee

Mrs. Rebecca Grill, City of West Allis

**Absent:**  Mr. Chris Swartz, Village of Shorewood

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

 Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

 Ms. Anne Bucio, Shelter Outcomes Manager, MADACC

 Dr. Libby Gutting, Medical Director, MADACC

1. **Roll Call**

The meeting was convened at 1:00pm; 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. Hohenfeldt and seconded by Mr. Summerfield to approve the minutes of the meeting held on March 21, 2017. The motion passed unanimously.

1. **Audit Presentation**

Mr. Hayward asked Wendy Unger from Baker Tilly to present the audit out of order out of respect for her time.

Ms. Unger reviewed MADACC’s Executive Summary of 2016 Audit of Financial Statements.

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1. **Audit Presentation**

Ms. Unger reported the communications document is to communicate any weaknesses or recommendations for the MADACC board. Ms. Unger noted MADACC’s material weakness of having the auditors prepare the financial statements and make audit adjustments is common in a small organization.

Ms. Unger reported on comments and recommendations for the current year which include maintaining supporting documentation for all journal entries, reviewing IT access rights yearly, monitoring and testing IT backups. After discussion with Laura Proeber there will be a way for MADACC to change the journal entry adjustments to be more in line with approved accounting principles for the next year and this should not be on the audit report for next year.

Ms. Unger reviewed the Financial Statement highlights and noted a high level narrative can be found on pages 3 through 9 in the audit.

Ms. Unger reported a General Fund balance of $346,517, a Capital Projects Fund balance of $535,000 after $2.1M was used to pay down the renovation debt and $170,000 went into Debt Service Fund to pay for debt.

Ms. Unger reported the revenues exceeded budget by $39,000 most of that noted in the miscellaneous revenue, mostly due to grants not budgeted for. Expenses were under budget by $75,000, positive situation there.

Ms. Unger reported the General Fund balance showed a decrease of $306,000, due to transfer to Debt Service Fund. MADACC also transferred $20K from General Fund to Capital Projects Fund to use for construction.

Ms. Unger reported overall, MADACC is in a very good financial position.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the submitted 2016 Audit and present the report to the Board of Directors in April. The motion passed unanimously.

1. **Executive Director’s Report**

**a. Statistical Update – April 2017**

Ms. Sparapani reported Admissions down slightly for the month of March and retained animals slightly up due to holding animals extra days for surgery and UW Madison.

Ms. Sparapani reported Adoptions were up 6% while Euthanasia went up 2%, Reclaims up 1% and Transfers down 13% for the month of March.

Ms. Sparapani reported Admissions down 7.8%, Adoptions up 2%, Euthanasia up 2%, Reclaims up 3% and Transfers down 9% for the year.

Ms. Sparapani reported WHS pulled 64 animals, Shelter From the Storm pulled 9 animals and Bichon Little Buddies pulled 8 animals in March.

After discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Summerfeld to approve the statistical report for the month of March 2017. The motion passed unanimously.

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**b. Operational Update**

Ms. Sparapani reported that MADACC has been added back into the MPD training academy.

Ms. Sparapani reported that a veterinarian that works at Bayshore Vet Clinic will be doing spay/neuter surgeries at MADACC and assisting with other surgeries.

Ms. Sparapani discussed the League’s letter saying that MADACC may no longer be able to participate in the State Health pool. This will affect the budget significantly if this is approved and she will keep the board apprised of news in that regard.

Ms. Sparapani reported that there is proposed legislation that will expand the animals that are exempted for paying license fees in the state. She will reach out to the representatives and senators involved with the bill to voice MADACC’s concerns.

**c. Supervisor's Report**

Ms. Bucio stated adoptions are strong for dogs and new volunteers continue to be on-boarded. She is also working on kitten fosters.

Ms. Shillinglaw reported everything going fine – doing marketing and helping promote adoptable animals with special needs.

Dr. Gutting reported that we have identified another veterinarian to help us for off-site clinic events. She also stated that the UW-Madison partnership has been invaluable for us to treat animals with significant injuries.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM ramping up for Walk Run Wag and will having a TV commercial on WTMJ.

1. **Treasurer’s Report**
	1. **Financial Statements – March 2017**

Mr. Pearson reported the General Fund Revenues at $856,406 and Expenses at $651,941, with an excess of revenues over expenditures for the year of $204,545. With a beginning General Fund balance of $380,884, the ending General Fund balance in March was $585,429.

Mr. Pearson reported revenues in Intergovernmental at 25.13%, License and Fees at 60.91%, Public Charges for Services at 23.86% and Other Revenues at 126.97% of budget. Overall, Revenues were at 30.74% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 22.91%, Contracted Services at 29.56%, Municipal Services and Deposits at 8.54%, Materials and Supplies at 10.61% and Capital Outlay at 87.46% of budget. Overall, Expenses were at 23.43% of budget.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to approve the financial statements for March 2017 as submitted. The motion passed unanimously.

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1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to adjourn the meeting of April 18, 2017 at 1:41 pm.  The motion passed unanimously.

Respectfully submitted,

Karen Sparapani

Executive Director