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 March 20, 2018 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. John Hohenfeldt, City of Cudahy

Ms. Stephanie Janz, Village of River Hills

Mr. Don Schaewe, City of Milwaukee

Mr. Eric Pearson, City of Milwaukee

Mr. Mark Luberda, City of Franklin

Mr. Derik Summerfield, City of Wauwatosa

**Member Excused:** Mrs. 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

**Guest:**  Ms. Wendi Unger, Partner, Baker Tilly Virchow Krause, LLP

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. Pearson to approve the minutes of the meeting held on February 20, 2018 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update - February 2017**

Ms. Sparapani reported Admissions up 3 % for the month of February.

Ms. Sparapani reported Adoptions up 4%, Reclaims down 5 %, Transfers up 1% and Euthanasia down 1% for the month of February. Ms. Sparapani noted several large groups of dogs were seized in February.

Ms. Sparapani reported Adoptions up 4%, Reclaims down 2 %, Transfers down 2% and Euthanasia up 1% year to date.

Ms. Sparapani reported Wisconsin Humane Society (WHS) pulled 64 animals, Shelter from the Storm pulled 15 animals and Oshkosh Area Humane Society pulled 5 animals in February.

After discussion, a motion was made by Mr. Luberda and seconded by Mr. Schaewe to approve the statistical report for the month of February 2018. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported St Francis will be getting rid of breed specific legislation (BSL). Changes will be seen over the next few months to work on a dangerous dog ordinance. Ms. Sparapani noted BSL does not prevent dog bites.

Ms. Sparapani reported staff has been viewing a DVD on appropriate behavior in the workplace.

Ms. Sparapani reported still working on the new “Weekenders Club” program which will allow volunteers to bring home dogs over the weekend. Ms. Shillinglaw and Ms. Bucio have created a handbook and video for volunteers to use as a resource. Ms. Sparapani hopes to add business sponsorships to the program.

Ms. Sparapani reported working with staff on an enrichment program for the dogs at MADACC that will include play groups and daily enrichments with special treats and toys.

Ms. Sparapani reported working on surveys for Health Departments, Law Enforcement and Clerk Treasurers to find out how MADACC can help in each community and if any training is necessary or if there are any questions to answer.

**c. Supervisor's Report**

Ms. Shillinglaw reported working on the Weekenders Program.

Ms. Shillinglaw reported volunteer appreciation week is April 15th through the 21st. MADACC will be celebrating with volunteers at Leff’s Lucky Town in Wauwatosa, a big supporter of MADACC.

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported Friends of MADACC (FOM) is ramping up for Walk, Run, Wag.

Ms. Sparapani reported Pint for Pups was held this past weekend, a festival at Camp Tosa, with donations going to MADACC.

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1. **Treasurer’s Report**
   1. **Financial Statements –February 2018**

Mr. Pearson reported the General Fund Revenues at $715,355 and Expenses at $353,481, with an excess of revenues over expenditures for the year of $361,481. With a beginning General Fund balance of $635,255, the ending General Fund balance in February was $997,129.

Mr. Pearson reported revenues in Intergovernmental at 24.92%, License and Fees at 45.22%, Public Charges for Services at 16.72%, Commercial Interest Income at 56.39% and Other Revenues at 15.13% of budget. Overall, Revenues were at 24.09% of budget.

Mr. Pearson reported expenses in Personnel Services Costs 10.63%, Contracted Services at 21.95%, Municipal Services and Deposits at 8.80%, Materials and Supplies at 6.61% and Capital Outlay at 2.89% of budget. Overall, Expenses were at 11.91% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Summerfield to approve the February 2018 financials as presented. The motion passed unanimously.

* 1. **Review Draft 2017 Audit with Wendy Unger from Baker Tilly**

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 there are no new comments for 2017 and IT policies were addressed.

Ms. Unger reviewed the Management’s Discussion and Analysis and noted the high level summary of what has happened over the year and what might occur in 2018 can be found on pages 3 through 9 in the audit.

Ms. Unger reported a General Fund balance of $613,629, a Capital Projects Fund balance of $565,609 and no balance in the Debt Service Fund.

Ms. Unger reported General Fund Revenues $188,568 to the good and Expenses $74,958 under budget, for a total variance from the final budget of $263,526.

Ms. Unger reported the end of year General Fund balance of $613,629 does include $33,366 of non-spendable prepaid expenses, $71,147 of restricted donations and $565,609 of unassigned funds.

Ms. Unger reported disclosures regarding GASB 68 and the Wisconsin Retirement System (WRS) begin on page 30. Ms. Unger noted there is a year lag for the WRS.

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Summerfield to approve the submitted 2017 Audit and present the report to the Board of Directors in April. The motion passed unanimously.

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1. **Adjournment**

There being no further business, a motion was made by Mr. Luberda and seconded by Mr. Hohenfeldt to adjourn the meeting of March 20, 2018 at 1:40pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager