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 19, 2019 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

 Mr. Thomas Bell, City of Milwaukee

Mr. Mark Luberda, City of Franklin

Ms. Stephanie Janz, Village of River Hills

Mr. Derik Summerfield, City of Wauwatosa

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

Mr. Don Schaewe, City of Milwaukee

**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

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. Summerfield and seconded by Mr. Luberda to approve the minutes of the meeting held on February 19, 2019 as presented. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2019**

Ms. Sparapani reported Admissions were about the same, for the month of February compared to last year.

Ms. Sparapani reported Adoptions up 7%, Reclaims down 2%, Transfers equal and Euthanasia equal for the month of February.

Ms. Sparapani reported WHS pulled 62 animals, Bichon and Little Buddies pulled 17 animals and Shelter from the Storm pulled 10 animals in February.

After discussion, a motion was made by Mr. Summerfield and seconded by Mr. Luberda to approve the statistical report for the month of February 2019. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported on the veterinarian search. Two candidates are being considered at this time, one local and one from Maine.

Ms. Sparapani reported the $5,000 check from the Tellier Foundation was received.

Ms. Sparapani reported on the upcoming shot clinic at MADACC on March 30th.

Ms. Sparapani reported the dental x-ray machine has been installed.

**c. Supervisor's Report**

Ms. Shillinglaw reported the cat population in the shelter never really decreased over winter but the volunteers did a great job getting the cats adopted out.

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM has a new Board President.

Ms. Sparapani reported FOM did a fundraiser for a dog that come into MADACC with a broken jaw.

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1. **Treasurer’s Report**
	1. **Financial Statements – February 2019**

Mr. Bell reported General Fund Revenues at $764,293 and Expenses at $378,265 with an excess of revenues over expenditures of $386,028. With a beginning General Fund balance of $832,590, the ending General Fund balance in February was $1,218,618.

Mr. Bell reported revenues in Intergovernmental at 25.00%, License and Fees at 45.98%, Public Charges for Services at 18.80%, Commercial Interest Income at 21.68% and Other Revenues at 34.19% of budget. Overall, Revenues were at 25.48% of budget.

Mr. Bell reported expenses in Personnel Services Costs 10.96%, Contracted Services at 25.21%, Municipal Services and Deposits at 6.80%, Materials and Supplies at 9.49% and Capital Outlay at 0.00% of budget. Overall, Expenses were at 12.61% of budget.

After a brief discussion, a motion was made by Mr. Luberda and seconded by Mr. Summerfield to approve the February 2019 financials as presented. The motion passed unanimously.

* 1. **Baker Tilly Presentation of 2018 Audit**

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 2018.

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 2019 can be found on pages 3 through 9 in the audit.

Ms. Unger reported page 12 lists a General Fund balance of $839,881, a Capital Projects Fund balance of $551,484 and no balance in the Debt Service Fund. Included in the General Fund balance is $35,755 of non-spendable funds for pre-paid expenses, $81,702 of restricted donation funds, leaving $839,881 remaining as unassigned funds.

Ms. Unger reported General Fund Revenues $123,178 to the good and Expenses $107,609 under budget, for a total variance from the final budget of $230,787.

Ms. Unger reported disclosures regarding GASB 68 and the Wisconsin Retirement System (WRS) begin on page 32. Ms. Unger noted there is a year lag for the WRS.

Ms. Unger reported on a new financial reporting standard under GASB 75 that includes other post-employment benefits other than pensions, or in MADACC’s case, Local Retiree Life Insurance Fund

After a brief discussion, a motion was made by Mr. Luberda and seconded by Mr. Bell to approve the submitted 2018 Audit and present the report to the Board of Directors in April. The motion passed unanimously.

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1. **MADACC Employee Handbook Update**

Ms. Sparapani presented an updated employee handbook.

Ms. Sparapani discussed the changes made to the handbook to include a social media agreement, a confidentiality agreement, a cell phone policy, updated dress codes and addressing orientation periods.

Ms. Sparapani noted the attorney reviewed the handbook.

A motion was made by Mr. Bell and seconded by Ms. Janz to approve the updated MADACC employee handbook.  The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Hohenfeldt and seconded by Ms. Janz to adjourn the meeting of March 19, 2019 at 1:45pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager