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 17, 2020 – 1:00pm

Meeting held at:

MADACC

3839 W Burnham St
West Milwaukee, WI 53215

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

Ms. Stephanie Janz, Village of River Hills

Mr. Thomas Bell, City of Milwaukee

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

 Mr. Michael Neitzke, City of Greenfield

**Absent:**  Mr. Jim Archambo, City of Wauwatosa

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

 Ms. Laura Proeber, Operations Manager, MADACC

**Guest (Via Telephone):** Ms. Wendi Unger, Partner, Baker Tilly

1. **Roll Call**

The meeting was convened at 1:12 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**

No discussion as quorum needed for approval was not met.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2020**

No discussion as quorum needed for approval was not met.

**b. Operational Update**

No discussion as quorum needed for approval was not met.

**c. Supervisor's Report**

 Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Nothing to report at this time.

1. **Treasurer’s Report**
	1. **Financial Statements – February 2020**

No discussion as quorum needed for approval was not met.

* 1. **Baker Tilly Presentation of 2019 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 2019 and Adjusting Journal Entries have been 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 2020 can be found on pages 3 through 8 in the audit.

Ms. Unger reported $330,587 was added to the General Fund balance with Revenues $163,674 over budget and Expenses $166,653 under budget.

Ms. Unger reported page 12 lists a General Fund balance of $1,170,468, a Capital Projects Fund balance of $537,989 and no balance in the Debt Service Fund. Included in the General Fund balance is $40,550 of non-spendable funds for pre-paid expenses, $105,717of restricted donation funds, leaving $1,024,201 remaining as unassigned funds.

Ms. Unger reported disclosures regarding GASB 68 and the Wisconsin Retirement System (WRS) begin on page 33. Ms. Unger noted there is a year lag for the WRS.

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1. **MADACC New Washing Machine**

Ms. Sparapani reported MADACC is in need of a new washing machine. A motion was made by Mr. Bell and seconded by Ms. Janz to schedule an email vote this afternoon to approve a new washer purchase not to exceed $10,000. The motion received 3 ayes and 0 nays.

Email correspondence:

“Due to the current pandemic, we did not have a quorum today. So, if you missed the meeting, you will be able to relive it next month.

I have been instructed to present this motion to you for you to vote on so that we can buy a new washing machine so we do not have to wait until April’s meeting to have it approved. The motion was as follows:

Motion made to spend up to $10K on a new washing machine by Thomas Bell.”

Seconded by Stephanie Janz.

Email vote results:

The motion received 6 ayes and 0 nays. The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Banks to adjourn the meeting of March 17, 2020 at 1:26pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager