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 16, 2021 – 1:00pm

Meeting Via Teleconference

**Members Present:** Mr. Michael Neitzke, City of Greenfield

Mr. Don Schaewe, City of Milwaukee

Mr. Jim Archambo, City of Wauwatosa

Mr. Paul Boening, Village of Whitefish Bay

Mr. Thomas Bell, City of Milwaukee

Ms. Stephanie Janz, Village of River Hills

Ms. Rebecca Grill, City of West Allis

**Guest:**  Ms. Wendi Unger, Baker Tilly

**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 Mr. Neitzke and seconded by Mr. Schaewe to approve the minutes of the meeting held on February 16, 2021 with a revision to reflect Ms. Janz voted nay to the approval of the salary increase and bonus for Ms. Sparapani. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2021**

Ms. Sparapani reported Admissions were down for the month 13.79% or 75 animals compared to last year.

Ms. Sparapani reported Adoptions up 1%, Reclaims up 4%, Transfers down 5% and Euthanasia down 3% for the month compared to last year.

Ms. Sparapani reported WHS pulled 26 animals, Purebred Cat Rescue took in 6 cats and Urban Cat Coalition took in 3 cats.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Archambo to approve the statistical report for February 2021. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported Lost Dogs of Wisconsin will be offering 100 cats and dogs microchips when reclaimed from MADACC.

Ms. Sparapani reported the Move More, Wag More event currently has 112 participants signed up, with hopes of netting $10,000 from the event.

Ms. Sparapani reported MADACC was chosen to test out a new app from PetLink that will provide owner information on microchipped animals, no matter what brand was implanted.

Ms. Sparapani reported on a newly created animal welfare group, American Pets Alive (AmPA), consisting of 38 nationwide shelters – including MADACC. The goal of APA is to mentor and put together toolkits for other community shelters, rescue groups and animal advocates to help reduce animal euthanasia across the country.

Ms. Sparapani reported on staff members with opportunities for online learning.

**c. Supervisor's Report**

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported on an upcoming meeting with the new FOM Board President and hopes to hear what FOM has planned for 2021.

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1. **Treasurer’s Report**
   1. **Financial Statements – February 2021**

Mr. Bell reported General Fund Revenues at $640,456 and Expenses at $226,012.

Mr. Bell reported everything looks good financially and noted the Audit was $1200 under budget.

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

* 1. **Draft 2020 Financial 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 2020.

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 2021 can be found on pages 3 through 8 in the audit.

Ms. Unger reported page 12 lists a General Fund balance of $1,558,794, a Capital Projects Fund balance of $505,159 and no balance in the Debt Service Fund. Included in the General Fund balance is $42,159 of non-spendable funds for pre-paid expenses, $127,0027of restricted donation funds, leaving $1,389,633 remaining as unassigned funds.

Ms. Unger reported $388,326 was added to the General Fund balance with Revenues $236,610 over budget and Expenses $151,394 under budget. Ms. Unger noted Adoptions Fee revenue alone was $158,365 over budget and Interest Income was $16,117 under budget.

Ms. Unger reported page 25 details MADACC’s current debt obligation of $1,840,000.

Ms. Janz had questions regarding the material weakness. Ms. Unger noted as the auditor, Baker Tilly prepares the final audit document for MADACC, becoming part on the control structure.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Archambo to approve the submitted 2020 MADACC Audit and present the report to the Board of Directors in April. The motion passed unanimously.

1. **Adjournment**

There being no further business, a motion was made by Mr. Neitzke and seconded by Mr. Schaewe to adjourn the meeting of March 16, 2021 at 1:36pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager