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 15th, 2022 – 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 Waala, 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. Bell and seconded by Mr. Archambo to approve the minutes of the meeting held on February 15, 2022. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2022**

Ms. Sparapani reported Admissions were up 25.80% in February compared to last year, reaching pre-pandemic levels.

Ms. Sparapani reported Adoptions and Reclaims were down for the month with Euthanasia and Transfers up for the month.

Ms. Sparapani reported Urban Cat Coalition pulled 29 cats, WHS took in 21 animals and Bob’s Beast took in 6 animals.

After discussion, a motion was made by Mr. Neitzke and seconded by Mr. Archambo to approve the statistical report for February 2022. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported staffing and recruiting continue to be a challenge. Ms. Sparapani discussed options for eliminating the on-call Animal Control Officer shift.

**c. Supervisor's Report**

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani reported no new developments.

1. **Treasurer’s Report**
	1. **Financial Statements – February 2022**

Mr. Bell reported Revenues down due to Milwaukee’s first quarter member billing not paid to date. Will be addressed immediately.

After discussion, a motion was made by Mr. Neitzke and seconded Mr. Boening to approve the financial report for February 2022. The motion passed unanimously.

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* 1. **Audit 2021**

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 2021.

Ms. Unger reported page 12 lists a General Fund balance of $2,156,792, a Capital Projects Fund balance of $535,159 and no balance in the Debt Service Fund. Included in the General Fund balance is $69,068 of non-spendable funds for pre-paid expenses, $164,534 of restricted donation funds, leaving $1,923,190 remaining as unassigned funds.

Ms. Unger reported $597,998 was added to the General Fund balance with Revenues $340,315 over budget and Expenses $257,674 under budget. Ms. Unger noted Adoption Fee revenue was $174,132 over budget and Donations were $55,422 over budget, with Personnel Serves Costs $183,975 under budget due to vacancies in employment.

Ms. Unger reported page 27 details the General Fund balance.

After a brief discussion, a motion was made by Mr. Neitzke and seconded by Mr. Archambo to approve the submitted 2021 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. Schaewe and seconded by Mr. Archambo to adjourn the meeting of March 15, 2022, at 1:31pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager