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 21, 2023 – 1:00pm

Meeting Via Teleconference

**Members Present:** Ms. Jackie Ove, City of South Milwaukee

Mr. Paul Boening, Village of Whitefish Bay

Mr. Don Schaewe, City of Milwaukee

Mr. Michael Neitzke, City of Greenfield

Ms.Shaketa Winters, City of Milwaukee

Mr. Jim Archambo, City of Wauwatosa

**Members Excused:** 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. Boening and seconded by Mr. Archambo to approve the minutes of the meeting held on February 21, 2023. The motion passed unanimously.

Milwaukee Area Domestic

Animal Control Commission

Operations Committee

Minutes of the Meeting

March 21, 2023

Page two

1. **Executive Director’s Report**

**a. Statistical Update – March 2023**

Ms. Sparapani reported Admissions were up 31.02% for the month, or 183 animals, compared to 2022.

Ms. Sparapani reported Transfers were up for the month, while Adoptions, Euthanasia and Reclaims were down for the month compared to last year.

Ms. Sparapani reported Wisconsin Humane Society took in 38 animals, with Elmbrook Humane Society pulling 13 animals and Washington County Humane Society taking in 10 animals.

After discussion, a motion was made by Mr. Schaewe and seconded by Mr. Neitzke to approve the statistical report for February 2023. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported on the uptick of animals admitted to MADACC, with both cat and dog numbers on the rise.

Ms. Sparapani discussed adding a budget amendment for an additional veterinarian and a salary increase for the current veterinarian.

**c. Supervisor's Report**

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

No new updates.

1. **Treasurer’s Report**
   1. **Financial Statements - February 2023**

Ms. Winters reported a beginning General Fund balance of $2,709,789 with an ending General Fund balance for February of $2,456,300 and the Capital Projects Fund was $549,088. Ms. Winters reported Revenues at $296,241 and Expenses at $549,730 for the month of February.

After discussion, a motion was made by Mr. Neitzke and seconded by Ms. Ove to approve the Treasurer’s Report for February 2023. The motion passed unanimously.

Milwaukee Area Domestic

Animal Control Commission

Operations Committee

Minutes of the Meeting

March 21, 2023

Page three

* 1. **Audit 2022**

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 control deficiencies or comments for 2022.

Ms. Unger reported pages 3-8 of the financial statements cover the Management’s Discussion and Analysis, with the Balance Sheet on page 11.

Ms. Unger reported page 12 lists a General Fund balance of $2,711,063, a Capital Projects Fund balance of $549,088 and no balance in the Debt Service Fund. Included in the General Fund balance is $59,891 of non-spendable funds for pre-paid expenses, $209,640 of restricted donation funds, leaving $2,441,532 remaining as unassigned funds.

Ms. Unger reported 2022 was a really good year with $554,271 added to the General Fund balance with Revenues $305,916 over budget and Expenses $247,548 under budget. Ms. Unger noted Adoption Fees and Donations were both over budget in Revenues, while Salaries & Wages and Health Insurance were both under budget in expenses.

Ms. Unger reported MADACC is in a very strong financial position.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Boening to approve the submitted 2022 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 21, 2023, at 1:33pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager