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, 2024 – 1:00pm

Meeting Via Teleconference

**Members Present:** Ms. Rebecca Grill, City of West Allis

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. Jackie Ove, City of South Milwaukee

**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. Archambo and seconded by Mr. Boening to approve the minutes of the meeting held on February 20, 2024. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – February 2024**

Ms. Sparapani reported Admissions were up 14.62% for the month, or 113 animals, compared to 2023.

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

Ms. Sparapani reported Wisconsin Humane Society took in 33 animals, with Shelter from the Storm pulling 12 animals and Washington County Humane Society taking in 12 animals.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Neitzke to approve the statistical report for February 2024. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported MADACC is still getting in a high intake of dogs, many of which are victims of cruelty and neglect. Ms. Sparapani reported working with the police more.

Ms. Sparapani reported gearing up for the upcoming vaccine clinic.

Ms. Sparapani reported on some costly repairs to the crematory.

**c. Supervisor's Report**

Ms. Proeber had nothing to report.

**d. Friends of MADACC Update**

Ms. Sparapani noted FOM is on fire and way more engaged and active to help the animals at MADACC.

1. **Treasurer’s Report**
   1. **Financial Statements - February 2024**

Ms. Winters reported a beginning General Fund balance of $3,198,876 with an ending General Fund balance for February of $3,503,292.

Ms. Winters reported Revenues at 23.84% of the budget and Expenses at 15.33% of the budget for the year.

After discussion, a motion was made by Ms. Grill and seconded by Mr. Archambo to approve the Treasurer’s Report for February 2024. The motion passed unanimously.

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* 1. **Audit 2023**

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 2023.

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 $3,198,891, a Capital Projects Fund balance of $549,088 and no balance in the Debt Service Fund. Included in the General Fund balance is $56,414 of non-spendable funds for pre-paid expenses, $226,872 of restricted donation funds, leaving $2,915,505 remaining as unassigned funds.

Ms. Unger reported 2023 was another good year with $487,828 added to the General Fund balance with Revenues $342,885 over budget and Expenses $436,896 under budget. Ms. Unger noted Interest Income and Donations were both over budget in Revenues, while Salaries & Wages and Health Insurance were both under budget in expenses.

After a brief discussion, a motion was made by Mr. Neitzke and seconded by Ms. Grill to approve the submitted 2023 MADACC Audit and present the report to the Board of Directors in April. The motion passed unanimously.

1. **Opportunity to Hire Additional Veterinarian/Budget Amendment**

Ms. Sparapani reported the APSPCA may fund an additional veterinarian for MADACC. Ms. Sparapani noted this is only a concept at this time and will work with Ms. Grill on the details and funding.

Ms. Sparapani reported Dr. Stevens will be out on maternity leave in September and does not intend to be at MADACC longer than five years.

Ms. Sparapani is looking to hire a veterinarian from WHS who has done contract work at MADACC.

1. **Adjournment**

There being no further business, a motion was made by Ms. Grill and seconded by Mr. Boening to adjourn the meeting of March 19, 2024, at 1:35pm.  The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager