

Humane Society of Portage County

February 11, 2015 Board Information Package

Location: Education Room, HSPC, 3200 Iber Lane, Plover

5:00 PM Continue discussion about strategic plan goals and what our next steps are.

5:30 PM Board Meeting

6:30 PM Adjourn

This package contains the following information

- Board Agenda
- Minutes from January meeting
- Executive Director Report
- Operations Committee Report
 - Board Member Committee Assignments
- Finance Committee Report –
 - Financial Statements (Final December Statements)
- Fundraising Committee Meeting – comments will be provided at the meeting
- Education Committee – No Meeting
- Information Technology Status Report
- Volunteer time report
- DonorPerfect report
- Significant Contributions to HSPC
- State Inspection report
- Animal Control Report
- Animal Activity Report



Board of Directors Meeting Agenda

February 11, 2015 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:32 p.m.	Approval of Minutes – January 14, 2015	Unable to meet no quorum
5:35 p.m.	Board Seating and Resignations Welcome Jenny Knutson	L. Redfield
5:40 p.m.	Update on selection of executive director Welcome Jenny Knutson	L. Redfield
5:45 p.m.	Committee Reports	
	a. Operations Committee	B. Jarman
	i. Executive Director's Report	R. Blaha
	b. Finance Committee	No meeting
	c. Fundraising Committee	L. Kawleski
	d. Education Committee	J. Redfield No Meeting
	e. Volunteer Committee	L. Kawleski No Meeting
	f. Governance Committee	A. Barrett No Meeting
	g. Nominating Committee	L. Redfield No Meeting
6:00 p.m.	Old Business	L. Redfield
	a. Continue work on strategic plan	B. Jarman
6:25 p.m.	New Business	L. Redfield
6:30 p.m.	Adjourn	L. Redfield



Humane Society of Portage County Board of Directors

Meeting Minutes

January 14, 2014

1. Call to order – B.Jarman

Meeting was called to order at 5:00 p.m.

2. Roll Call – L. Redfield

Present: Ann Barrett, Brett Jarman, Jared Redfield, Myra Westphal, Dennis Schenk, Ron Blaha, Executive Director.

Absent: Kelly Higgins, Ken Higgins, Lyne Kawleski , Tom Kelble, Sheila Kessler, Linda Redfield, Bruce Schenk, Lisa Kuntz.

8. Adjourned – 5:02 p.m. Failed to achieve a quorum

Bruce, Linda and Shelia had provided advance notice they would be unable to attend.

Next meeting of the Board will be February 11, 2015 at 5:00 p.m.

Submitted

Brett Jarman
VP, HSPC

Staff – No new news

Office/Animal Care Manager Report (from Jaime Jones)

- Interviewed with Mike Tsolinas from Las Vegas regarding winter safety for your pets. [Note: Mike saw the January Community Page article [by Jaime], “Pets Require Special Care During Winter Weather,” in our Stevens Point Journal and was interested in the content. Mike is an AMS Meteorologist, CEO of MikeTsolinas.com and Director of the non-profit Cumulus Foundation. We have not received word about the availability of a link for listening to the interview.
- Completed:
 - W-2’s for 32 Employees
 - 1099’s, 1098 for 12 Vendors
 - Year end Inventory Count and Adjustments
 - Online Worker’s Comp Audit
- Compiled 7 Employee Reviews and have reviewed them with 4 Employees to date
- Updating various parts of Animal Care Manual to be published in PDF format
- Secured Emily Lester for spring internship to assist with bookwork
- Bi-weekly Payroll, Monthly Accounting and Animal Care Lead
- Community Page Article in Stevens Point Journal on Wednesday, January 21st (see exhibit 1)
- Animal Population as of 2/04/15: Cats: 64 / Dogs: 14 / Pony: 1 (See exhibit 2)

Adoption Coordinator Progress Report (from Amanda Tucker)

- A transfer protocol has been written and published as part of the Adoption Manual. The transfer protocol is a guideline covering requirements an animal must meet to be transferred as well as suggested contacts to utilize for transfers and necessary paperwork to transfer animals to another facility or rescue.
- The surrender protocol has been revisited and updated to include what steps the shelter will take if an owner wishes to adopt a surrendered pet back. The protocol also includes guidelines as to which staff members will handle surrenders. Due to the possible liability issues that dogs can carry, the Adoption Coordinator will handle all dog surrenders and other authorized employees will handle cat surrenders.
- Surrender forms are being added to the website to allow people to fill out the paperwork in advance. Surrender paper work typically takes customers 15 – 20 minutes to fill out per animal. Giving the owner the chance to print the forms out at home will save them time and speed up the surrender process at the shelter.

- Brett has been working with Amanda to make the online adoption applications more user friendly. Currently, customers have to print out the application and scan, email or fax it back. Some people type over the word document but areas of the form are hard to type on. With the new application process, applicants can easily fill out the adoption application and submit it to the adoption team with a click of a button.
- Jay-Mar has agreed to sponsor Pet-of-the-Week through the Buyer's Guide for three months. Every Monday Amanda submits a pet profile along with a picture to the Buyer's Guide. The ads are printed in color promoting the pet and Jay-Mar.
- Jenny Knutson has been cross training with Amanda as a Volunteer Adoption Counselor. The goal of this position is for the volunteer to help direct customers to the area they need to be, assist with showing animals, take applications and talk with customers. The goal is to train more volunteers to be Adoption Counselors. With extra counselors helping the Adoption Team, we will be able to process applications quicker.
- During the month of January, 33 cats were transferred to Wisconsin Humane. See exhibit 2 for a chart that shows how much money the shelter spent to house the cats past their seven day hold and how much we would have made off of adoption fees had they been adopted the day they were transferred.
 - We will continue to transfer cats to Wisconsin Humane until the shelter has 30 cats available for adoption. Transferring the cats reduces the cost of housing and staff wages to care for them. It costs the shelter approximately \$4 a day to house a cat. Having open cages has allowed us to take in surrenders where in the past we have had to turn them away.
 - Last year when we transferred several cats to other shelters the shelter had space to take in cats when spring came. In the past the shelter has turned away surrenders 9-10 months out of the year. Now that we are keeping our numbers low we only have to turn surrenders away 4-5 months out of the year.
 - Typically there are two population spikes a year for cats. In the spring when kittens are born and people are outside more. Cats that have been hanging around all winter are noticed and people start bringing them in. The second spike occurs in the fall when it starts getting cold. People that have been feeding stray cats all summer don't want the cats to be outside in the cold so they bring them to the shelter.
- One dog was transferred to the Wisconsin Boston Terrier Rescue in Milwaukee. The dog was transferred due to behavioral issues. The dog's issues were disclosed to the rescue and the appropriate waivers were signed and retained at the shelter.
- During the month of January 33 cats were adopted, 10 dogs and 1 pigeon.
- As of January 31, 2015 the shelter had 61 cats and 14 dogs active in Access.

Medical Staff Progress Report (from Kim Peacock, DVM)January spay/neuter/dental/other surgery numbers include:

Canine: Spay 03 / Neuter 07 / Dentals 07 / Other 06

Feline: Spay 26 / Neuter 18 / Dentals 04 / Other 05

- Connie suffered the misfortune of a broken ankle so missed most of the first three weeks of January due to her injury. Luckily this is the slow season, so Dr. Kim and Alyssa were able to cover the medical needs of the animals, though special projects slated for being addressed this time of year did not get the attention that was planned in January. Connie must remain off of her leg, but is doing much needed computer tasks, record/document organization and learning/setting up the medical side of Shelter Track.
- We have a regular volunteer, Bev Wnuk, who has been very helpful on Wednesday mornings with animal recover, grooming, and cleaning as needed.
- A substantial donation has been pledged that is being added to other medical donations so that we may quickly get the equipment needed to upgrade our surgical area to more safely and efficiently do our work. We are pursuing quotes and researching equipment.
- We now have junior UWSP student, Angela Whelan, who shadows the med staff on Wednesday afternoons. Her future aspiration is to be a veterinarian.
- HVAC people have been to the shelter to examine what is needed for venting alterations as we begin to move forward with the planned changes. Brett has been working on getting a source for oxygen & nitrogen hoses for the equipment.
- We provided spay services for four cats for MAPS (the Marshfield group starting a shelter), our first outside of HSPC client.
- Our inventory system is further being improved with inventory tags to track when reorders are needed.
- Our heartworm positive dog, Hiker, still has heartworm after the usual treatment regime, but we were able to procure more medication from the company to treat him.
- Long standing miscalculations in the feline drug protocols the shelter has been using have been discovered and fixed during a rewrite of the document. Better results are already being seen with pre-medicated cats.

Humane Officers Progress Report (from Emily Carlson)

- Our annual Commercial Animal Establishment Inspections are up-to-date with the number of the applications that we have received. We have a few applications that still need to come in.
- Lance has been keeping up with the snow blower, gasoline, and van needs this winter.
- Brady Napiwocki will be attending an EBI course that will be held at the Fox Valley Humane Society in March. That will leave us with four humane officers who will be EBI certified.
- Deann Migas (along with other staff members) will be attending HSUS annual conference in New Orleans at the end of March.

Executive Director (from Ron Blaha)Fundraising/Events/Donations

- Sent a request for \$2,500 to the Ho-Chunk Nation to be a sponsor for our 2015 “Walk for Wags.”
- Received notification that we will receive a \$2,500 donation from America’s Farmers Grow Communities (which is sponsored by the Monsanto Fund) thanks to Hope Peplinski selecting our HSPC to be the recipient.

Meetings

- 01/05/15: Available to answer questions from a candidate for the executive director’s position.
- 01/06/15: Available to answer questions from a candidate for the executive director’s position.
- 01/07/15: Finance Committee Meeting
- 01/13/15: All Staff Meeting
- 01/14/15: HSPC Board of Director’s Meeting
- 01/15/15: Humane Officer Meeting
- 01/27/15: Meeting with Attorney Jim Noonan to discuss labor law issues.
- 01/29/15: Met with our insurance representative to review the 2015 insurance documents.

Education

- 1/22/15: Shary Walkush presented at Rosholt Elementary School two sessions – one to the 1st graders and the other to the kindergarteners. Students also donated food and supplies to our shelter.
- Organized six books and related lesson plans that can be used for educational presentations. Books and lesson plans available include:
 - Don’t Lick the Dog
 - The Shelter Dog
 - A Cat Like That
 - May I Pet Your Dog?
 - Buddy Unchained
 - Love is a Happy Cat

Building / Grounds / Equipment: Revamping the rooms involving our medical realignment is in process with the project being led by Brett Jarman and assisted by Dr. Kim.

Safety: A generic safety manual, which was provided by our insurance representative, is being reviewed to determine if we could use the content as ready made protocols that would reflect our safety practices.

Activities

- Performance appraisals completed and reviews given to my direct reports.
- Redid outdated Standard Operating Procedures (SOP's) into Shelter Operations Manual or removed those that have been replaced by our department protocols. Shelter Operations was initiated to include protocols that are involved with more than one department area and cannot be placed into a specific department protocol manual. Also, some of the previous SOP's have been negated with the newer department protocols that have been created. This rearrangement took a considerable amount of time to complete.
- Prepared our Employee Manual content to the required format that is being used for our electronic versions which are to be placed into our Intranet location.
- The recently updated Employee Handbook has another revision to include the following:
 - Employers Media Communication (previously part of the SOP's)
 - Scheduled Hours and Unscheduled/Overtime – updated wording to include notification slips that are used for these situations.
 - Added guidelines for injury reporting and discussion points about injuries.
 - Added parking guidelines.
 - Added specific points to the “Dress Code” section.
- Purchased “*Start Right, Stay Right...Lead Right*” books for our department leads. The books offer a quick read and understanding of the most important strategies that are used by effective leaders. The leads also took a self-assessment of their leadership tendencies. During our lead meetings we will be discussing key points that relate to their tendencies and what can be done to improve their leadership skills.
- Provided V. Plover with their quarterly “Animal Control” report (October – December).
- Put together a reminder list of necessary functions that are required during each month of the year for the new executive director to be aware of the functions needed to be completed during each month of the year.

As the temperatures drop, we need to take extra precautions to ensure that our furry friends are safe and comfortable. While dogs such as huskies and malamutes and cats that live outside year round are more equipped to deal with the cold weather, there are important points that still need to be considered.

» Keep an eye out for automotive fluid. Both antifreeze and windshield washer fluids are hazardous to animals. Be aware of antifreeze and washer fluid puddles. The American Society for the Prevention of Cruelty to Animals recommends using products that contain propylene glycol rather than ethylene glycol.

» Wipe de-icing products off paws. Ice-melting products can get stuck in your pet's paws and then they may try licking it to remove it. When de-icing your driveway and sidewalks use pet-safe salt. Paw pads may also bleed from snow or encrusted ice. If you walk your dog or have a cat outside and it is exposed to de-iced roads or sidewalks, wipe off the pet's paws, legs and stomach when they come in out of the cold. If possible use booties.

» Be wary of rodent poison. If you live in a rural or semi-rural area, you may see more mice move in when the temperature drops. You or your neighbors may be tempted to rid yourself of these pets with rodent poison. Unfortunately pets sometimes eat the poison. Be prepared to act fast if you think your pet has swallowed something toxic — call your veterinarian.

» Keep cats away from your car. Cats



Jaime Jones

love warmth, so after you park the car, the heat from the engine can entice even

the warriest of felines. Once under the hood, your cat could be seriously hurt the next time you start your engine so bang on the hood and honk your horn before starting your engine.

» If your dog is strictly outdoors, use adequate shelter insulated with straw or blankets to retain the dog's body heat. Face the house opening away from the wind and cover it with burlap or a tarp. To avoid having your dog's water bowl freeze, use a heated water bowl. Don't use heat lamps or space heaters — they not only cause a fire hazard but they can easily burn your dog. Staying warm takes lots of energy so keep an outdoor dog well fed and hydrated.

» Be on the watch for hypothermia and frostbite. Bring your pet indoors immediately and contact the veterinarian if it is whining, is shivering, slows down or stops moving, seems anxious or starts burrowing. Frostbite is harder to detect and may not be recognized until it is too late.

» For indoor dogs, limit the dog's exposure to the cold by shortening walks. If you can, find indoor activities that will burn off excess energy. Now would be a great time for enrolling your in a dog obedience, fly ball or agility class.

Jaime Jones is office manager for the Humane Society of Portage County.

WEDNESDAY, JANUARY 21, 2015

Pets require special care during winter weather

Animal Population as of 2/04/15: Cats: 64 / Dogs: 14 / Pony: 1

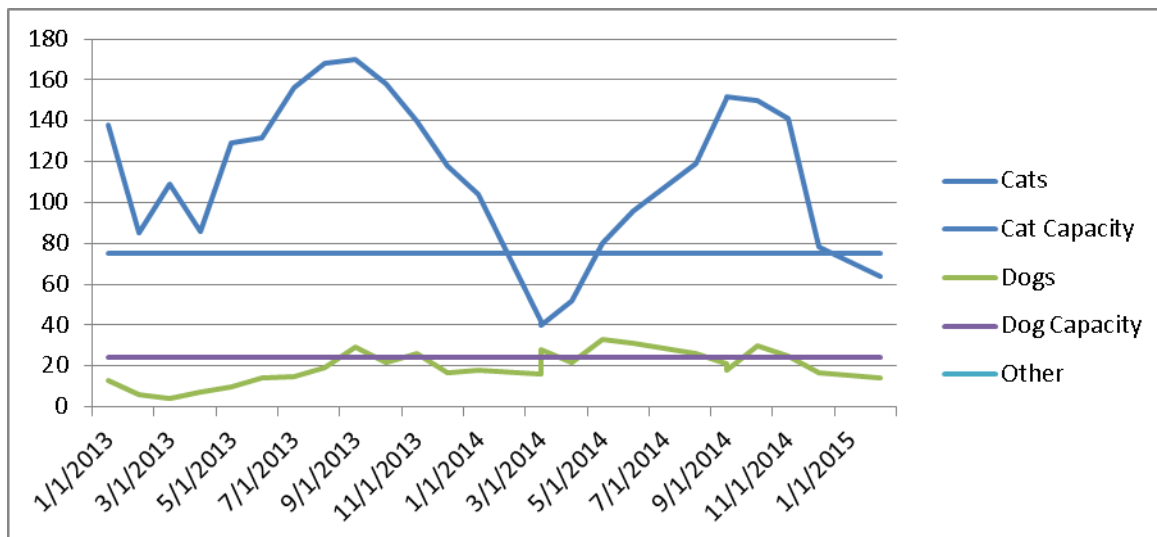


Exhibit 2

Note: The graph depicts the population at the beginning of the month and does not reflect the highs and lows that occur during the month.

Cat Transfers During the Month of January

A&D	Arrival Date	Departure Date	Days Past 7	Additional Cost	Fee
15219	12/12/2014	1/7/2015	19	\$76	\$30
15227	12/18/2014	1/7/2015	13	\$52	\$30
15155	11/21/2014	1/7/2015	40	\$160	\$30
15139	11/18/2014	1/7/2015	43	\$172	\$30
14839	9/8/2014	1/7/2015	114	\$456	\$30
15009	10/23/2014	1/7/2015	69	\$276	\$30
14937	10/6/2014	1/7/2015	86	\$344	\$30
15174	11/28/2014	1/7/2015	34	\$136	\$30
15154	11/21/2014	1/7/2015	40	\$160	\$30
15156	11/22/2014	1/7/2015	39	\$156	\$30
15293	12/19/2014	1/14/2015	19	\$76	\$30
14721	8/11/2014	1/14/2015	149	\$596	\$30
14433	6/10/2014	1/14/2015	211	\$844	\$30
15004	10/21/2014	1/14/2015	78	\$312	\$30
15162	11/25/2014	1/14/2015	43	\$172	\$30
15094	11/7/2014	1/14/2015	61	\$244	\$30
14919	9/30/2014	1/14/2015	100	\$400	\$30
14939	10/7/2014	1/14/2015	92	\$368	\$30
15264	1/8/2015	1/14/2015		Did not have to spay	
15251	1/2/2015	1/14/2015		Did not have to spay	
14811	9/2/2014	1/14/2015	127	\$508	\$30
15152	11/21/2014	1/14/2015	40	\$160	\$30
15170	11/26/2014	1/14/2015	32	\$128	\$30
15175	11/28/2014	1/22/2015	48	\$192.00	\$30
15289	1/19/2015	1/22/2015	4	\$8	\$30
15275	1/10/2015	1/22/2015	12	\$48	\$30
15265	1/8/2015	1/22/2015	8	\$32	\$30
15250	1/2/2015	1/22/2015	20	\$80	\$30
15249	1/2/2015	1/22/2015	20	\$80	\$30
15210	12/9/2014	1/22/2015	44	\$176	\$30
15070	11/3/2014	1/22/2015	74	\$296	\$30
15004	10/21/2014	1/22/2015	86	\$344	\$30
14730	8/14/2014	1/22/2015	154	\$616	\$30
			1919	\$7,668.00	\$930

Exhibit 3



February 9, 2014 – 5:30PM

Present: Lyne Kawleski, Shelia Kessler, Dennis Schenk, Brett Jarman, Ron Blaha

1. Update on executive director search
2. Update on building modifications to support medical team and outside services - we have had our first paying customer (Marshfield Area Pet Shelter) - Progress report below
3. Discussed strategic goals – a follow on to the last board meeting – what do we need to do to get finished some of the items are:
 - a. Fundraising consultant and marketing of HSPC
 - b. Board composition – expectations of board members
4. Tabled discussion of dog training until performance reviews are completed

Project Update: Medical team to generate income to offset increased expenses

Operations committee provided guidelines before vet interviews began

- Interview & hire vet
- 6 months to transition and get ready
- Vaccinations and spay neuter for low income
- Communication to vets about what we are doing
- Not an emergency or regular treatment center – Should like Petco or Spay neuter Clinic
- Recent discussion with board members indicate that doing spay neuters for other shelters would also be ok
- Worried about doing tests and what happens when results are negative – our goal is once and done – not ongoing service provider

Items Completed

- Intake room created by reorganizing building
- Additional computers and equipment acquired
- Operations committee gave broad guidelines for dealing with low income market
- Letters sent to all vets indicating what we were planning to do
- Sample plan developed for space reconfiguring
- Cleaned up large quantity of excess medical supplies
 - Triaged keep or toss
 - Sorted materials and located small quantity in the building and the rest in the garage
- Tested space for surgery in the euth room
- Relocated scale to hallway and made appropriate electrical connections
- Met with fire chief, deputy fire chief and Plover building inspector to discuss oxygen supply lines going through walls or ceilings – No approvals required provided we acquire the materials used from a supplier (no build it yourself) and the oxygen line must be green.
- Supplier of long oxygen lines has located

Tasks that remain

1. Convert euth room to surgery room

- Clean out excess materials from the euth room - completed
- Oxygen & Nitrogen tanks to relocate to dog surgery kennel room.
 - Brett – chains to secure tanks in an upright position
 - Brett – long oxygen line from new tank location to new surgery room
- HVAC install shut off vent Completed
- Electrical changes to euth room
 - Kim – Specifications and supplier for a floor standing surgical light
 - Brett – Acquire the light
 - Kim & Brett – second review of electrical outlets and locations needed for surgery in euth room. Initial exam indicated that there was an adequate number of outlets – may need a medical grade power strip
- E-collars and HO supplies to new locations – Completed
- Patch holes in the walls - completed
- Paint the new surgery room
 - Kim – Determine color
 - Brett – paint the room
- Replace cloth window shade with opaque shower curtain
- Stock the room for surgery
- Move table and equipment to Euth room

2. Vet / Vet tech office support moves to old surgery room

- Desks and Computers Move
- Large Refrigerator move to the east wall in the surgery room
- Move Kim's cabinet

3. Convert ISO to a surgery prep room

- Table that was in euth moves to the prep room
- Kim & Med Team – determine number of cages that will remain in the prep room
- Kim & Med Team – determine if additional counter space will be built level with counter & sink (4 foot of counter)
- Brett – Build counter if needed
- Move the required equipment & supplies to the prep room
- Move excess items to the transition room
- Brett – Add a wall safe to hold supplies needed by HO's to perform emergency euth
Determine type of small wall mounted safe to hold euth medications and install
 - Menards has two types on display Determine best solution Acquire and install

4. Convert the trans room to ISO and Cat intake
 - Proposed configuration is single wall running east and west. Swinging door on the east side of wall. Iso on the south side of the wall will have the window, sink and drain. The north side will be intake.
 - Hvac requirement is an additional vent and air return – Quote has been received
 - Firer alarm requirement – additional alarm in the room (one on each side of the wall)
 - Two rabies dog cages to be used for dog intake
 - When we have a rabies hold they will occupy one of the surgery kennels
 - Build wall install door. No holes into floor (radiant heat)
 - Paint floor
5. Current intake room (old HO office) becomes public exam and treatment room
 - Cages move to ISO and intake
 - Add chairs and allow room to be used for surrender
6. The sixth Milestone is refinements
 - Acquire additional equipment – Recent \$10,000 gift will allow acquisition of better surgery monitor, second anesthesia machine, and either an x-ray or ultrasound machine

Board Members

Committees

February 2015

Last Name	First Name	Title	Executive	Operations	Fund Raising	Finance	Volunteer	Education	total
Redfield	Linda	President	X			X		X	3
Jarman	Brett	Vice President	X	C	X		X		4
Kessler	Sheila	Secretary	X	X				X	3
Schenk	Bruce	Treasurer	X	X		C			4
Barrett	Ann	Director			C				1
Higgins	Kelly	Director			X				1
Higgins	Ken	Director			X				1
Kawleski	Lyne	Director		X	C		C		3
Kelble	Tom	Director			X			X	2
Knutson	Jenny	Director							
Kunst	Lisa	Director			X				1
Redfield	Jared	Director						C	1
Schenk	Dennis	Director		X		X			2
Westphal	Myra	Director			X				1
13 board members	Total		4	5	8	3	2	4	

Committee

Meets

Operations	Last Monday of month (Or first Monday of the month depending on the calendar)
Finance	Last Wednesday of the month (or First Wednesday of the month depending upon the calendar)
Fund Raising	Various Saturday Mornings & before board meeting
Volunteer / HR	adhoc committee
Education	Various lunch meetings (typically the Friday before the board meeting)

All meetings are subject to change based on the needs of HSPC.



Finance Committee Report

- No meeting this month .



Fundraising Committee Report

- On February 7 a fund raising meeting was held at the shelter from 1:00PM to 6:30PM. The meeting was a working meeting to create the sponsor mailing materials and finalize many of the event details. Lyne Kawleski, Ann Barrett, Myra Westphal and Brett Jarman were in attendance.



Education Committee Report

- No Meeting this month



Volunteer Committee Report

- No Meeting this month

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	15,383.94
1034 · US Bank checking	24,054.05
1042 · Associated Bank money market	22,711.57
1043 · Pay Pal account	7,764.18
1047 · Stevens Point Post Office	20.09
Total Checking/Savings	70,033.83
Accounts Receivable	
11000 · Accounts Receivable	8,849.83
Total Accounts Receivable	8,849.83
Other Current Assets	
1045 · Capital Expenditure Fund	153,694.87
1046 · Schlieper Fund	199,781.91
1048 · Community Foundation Endowment	116,227.85
12101 · Prepaid Expense	400.00
12102 · Prepaid Insurance	6,931.00
12105 · Inventory-Merchandise	2,515.73
Total Other Current Assets	479,551.36
Total Current Assets	558,435.02
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	114,058.70
1503 · A/D - land improvements	-87,013.01
1512 · Building	1,256,437.17
1514 · A/D - building	-222,766.83
1520 · Building improvements	33,531.80
1521 · A/D - building improvements	-1,228.44
1530 · Shelter equipment	143,577.05
1531 · A/D - shelter equipment	-126,125.85
1540 · Office equipment	34,530.51
1541 · A/D - office equipment	-20,678.76
1545 · Spay/neuter equipment	16,923.34
1546 · A/D - spay/neuter equipment	-16,742.03
1550 · Vehicles	28,965.59
1551 · A/D - vehicles	-27,117.83
Total Fixed Assets	1,235,412.41
TOTAL ASSETS	1,793,847.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2011 · Associated Bank-Visa	262.12
2014 · Kwik Trip Card	589.41
Total Credit Cards	851.53
Other Current Liabilities	
2030 · Dog licenses payable	247.00
2040 · Wisconsin sales tax payable	282.88
2300 · Accrued wages	9,923.34
Total Other Current Liabilities	10,453.22
Total Current Liabilities	11,304.75
Total Liabilities	11,304.75
Equity	
3040 · Retained earnings	1,802,748.16

12:21 PM

01/19/15

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2014

	<u>Dec 31, 14</u>
32000 · Unrestricted Net Assets	-12,323.79
Net Income	-7,881.69
Total Equity	<u>1,782,542.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,793,847.43</u></u>

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
November 2014

	Dec 14	Budget	Dec 13	Jan - Dec 14	Jan - Dec 13	Annual Budget
Ordinary Income/Expense						
Income						
4000 · Dog adoption income	2,470.00	2,500.00	1,475.00	28,800.00	24,470.00	30,000.00
4010 · Cat adoption income	2,100.00	1,916.67	2,000.00	18,785.00	24,490.00	23,000.00
4030 · Surrender income	435.00	291.67	40.00	5,180.00	3,005.00	3,500.00
4040 · Dog redemption income	235.00	500.00	120.00	3,676.25	5,206.71	6,000.00
4050 · Cat redemption income	50.00	58.33	30.00	677.92	660.00	700.00
4080 · Quarantine income	0.00	100.00	0.00	1,457.00	1,825.00	1,200.00
4085 · Dog Training Income	300.00	216.67	75.00	2,220.00	1,765.00	2,600.00
4116 · Rabies fee income	0.00	125.00	0.00	400.00	1,522.00	1,500.00
4120 · Miscellaneous shelter income	0.00	0.00	0.00	462.00	426.21	0.00
4130 · Boarding fee income	175.00	250.00	30.00	3,390.75	3,388.44	3,000.00
4135 · Vaccination fee income	20.00	125.00	0.00	287.00	115.00	1,500.00
4200 · City contract income	0.00	0.00	0.00	0.00		0.00
4210 · County contract income	20,665.08	20,658.00	20,271.69	247,980.96	243,260.28	247,900.00
4300 · MERCHANDISE SALES						
4310 · Merchandise Sales	295.00	133.33	244.01	1,246.57	1,651.33	1,600.00
Total 4300 · MERCHANDISE SALES	295.00	133.33	244.01	1,246.57	1,651.33	1,600.00
Total Income	26,745.08	26,874.67	24,285.70	314,563.45	311,784.97	322,500.00
Expense						
50000 · SHELTER EXPENSES						
5000 · Shelter payroll expense	28,130.60	27,500.00	20,607.02	320,194.18	297,195.26	330,000.00
5002 · Contract labor	0.00	0.00	0.00	0.00	0.00	
5005 · Shelter payroll tax expense	2,224.81	2,000.00	1,706.87	26,468.81	22,117.07	24,000.00
5010 · Shelter unemployment expense	100.68	1,000.00	537.37	3,932.40	11,097.14	12,000.00
5012 · Medical Reimbursement	1,000.00	0.00	1,000.00	4,013.77	3,020.00	3,000.00
5015 · Shelter supply expense	1,145.14	1,708.33	1,672.95	16,851.00	20,256.39	20,500.00
5020 · Shelter equipment expense	0.00	100.00	0.00	0.00	363.00	1,200.00
5021 · Animal control equipment	0.00	58.33	0.00	0.00	178.25	700.00
5025 · Shelter equip repair and mainte	0.00	250.00	0.00	1,822.08	222.00	3,000.00
5032 · Dog License expense	0.00	0.00	222.00	0.00	0.00	0.00
5035 · Shelter vet expense	6,049.70	1,250.00	230.52	35,883.54	12,047.55	15,000.00
5037 · Medical supply expense	2,590.78	2,000.00	2,706.84	24,396.37	24,962.93	24,000.00
5040 · Shelter equipment depreciation	0.00	0.00	14,074.08	0.00	0.00	0.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
November 2014

	Dec 14	Budget	Dec 13	Jan - Dec 14	Jan - Dec 13	Annual Budget
5050 · Shelter uniform expense	0.00	83.33	0.00	0.00	44.94	1,000.00
5051 · Office uniform expense	0.00	0.00	0.00	0.00	757.77	0.00
5052 · Humane Officer uniform expense	0.00	83.33	0.00	166.50	0.00	1,000.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	0.00	208.33	0.00	1,032.61	2,548.61	2,500.00
5065 · Shelter staff training	0.00	83.33	120.90	523.41	1,375.75	1,000.00
5067 · Shelter Humane Officer training	0.00	100.00	0.00	1,829.66	1,950.00	1,200.00
5096 · Rabies tag expense	0.00	0.00	0.00	0.00	83.53	100.00
5097 · Microchip expense	5,342.00	916.67	-6,194.89	7,401.63	10,765.39	11,000.00
5099 · Miscellaneous shelter expense	120.43	166.67	50.00	1,316.39	761.15	2,000.00
Total 50000 · SHELTER EXPENSES	46,704.14	37,508.32	36,733.66	445,832.35	409,746.73	453,200.00
5018 · MERCHANDISE-COGS	-829.95	250.00	-1,409.78	599.05	3,189.13	3,000.00
52000 · SPAY/NEUTER EXPENSES						
5215 · Spay/neuter supplies	70.70	125.00	899.35	1,491.36	2,255.95	1,500.00
5235 · Spay/neuter vet expense	445.69	2,333.33	460.00	12,148.65	27,037.55	28,000.00
5237 · Spay/neuter medical supplies	87.00	0.00	1,619.56	228.05	412.75	0.00
5270 · Spay/neuter licenses	0.00	0.00		25.00	0.00	0.00
Total 52000 · SPAY/NEUTER EXPENSES	603.39	2,458.33	2,978.91	13,893.06	29,706.25	29,500.00
55000 · VEHICLE EXPENSES						
5500 · Vehicle depreciation	0.00	0.00	1,768.76	0.00	0.00	0.00
5510 · Vehicle maintenance & repair e	0.00	250.00	10.46	2,221.03	2,291.71	3,000.00
5520 · Vehicle insurance expense	377.11	391.66	392.70	4,288.30	3,467.30	4,700.00
5530 · Vehicle gas	133.65	583.33	369.11	4,576.32	7,806.29	7,000.00
5535 · Mileage reimbursement	0.00	83.33	0.00	851.67	730.39	1,000.00
5550 · Cellular phone expense	258.60	150.00	147.37	1,920.92	1,631.36	1,800.00
Total 55000 · VEHICLE EXPENSES	769.36	1,458.32	2,688.40	13,858.24	15,927.05	17,500.00
65000 · EDUCATION EXPENSES						
6530 · Education supply expense	0.00	16.67	148.90	0.00	177.46	200.00
6610 · Video expense	180.00	100.00	0.00	1,080.00	945.00	1,200.00
Total 65000 · EDUCATION EXPENSES	180.00	116.67	148.90	1,080.00	1,122.46	1,400.00
70000 · ADMINISTRATIVE EXPENSES						
7000 · Office supply expense	216.45	291.67	15.75	2,305.74	3,331.27	3,500.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
November 2014

	Dec 14	Budget	Dec 13	Jan - Dec 14	Jan - Dec 13	Annual Budget
7010 · Office equipment depreciation	0.00	0.00	4,430.79	0.00	0.00	0.00
7001 · Humane Officer supplies	0.00	12.50	0.00	0.00	99.50	150.00
7020 · Office equipment repair & maint	0.00	100.00	0.00	375.00	1,185.50	1,200.00
7030 · Advertising expense	0.00	8.33	0.00	190.00	98.00	100.00
7050 · Dues and membership expense	246.00	41.66	241.00	575.00	666.00	500.00
7060 · Subscriptions expense	390.30	20.83	251.00	8,386.68	502.00	250.00
7070 · License and application fees	0.00	58.33	-25.00	2,025.63	660.50	700.00
7080 · Accounting - in house	69.49	291.66	69.49	3,389.86	4,832.11	3,500.00
7110 · Postage expense	399.70	250.00	99.12	4,843.48	2,465.39	3,000.00
7120 · Telephone expense	198.09	250.00	-59.19	2,332.05	2,538.78	3,000.00
7125 · Internet expense	58.85	58.33	72.54	699.80	1,046.34	700.00
7140 · Outside services						
7141 · Attorney Fees	1,000.00	0.00	0.00	4,207.25	275.00	
7140 · Outside services - Other	500.00	1,666.67	1,750.00	18,875.00	8,917.47	20,000.00
Total 7140 · Outside services	1,500.00	1,666.67	1,750.00	23,082.25	9,192.47	20,000.00
7150 · Bank charges	211.05	208.33	209.31	2,746.57	2,115.52	2,500.00
7160 · Insurance - workers compensatio	9,654.00	666.67	282.40	11,803.00	8,130.00	8,000.00
7165 · Insurance directors & officers	66.67	75.00	75.29	819.51	598.56	900.00
Total 70000 · ADMINISTRATIVE EXPENSES	13,010.60	3,999.98	7,412.50	63,574.57	37,461.94	48,000.00
75000 · HOUSING EXPENSES						
7500 · Building repair & maint expense	6,311.45	416.67	72.50	18,871.32	26,597.03	5,000.00
7505 · Security monitoring expense	0.00	50.00	0.00	332.88	546.83	600.00
7510 · Heat and electricity expense	2,313.09	2,166.67	2,280.41	30,410.70	25,569.89	26,000.00
7515 · Trash removal	240.66	208.33	216.05	2,814.09	2,564.25	2,500.00
7525 · Building depreciation	0.00	0.00	32,216.34	0.00	0.00	0.00
7525 · Building improvement depreciation	0.00	0.00	1,228.44	0.00	0.00	0.00
7535 · Land improvement depreciation	0.00	0.00	6,578.23	0.00	0.00	0.00
7517 · Snowplowing	0.00	100.00	0.00	150.00	1,200.00	1,200.00
7520 · Water and sewer expense	1,290.40	583.33	0.00	6,788.00	6,035.20	7,000.00
7540 · Insurance property & casualty	66.67	83.33	75.29	827.85	1,035.58	1,000.00
Total 75000 · HOUSING EXPENSES	10,222.27	3,608.33	42,667.26	60,194.84	63,548.78	43,300.00
8000 · IN-KIND DONATIONS						
8010 · IN KIND DONATIONS	-440.00		25,150.65	-18,488.94	-40,534.00	0.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
November 2014

	Dec 14	Budget	Dec 13	Jan - Dec 14	Jan - Dec 13	Annual Budget
8015 · In-Kind Shelter Supplies	50.00		-3,500.00	10,019.98	3,500.00	0.00
8055 · In Kind-Conference Expense	0.00		-4,935.00	1,666.72	4,935.00	0.00
8060 · In Kind Donations-Office Supply	0.00		-3,300.00	3,010.01	3,300.00	0.00
8065 · In Kind Donations-Office R & M	290.00		-1,000.00	454.29	1,000.00	0.00
8080 · In Kind Donation-Building R & M	100.00		-1,200.00	1,456.93	1,200.00	0.00
Total 8000 · IN-KIND DONATIONS	0.00	0.00	11,215.65	-1,881.01	-26,599.00	0.00
Total Expense	70,659.81	49,399.95	102,435.50	597,151.10	534,103.34	595,900.00
Net Ordinary Income	-43,914.73	-22,525.28	-78,149.80	-282,587.65	-222,318.37	-273,400.00
Other Income/Expense						
Other Income						
85000 · FUNDRAISING INCOME						
8500 · Membership income	0.00	0.00	0.00	140.00	140.00	
8520 · Gifts and donations income	28,568.53	5,416.67	19,328.39	99,667.24	114,849.77	65,000.00
8530 · Honorarium income	905.00	166.67	1,205.00	4,877.56	2,705.00	2,000.00
8900 · Interest income	3.92	416.67	3,249.55	82.26	4,277.93	5,000.00
8901 · Dividend income	0.00	416.67	6,177.07	0.00	0.00	5,000.00
9000 · Neuter sponsor income	475.00	291.67	260.00	3,010.50	3,120.00	3,500.00
9001 · Memorial income	6,300.74	1,000.00	5,435.00	24,221.44	16,718.85	12,000.00
9002 · Can donation income	1,069.09	541.67	473.85	6,257.85	6,376.53	6,500.00
9003 · Paws income	0.00	0.00	0.00	13.00	1,035.00	2,000.00
9004 · Spay/neuter clinic income	0.00	0.00	0.00	0.00	241.61	0.00
9005 · Kevin Ford golf outing income	0.00	0.00	0.00	17,134.00	11,935.20	14,000.00
9006 · Microchip clinic income	0.00	0.00	0.00	120.00	390.00	500.00
9013 · Fur ball income	50.00	0.00	0.00	24,170.41	24,458.42	25,000.00
9023 · Walk for Wags income	0.00	0.00	0.00	15,921.00	11,545.11	12,000.00
9032 · Aluminum can recycling income	0.00	375.00	449.20	4,583.70	4,735.35	4,500.00
9300 · In-house fundraising income	90.00	83.33	200.00	3,707.14	1,100.00	1,000.00
9400 · Miscellaneous fund raising inco	721.02	500.00	1,798.96	46,709.25	22,391.01	6,000.00
9410 · Appeal income	24,253.00	30,000.00	30,836.00	48,376.27	62,623.80	80,000.00
9450 · Miscellaneous other income	0.00	133.33	57.00	265.95	1,601.41	1,600.00
Total 85000 · FUNDRAISING INCOME	62,436.30	39,341.68	69,470.02	299,257.57	290,244.99	245,600.00
9499 · Sales tax discount	10.00	10.00	11.17	120.00	139.80	120.00

HUMANE SOCIETY OF PORTAGE COUNTY INC
Profit & Loss Budget Performance
November 2014

	Dec 14	Budget	Dec 13	Jan - Dec 14	Jan - Dec 13	Annual Budget
Total Other Income	62,446.30	39,351.68	69,481.19	299,377.57	290,384.79	245,720.00
Other Expense						
8902 · Unrealized gain/loss on investments			-32,650.23			
8909 · Investment fees expense	0.00	5,000.00	5,865.52	0.00	0.00	5,000.00
8910 · Gain/loss on investment sale	0.00	0.00	-11,735.42	0.00	0.00	0.00
8920 · Capital Gain/loss on investment			-6,931.03			
9500 · FUNDRAISING EXPENSES						
9501 · Memorial expense	0.00	0.00	0.00	0.00	0.00	0.00
9503 · Paws campaign expense	0.00	0.00	0.00	0.00	19.83	100.00
9513 · Fur ball expense	16.20	0.00	0.00	2,192.88	1,745.31	2,000.00
9523 · Walk for the Wags expense	0.00	0.00	0.00	3,049.35	3,750.50	3,800.00
9535 · Kevin Ford golf outing expense	0.00	0.00	0.00	5,567.95	4,282.34	4,500.00
9900 · Miscellaneous fund raising expe	150.00	100.00	179.35	3,525.57	894.24	1,200.00
9910 · Appeal expense	2,555.00	0.00	2,835.00	7,917.31	16,382.07	20,000.00
Total 9500 · FUNDRAISING EXPENSES	2,721.20	100.00	3,014.35	22,253.06	27,074.29	31,600.00
9970 · Bad debt expense	1,408.40	0.00	767.28	1,941.08	-23.00	0.00
9980 · Interest expense	6.74	0.00	0.00	9.96	12.64	0.00
9990 · NSF checks	41.65	25.00	100.00	464.98	219.65	300.00
9995 · Miscellaneous other expense	0.00	0.00	0.00	2.53	-28.58	0.00
Total Other Expense	4,177.99	125.00	-41,569.53	24,671.61	27,255.00	36,900.00
Net Other Income	58,268.31	34,226.68	111,050.72	274,705.96	263,129.79	208,820.00
Net Income	14,353.58	11,701.40	32,900.92	-7,881.69	40,811.42	-64,580.00
					14,212.42	



Humane Society of Portage County

IT Status Report – January 12, 2014

Active Projects:

- Shelter Track Software
 - Jaime and Brett requested a conference call with vendor to learn more about how the animal control portion of the system. We need to create scenarios before we can proceed
 - Multiple parts of the Humane Officer control system are being documented and will be active in October. – Delayed until February waiting for maintenance from vendor
 - Investigating controlled substances tracking.
- Investigate how a new pet search engine may help HSPC. Key items to be determined are:
 - Convert from Petfinder or use in addition to Petfinder
 - If conversion is chosen determine how and when to complete conversion
 - Procedures for use and training for the folks that load photos and text
 - Determine integration with Sheltertrack to lower maintenance efforts
- Implement Basecamp software to help fundraising committee coordinate efforts.
 - Account is operating in 60 day free mode
 - Business mailing documents and emails have been added as they occur
 - Ann, Lyne, Jenny, Myra and Brett are participants

Completed in January 2014

Shelter Track – shelter system software

- While Connie is recuperating from a broken ankle she has been enthusiastically learning about Sheltertrack and entering manufacturers, suppliers, medicines and vaccines into the system. We have begun experimenting with the medical portion of the system, rabies shots and other vaccinations, medical exam notes and how controlled drugs are accounted for. helping to load data into SheAll medications and vaccines have been Preliminary work on vet web pages has begun

INVENTORY AND CONTROLLED SUBSTANCES			
ACTION BAR		Items available to order ☐	PAGE SIZE 50 records/page WARNING: Changing this value refreshes the page.
DATA FILTERS Filters for this data are available. Click here to show them.			
Item A Z	Manufacturer	Vendor	Unit Type/Size
Drug/vaccine: *Controlled: Buprenorphine Oral, manuf. Diamondback Drugs	Diamondback Drugs	Diamondback Drugs	Bottle (60 ML)
Drug/vaccine: *Controlled: Diazepam, manuf. Phoenix Pharmaceutical Inc.	Phoenix Pharmaceutical Inc.	Midwest Veterinary Supply	Bottle (10 ML)
Drug/vaccine: *Controlled: Fatal Plus, manuf. Vortech	Vortech	Midwest Veterinary Supply	Bottle (250 ML)
Drug/vaccine: *Controlled: Hydromorphone, manuf. Henry Schein Animal Health	Henry Schein Animal Health	Henry Schein Animal Health	Bottle (20 ML)
Drug/vaccine: *Controlled: Ketaject, manuf. Phoenix Pharmaceutical Inc.	Phoenix Pharmaceutical Inc.	Midwest Veterinary Supply	Bottle (10 ML)
Drug/vaccine: *Controlled: Morphine Sulfate, manuf. Henry Schein Animal Health	Henry Schein Animal Health	Henry Schein Animal Health	Bottle (20 ML)
Drug/vaccine: Anased Inj., manuf. Akorn Inc.	Akorn Inc.	Midwest Veterinary Supply	Bottle (10 ML)
Drug/vaccine: Antisedan, manuf. Zoetis For Shelters	Zoetis	Zoetis	Bottle (10 ML)

- Developed and interactive web based adoption application form

E-Mail Address and Account Password

E-mail: ☒ Type: **Business** ▼

If you would like to set up an account so that you can view and edit your information in the future, please enter an account password below.

Account password

Please tell us about yourself.

☒ **Date of Birth**

Date

Municipality Type

☒ City
☐ Town
☐ Village

☒ **Municipality of residence**

Text

Are you a student?

☒ Yes
☐ No

- Testing of humane officer web pages has continued. We need to develop (document) several commonly occurring scenarios to help the developer show us how to use the system. Proposed scenarios include, Phone call about dogs running at large, Pickup a stray animal, phone calls that lead up to the issuance of a citation, dog bite involving one dog and one person, dog bite involving multiple people/dogs.
- Entry of all stray animals into Shelter track. Annie W – takes the pictures of strays as they arrive.

Basecamp – Collaboration Software

- This cloud based solution has been implemented to help the fundraising team

Basecamp | Projects | Calendar | Everything | Progress | Everyone | Me

Jump to a project, person, label, or search...

HSPC Fundraising Events ☆

Walk, Golf, Excitement & Mailings

[Invite more people](#) 5 people on this project [Catch up](#) on recent changes

[48 To-dos](#) [20 Files](#) [Events](#) Add the first: [Discussion](#) [Text document](#)

Latest project updates

12:12pm You uploaded a file: [Package letter.docx](#)

12:12pm You uploaded a file: [HSPC OPEN PROMO V7.docx](#)

12:12pm You uploaded a file: [Walk for Wag-Loose a Pound with your Hound-V6.docx](#)

[See all updates](#)

Upcoming Events

February 16

- [Deliver Newsletter to Spectraprint](#)

March 9

- [Spectraprint delivers to USPS](#)

[All upcoming events...](#)

HSPC Intranet

- Placed completed manuals and forms on our secure intranet. This includes the process to edit, proof and approve documents and build a consolidated manual from several sources. The current library includes:
 - Manuals
 - Animal Care
 - Employee
 - Humane Officer
 - Medical
 - Shelter Operations
 - Forms
 - Animal Care
 - Bathroom check list
 - Animal Duty check list
 - Employee
 - Whistle Blowing Report Form
 - Humane Officer
 - Animal Control Contact List
 - Mileage Log & Incident Report
 - List of commercial establishments
 - Volunteer
 - Release of Liability
 - Volunteer FAQ
 - General Reminders
 - Shelter Operations
 - Educational Group Questionnaire
 - Event Request Questionnaire
 - Vehicle Accident Information Form
 - Weekly Expense Report
 - Suggestion Form
 - Petty Cash Form
 - Stray Admission – English
 - Stray Admission – Spanish
 - Stray Admission – Hmong
 - Employer's First Report of Injury or Disease
 - Overtime Approval Form
 - Online Payroll Setup Form
 - Time Clock Adjustment Form
 - Medical
 - Canine Surgery Report
 - Feline Surgery Report
 - Authorization waiver Canine
 - Authorization waiver Feline
 - Canine Oral Exam
 - Feline Oral Exam

- Canine Neuter Discharge Instructions
- Canine Spay Discharge Instructions
- Feline Neuter Discharge Instructions
- Feline Spay Discharge Instructions
- Dental Scaling and Polishing Discharge Instructions
- Medication Medical Record Sheet
- Controlled Substance Usage Log
- Controlled Substance Euthanasia User Log
- Animal Disposal Form-Euthanasia
- Rabies Quarantine Veterinarian Visit Sheet
- Microchip Client Information
- Veterinary Assistant Checklist
- Vaccinations: What to expect handout
- Feline Daily Monitoring Sheet

DonorPerfect

- Significant time was spent in January preparing for the business mailing and creating the pages in the next newsletter that thank our donors.

Assorted IT support task - Analyzed computer server performance and a more powerful server is scheduled to be installed in January

Several larger activities not directly IT related

- Helped organize / schedule / announce next Red Dog training class Feb 17
- Planning and organizing attendance at the HSUS Shelter Conference at the end of March 2015. Brett and three staff members will be attending conference in New Orleans.
- Helping implement vet space reorganization
 - Dealing with vendors on air handling and oxygen / nitrogen lines
 - Air handling work phase one is complete
 - Representative to discuss oxygen/nitrogen lines scheduled for a February visit
- Developed a project log to help monitor the numerous projects that are active at the shelter – some of the items include:
 - Animal food controls and monitoring
 - Development / refinement of the euthanasia protocol
 - Completion of manuals, protocols and forms
 - Annual time line of repeating activities
 - Development of snow plan (how is snow moved, where to park, who moves snow)
 - Development of shelter metrics to help manage the shelter
 - Authorized staffing vs hours worked vs animal population
 - Amount of animal food in storage – how long will it last
 - Budget and expenses by department
 - Stock reports

- Costs per day to be used for shelter signs to educate visitors and support requests for donations
- Shelter Tack implementation
- Medical team to generate outside income (from other shelters or from under served populations)
- Infrastructure plan to rearrange space for vet team
- Management plans to help reduce 2015 expenses
- Next newsletter
- Repairs to building lights
- Succession & Transition plans



On January 31, 2014 there were

382 volunteers in the system

-63 are in applicant status

approximately 80 volunteers were removed from the system due to inactivity early in January

318 active and trained

115 adults performed some service to HSPC in January – 1,075 hours

23 youth performed some service to HSPC in January – 75 hours



Monthly Service By Assignment

October 2014 to January 2015

Assignment	Oct 2014 Hours	Oct 2014 Volunteer Count	Nov 2014 Hours	Nov 2014 Volunteer Count	Dec 2014 Hours	Dec 2014 Volunteer Count	Jan 2015 Hours	Jan 2015 Volunteer Count	Total Hours	Total Volunteer Count
Administrative Assistant	26:13	2	15:45	3	17:59	3	17:00	3	76:57	3
Adoptions Counselor	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Building Maintenance	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Business Group Presenter	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Cat Cage Crew	56:06	2	121:41	3	30:18	2	1:17	1	209:22	4
Cat Socialization	233:52	56	202:45	57	200:44	49	234:20	52	871:41	127
Coin Can Agent	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Community Service	37:20	3	56:37	2	30:08	2	17:30	2	141:35	8
Dog - Front Desk	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Dog - Kennels	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Dog - Walk	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Dog Kennel Crew	0:00	0	0:00	0	20:09	2	7:52	1	28:01	2
Dog Walker (Red Badge required for Red Dogs)	384:26	77	279:11	70	267:27	69	251:55	59	1,182:59	137
Dorsey	190:26	10	154:17	6	178:06	7	186:12	9	709:01	11
Education Classroom Presenter	0:00	0	3:00	1	0:00	0	0:00	0	3:00	1
Evening Animal Care	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Fill The Van	0:00	0	2:00	1	0:00	0	0:00	0	2:00	1
Fur Ball at the Holiday Inn	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Fur Ball preparation tasks	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Greeter/Adoption Assistant	0:00	0	0:00	0	0:00	0	6:16	1	6:16	1
Housekeeping	13:06	1	0:00	0	0:00	0	8:49	2	21:55	3
IT Technician	228:32	1	185:53	1	230:59	1	195:03	1	840:27	1

Assignment	Oct 2014 Hours	Oct 2014 Volunteer Count	Nov 2014 Hours	Nov 2014 Volunteer Count	Dec 2014 Hours	Dec 2014 Volunteer Count	Jan 2015 Hours	Jan 2015 Volunteer Count	Total Hours	Total Volunteer Count
Kitten Foster Care Giver	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Medical Assistant	109:18	1	107:21	1	73:05	1	13:15	2	302:59	3
Open House - Santa Paws	0:00	0	0:00	0	6:41	2	0:00	0	6:41	2
Photographer	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Rabbit Socialization	0:00	0	0:01	1	9:08	1	0:00	0	9:09	1
Reception / Greeter	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Social Media	0:00	0	0:00	0	148:20	1	124:00	1	272:20	1
Team Rimi	0:00	0	0:00	0	0:00	0	0:00	0	0:00	0
Videographer	4:15	1	2:10	1	1:10	1	2:11	1	9:46	1
Youth Assistant	48:25	26	36:10	17	50:04	13	75:30	23	210:09	41
(None)	0:58	1	0:00	0	0:00	0	10:08	1	11:06	2
Grand total	1,332:57	154	1,166:51	142	1,264:18	134	1,151:18	138	4,915:24	274

HSPC February 2015



DonorPerfect Statistics

DonorPerfect is software that helps HSPC record information about our donors and patrons. It has been active since the end of August 2013

- All Individual monetary donations has been extracted from our old system and loaded.
- All Business and organization monetary donations has been extracted from our old system and loaded.
- All Fur Ball contributions have been loaded (cash and non-cash gifts)
- All Volunteers have been added to DonorPerfect (current as of Mid November)
- Any person that purchased a Fur Ball raffle ticket, Fur Ball silent auction item or a sticker set for basket raffles have been added to Donor Perfect
- All people who make in-kind donations and sign our gift registry have been loaded into Donor Perfect.
- All mailing lists have been consolidated into Donor Perfect
- All people who have adopted a pet from HSPC in the past 5 years have been loaded into Donor Perfect
- Donor Perfect has been the system of record for all donations since August 2013.

There are 7,817 constituent records in our Donor Perfect database

The following reports from DonorPerfect will provide additional details.

Search Constituents


 Logout
Brett Jarman

Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 1/31/2015

Code	Description	Splits	January Gifts	January Amount	NUMBER OF GIFTS			AMOUNT			AVERAGE GIFT		
					YTD	Last Year	%Change	YTD	Last Year	%Change	YTD	Last Year	%Change
1010	Angel Gift - Capital Items												
		\$200.00-499.99	1	\$204.75	1	0	--.-%	\$204.75	\$0.00	--.-%	\$204.75	\$0.00	100.00%
		\$1,000.00-9999.99	1	\$1,249.99	1	0	--.-%	\$1,249.99	\$0.00	--.-%	\$1,249.99	\$0.00	100.00%
		Total:	2	\$1,454.74	2	0	--.-%	\$1,454.74	\$0.00	--.-%	\$727.37	\$0.00	100.00%
8065	Angel Gift - Repairs & Maint												
8055	Angel Gift Conference												
		\$1,000.00-9999.99	2	\$2,829.70	2	0	--.-%	\$2,829.70	\$0.00	--.-%	\$1,414.85	\$0.00	100.00%
		Total:	2	\$2,829.70	2	0	--.-%	\$2,829.70	\$0.00	--.-%	\$1,414.85	\$0.00	100.00%
8060	Angel Gift Office Supplies												
		\$50.00-99.99	0	\$0.00	0	1	-100.00%	\$0.00	\$64.00	-100.00%	\$0.00	\$64.00	0%
		Total:	0	\$0.00	0	1	-100.00%	\$0.00	\$64.00	-100.00%	\$0.00	\$64.00	0%
7060	Angel Gift Subscriptions												
		\$50.00-99.99	1	\$50.00	1	0	--.-%	\$50.00	\$0.00	--.-%	\$50.00	\$0.00	100.00%
		Total:	1	\$50.00	1	0	--.-%	\$50.00	\$0.00	--.-%	\$50.00	\$0.00	100.00%
8015	Angel Gift Supplies												
		\$25.00-49.99	0	\$0.00	0	1	-100.00%	\$0.00	\$49.93	-100.00%	\$0.00	\$49.93	0%
		\$50.00-99.99	0	\$0.00	0	9	-100.00%	\$0.00	\$547.22	-100.00%	\$0.00	\$60.80	0%
		\$100.00-199.99	1	\$161.97	1	7	-85.71%	\$161.97	\$853.18	-81.02%	\$161.97	\$121.88	32.89%
		\$500.00-999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$583.71	-100.00%	\$0.00	\$583.71	0%
		Total:	1	\$161.97	1	18	-94.44%	\$161.97	\$2,034.04	-92.04%	\$161.97	\$113.00	43.33%
9410	Appeal Income												
		\$1.00-9.99	1	\$5.00	1	3	-66.67%	\$5.00	\$15.00	-66.67%	\$5.00	\$5.00	0.00%
		\$10.00-24.99	6	\$105.00	6	4	50.00%	\$105.00	\$60.00	75.00%	\$17.50	\$15.00	16.67%
		\$25.00-49.99	12	\$305.00	12	13	-7.69%	\$305.00	\$330.00	-7.58%	\$25.42	\$25.38	0.13%
		\$50.00-99.99	7	\$350.00	7	6	16.67%	\$350.00	\$300.00	16.67%	\$50.00	\$50.00	0.00%
		\$100.00-199.99	2	\$272.46	2	2	0.00%	\$272.46	\$200.00	36.23%	\$136.23	\$100.00	36.23%
		\$200.00-499.99	1	\$200.00	1	0	--.-%	\$200.00	\$0.00	--.-%	\$200.00	\$0.00	100.00%
		\$500.00-999.99	1	\$500.00	1	0	--.-%	\$500.00	\$0.00	--.-%	\$500.00	\$0.00	100.00%
		Total:	30	\$1,737.46	30	28	7.14%	\$1,737.46	\$905.00	91.98%	\$57.92	\$32.32	79.19%
9029	Business % of sales												
		\$25.00-49.99	0	\$0.00	0	2	-100.00%	\$0.00	\$62.43	-100.00%	\$0.00	\$31.22	0%
		Total:	0	\$0.00	0	2	-100.00%	\$0.00	\$62.43	-100.00%	\$0.00	\$31.22	0%
9027	Business Employee/Patron Gifts												
		\$50.00-99.99	1	\$92.78	1	0	--.-%	\$92.78	\$0.00	--.-%	\$92.78	\$0.00	100.00%
		\$100.00-199.99	1	\$103.63	1	1	0.00%	\$103.63	\$113.01	-8.30%	\$103.63	\$113.01	-8.30%
		\$200.00-499.99	1	\$393.64	1	0	--.-%	\$393.64	\$0.00	--.-%	\$393.64	\$0.00	100.00%
		Total:	3	\$590.05	3	1	200.00%	\$590.05	\$113.01	422.12%	\$196.68	\$113.01	74.04%
9028	Business Matching Gift												
9026	Business Sponsored Event												
		\$200.00-499.99	0	\$0.00	0	1	-100.00%	\$0.00	\$369.33	-100.00%	\$0.00	\$369.33	0%
		Total:	0	\$0.00	0	1	-100.00%	\$0.00	\$369.33	-100.00%	\$0.00	\$369.33	0%
9412	Canine Mayor												
9006	Coin Cans												
		\$25.00-49.99	1	\$28.23	1	0	--.-%	\$28.23	\$0.00	--.-%	\$28.23	\$0.00	100.00%
		\$50.00-99.99	2	\$156.65	2	0	--.-%	\$156.65	\$0.00	--.-%	\$78.33	\$0.00	100.00%
		\$100.00-199.99	3	\$482.13	3	0	--.-%	\$482.13	\$0.00	--.-%	\$160.71	\$0.00	100.00%
		Total:	6	\$667.01	6	0	--.-%	\$667.01	\$0.00	--.-%	\$111.17	\$0.00	100.00%
9403	Commemorative Brick												
9413	Commemorative Plaque												
9007	Estate												
9404	Extra Gift from thank you												
		\$25.00-49.99	4	\$110.00	4	1	300.00%	\$110.00	\$40.00	175.00%	\$27.50	\$40.00	-31.25%
		\$50.00-99.99	0	\$0.00	0	2	-100.00%	\$0.00	\$100.00	-100.00%	\$0.00	\$50.00	0%
		Total:	4	\$110.00	4	3	33.33%	\$110.00	\$140.00	-21.43%	\$27.50	\$46.67	-41.07%
9401	Fill the Van												
9013	Fur Ball Income												
9024	Fur Ball Raffle												
9405	Garage Sale												
	Gifts and												

8520	Donations Income												
		\$10.00-24.99	4	\$70.00	4	3	33.33%	\$70.00	\$55.00	27.27%	\$17.50	\$18.33	-4.55%
		\$25.00-49.99	9	\$291.00	9	2	350.00%	\$291.00	\$52.00	459.62%	\$32.33	\$26.00	24.36%
		\$50.00-99.99	3	\$175.00	3	5	-40.00%	\$175.00	\$293.00	-40.27%	\$58.33	\$58.60	-0.46%
		\$100.00-199.99	1	\$100.00	1	5	-80.00%	\$100.00	\$508.00	-80.31%	\$100.00	\$101.60	-1.57%
		\$200.00-499.99	1	\$250.00	1	5	-80.00%	\$250.00	\$1,350.00	-81.48%	\$250.00	\$270.00	-7.41%
		\$500.00-999.99	1	\$600.00	1	0	--.-%	\$600.00	\$0.00	--.-%	\$600.00	\$0.00	100.00%
		\$1,000.00-9999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$2,500.00	-100.00%	\$0.00	\$2,500.00	0%
		Total:	19	\$1,486.00	19	21	-9.52%	\$1,486.00	\$4,758.00	-68.77%	\$78.21	\$226.57	-65.48%
9005	Golf Outing Income												
8530	Honorarium Income												
		\$200.00-499.99	1	\$200.00	1	1	0.00%	\$200.00	\$250.00	-20.00%	\$200.00	\$250.00	-20.00%
		Total:	1	\$200.00	1	1	0.00%	\$200.00	\$250.00	-20.00%	\$200.00	\$250.00	-20.00%
8070	Medical Equipment												
9001	Memorial Income												
		\$10.00-24.99	2	\$40.00	2	4	-50.00%	\$40.00	\$70.00	-42.86%	\$20.00	\$17.50	14.29%
		\$25.00-49.99	2	\$60.00	2	4	-50.00%	\$60.00	\$115.00	-47.83%	\$30.00	\$28.75	4.35%
		\$50.00-99.99	2	\$110.00	2	4	-50.00%	\$110.00	\$200.00	-45.00%	\$55.00	\$50.00	10.00%
		\$100.00-199.99	0	\$0.00	0	2	-100.00%	\$0.00	\$200.00	-100.00%	\$0.00	\$100.00	0%
		\$500.00-999.99	1	\$500.00	1	0	--.-%	\$500.00	\$0.00	--.-%	\$500.00	\$0.00	100.00%
		\$1,000.00-9999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$1,000.00	-100.00%	\$0.00	\$1,000.00	0%
		Total:	7	\$710.00	7	15	-53.33%	\$710.00	\$1,585.00	-55.21%	\$101.43	\$105.67	-4.01%
9400	Miscellaneous Income												
		\$100.00-199.99	0	\$0.00	0	1	-100.00%	\$0.00	\$150.00	-100.00%	\$0.00	\$150.00	0%
		Total:	0	\$0.00	0	1	-100.00%	\$0.00	\$150.00	-100.00%	\$0.00	\$150.00	0%
9411	Newsletter Gift												
9025	Opening of Sentry Golf Course												
9003	PAWS Income												
9031	Personal Fund Raiser												
		\$50.00-99.99	1	\$53.00	1	0	--.-%	\$53.00	\$0.00	--.-%	\$53.00	\$0.00	100.00%
		Total:	1	\$53.00	1	0	--.-%	\$53.00	\$0.00	--.-%	\$53.00	\$0.00	100.00%
9402	Sentry Cares												
9004	Spay & Neuter Income												
		\$25.00-49.99	0	\$0.00	0	1	-100.00%	\$0.00	\$25.00	-100.00%	\$0.00	\$25.00	0%
		\$50.00-99.99	0	\$0.00	0	1	-100.00%	\$0.00	\$75.00	-100.00%	\$0.00	\$75.00	0%
		Total:	0	\$0.00	0	2	-100.00%	\$0.00	\$100.00	-100.00%	\$0.00	\$50.00	0%
9023	Walk for Wags												
		GRAND TOTAL:	77	\$10,049.93	77	94	-18.09%	\$10,049.93	\$10,530.81	-4.57%	\$130.52	\$112.03	16.50%

Search Constituents



Calendar — Multi-Year Trend Analysis
2/2/2015
multiyear analysis

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2010	Gifts: 113 \$17,223.94 \$152.42	Gifts: 83 \$7,094.03 \$85.47	Gifts: 53 \$3,739.70 \$70.56	Gifts: 37 \$4,086.13 \$110.44	Gifts: 43 \$3,782.38 \$87.96	Gifts: 54 \$21,485.11 \$397.87	Gifts: 48 \$3,967.59 \$82.66	Gifts: 69 \$6,831.80 \$99.01	Gifts: 106 \$18,877.40 \$178.09	Gifts: 59 \$5,242.94 \$88.86	Gifts: 127 \$9,287.26 \$73.13	Gifts: 379 \$24,803.40 \$65.44	Gifts: 1171 \$126,421.68 \$107.96
2011	Gifts: 97 \$17,445.44 \$179.85	Gifts: 63 \$5,276.25 \$83.75	Gifts: 46 \$11,546.66 \$251.01	Gifts: 52 \$14,701.69 \$282.72	Gifts: 53 \$4,235.70 \$79.92	Gifts: 45 \$8,578.99 \$190.64	Gifts: 46 \$4,241.53 \$92.21	Gifts: 74 \$7,148.32 \$96.60	Gifts: 53 \$13,788.92 \$260.17	Gifts: 68 \$7,970.33 \$117.21	Gifts: 247 \$18,769.39 \$75.99	Gifts: 358 \$25,666.86 \$71.70	Gifts: 1202 \$139,370.08 \$115.95
2012	Gifts: 73 \$7,277.48 \$99.69	Gifts: 44 \$3,302.80 \$75.06	Gifts: 39 \$2,432.30 \$62.37	Gifts: 46 \$12,273.64 \$266.82	Gifts: 35 \$4,663.30 \$133.24	Gifts: 109 \$17,246.86 \$158.23	Gifts: 69 \$5,837.29 \$84.60	Gifts: 65 \$10,696.47 \$164.56	Gifts: 56 \$15,391.28 \$274.84	Gifts: 85 \$14,626.64 \$172.08	Gifts: 53 \$5,264.50 \$99.33	Gifts: 358 \$34,367.10 \$96.00	Gifts: 1032 \$133,379.66 \$129.24
2013	Gifts: 191 \$17,228.47 \$90.20	Gifts: 63 \$4,487.32 \$71.23	Gifts: 69 \$8,250.77 \$119.58	Gifts: 80 \$73,295.02 \$916.19	Gifts: 70 \$18,438.15 \$263.40	Gifts: 191 \$15,266.08 \$79.93	Gifts: 90 \$17,784.86 \$197.61	Gifts: 65 \$14,608.57 \$224.75	Gifts: 292 \$35,263.87 \$120.77	Gifts: 145 \$20,784.21 \$143.34	Gifts: 303 \$15,234.14 \$50.28	Gifts: 434 \$56,901.20 \$131.11	Gifts: 1993 \$297,542.66 \$149.29
2014	Gifts: 94 \$10,530.81 \$112.03	Gifts: 62 \$8,662.43 \$139.72	Gifts: 48 \$9,591.26 \$199.82	Gifts: 150 \$20,592.37 \$137.28	Gifts: 227 \$27,986.18 \$123.29	Gifts: 474 \$43,275.26 \$91.30	Gifts: 162 \$17,958.31 \$110.85	Gifts: 116 \$24,616.58 \$212.21	Gifts: 255 \$28,805.94 \$112.96	Gifts: 278 \$44,618.98 \$160.50	Gifts: 81 \$14,260.20 \$176.05	Gifts: 580 \$56,890.75 \$98.09	Gifts: 2527 \$307,789.07 \$121.80
2015	Gifts: 81 \$10,049.93 \$124.07											Gifts: 1 \$134.95 \$134.95	Gifts: 82 \$10,184.88 \$124.21

Summary	
Total Donors	3,374
Total Gifts	8,007
Total Amount	\$1,014,688.03
Avg Amount	\$126.73

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Gift Listing
01/01/2015 to 01/31/2015

Date	GL Code	Amount
1/2/2015	Appeal Income	\$200.00
1/8/2015	Angel Gift - Capital Items	\$1,249.99
1/13/2015	Appeal Income	\$100.00
1/13/2015	Business Employee/Patron Gifts	\$393.64
1/13/2015	Gifts and Donations Income	\$100.00
1/16/2015	Coin Cans	\$190.53
1/16/2015	Gifts and Donations Income	\$250.00
1/16/2015	Business Employee/Patron Gifts	\$103.63
1/23/2015	Appeal Income	\$500.00
1/23/2015	Gifts and Donations Income	\$600.00
1/24/2015	Appeal Income	\$172.46
1/25/2015	Angel Gift Supplies	\$161.97
1/26/2015	Coin Cans	\$100.39
1/29/2015	Angel Gift - Capital Items	\$204.75
1/31/2015	Coin Cans	\$191.21
1/31/2015	Angel Gift Conference	\$1,336.90
1/31/2015	Angel Gift Conference	\$1,492.80
1/31/2015	Honorarium Income	\$200.00
1/31/2015	Memorial Income	\$500.00
Grand Total		\$8,048.27

Humane Society of Portage County Animal Control Report

January 2015

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Mistreat	Rescue	Stray (HO Pick Up)	Vicious Dog	Other
T. Alban			1						
T. Almond			1		1		1		1
T. Amherst			1						
T. Belmont									
T. Buena Vista			1				1		
T. Carson									
T. Dewey							1		
T. Eau Pleine									
T. Grant			1						
T. Hull		1			1		1		1
T. Lanark									
T. Linwood			1				1		
T. New Hope									
T. Pine Grove							1		
T. Plover									2
T. Sharon									
T. Stockton			2						
V. Almond									
V. Amherst				3			1		1
V. Amherst Junction									
V. Junction City									
V. Nelsonville									
V. Park Ridge									
V. Plover		1	2	2	3		4		5
V. Rosholt			2		1		1		
Stevens Point		1	17	1	2		8		2
V. Whiting			2						
Unidentified			1						2
Total	0	3	32	6	8	0	20	0	14



Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Animal Health

Phone: (608) 224-4872

Fax: (608) 224-4871

Email:

Website: <http://datcp.wi.gov/>

Dog Seller and Dog Facility Operator Inspection

s.173.41, Wis. Stats and ch.16, Wis. Admin. Code

Inspection: Dog Seller Routine Inspection

Inspection Date: 02/03/2015

Inspector: Erin Carter

Legal Entity: Humane Society of Portage County, Inc.

License # / DBA: 268237 / Humane Society of Portage County, Inc.

Location (Property):

3200 Iber Lane Plover, WI 54467 Portage County

Personal information you provide may be used for purposes other than that for which it was originally collected s.15.04(1)m, Wis. Stats.

Inspection of your operation on 02/03/2015 revealed the following results.

Regulation	Result	Comment
0. General License Information, s. ATCP 16.02, Wis. Adm. Code		
General License Information		
0.1.1 Dog seller license and report are posted in a prominent place.	Compliant	
0.1.2 Dog Seller license number is in advertisements.	Compliant	
I. Record Keeping, s. ATCP 16.14, Wis. Adm. Code		
General Dog Records		
1.1.1. Records present and in written or readily readable electronic form.	Compliant	
1.1.2. Records retained for at least 5 years and / or made available to the department.	Compliant	
Locations at Which Dogs are Kept		
1.2.1. Address of each location where dogs are kept.	Compliant	
1.2.2. Name of individual responsible for administering that location.	Compliant	
1.2.3. Name and address of home custody provider, if applicable.	Compliant	
Dog Records		
1.3.1. Breed of dog recorded.	Compliant	
1.3.2. Sex of dog recorded.	Compliant	
1.3.3. Date of birth recorded.	Compliant	
1.3.4. Approximate age of dog recorded.	Compliant	
1.3.5. Color of dog recorded.	Compliant	
1.3.6. Distinct markings on dog recorded.	Compliant	
1.3.7. Location at which dog is kept (including home custody provider, if applicable) recorded.	Compliant	
1.3.8. Record of official individual animal identification (tag, tattoo, microchip) if any assigned.	Compliant	
1.3.9. Statement that the dog was born under license holder's custody or legal control, if that is the case.	Not Applicable	
1.3.10. Dog was not born under the license holder's custody / control, date on which license holder acquired custody or control.	Compliant	
1.3.11. Dog was not born under the license holder's custody / control, name and address of person from whom dog was acquired.	Compliant	
1.3.12. Dog was not born under the license holder's custody / control, person's USDA animal care facility license or registration number (if any).	Compliant	
1.3.13. If dog is no longer under the license holder's custody or control, date on which the dog left custody / control of licensee.	Compliant	
1.3.14. If dog is no longer under the license holder's custody or control, disposition of dog.	Compliant	

1.3.15. If dog is no longer under the license holder's custody or control, identity of the person whom assumed custody / control.	Compliant	
1.3.16. CVI that accompanied dog when it entered or left the licensee's custody / control.	Compliant	
1.3.17. Records include vaccination information.	Compliant	
1.3.18. Records include observation information.	Compliant	
1.3.19. Records include any treatment that occurred & who administered the healthcare.	Compliant	
1.3.20. Breed registration records kept if applicable.	Compliant	

Behavior and Socialization Plan

1.4.1. Behavior and socialization plan which meets requirements of 4.5.1 – 4.5.5	Compliant	
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II. Dog Sales; Certificate of Veterinary Inspection, s. ATCP 16.16, Wis. Adm. Code

Dogs Sold are Accompanied by a Valid CVI

2.1.1. Dogs sold are accompanied by a valid CVI.	Compliant	
2.1.2. CVI contains signature of certified veterinarian.	Compliant	
2.1.3. CVI is a valid form issued by the department.	Compliant	
2.1.4. CVI contains name and address of seller.	Compliant	
2.1.5. CVI contains the number, breed, sex and age of dog(s).	Compliant	
2.1.6. CVI contains information regarding whether the dog is spayed, neutered or sexually intact.	Compliant	
2.1.7. Dog(s) vaccination record contains the type of vaccine.	Compliant	
2.1.8. Dog(s) vaccination record contains the manufacturer of the vaccine,	Compliant	
2.1.9. Dog(s) vaccination record contains the serial and lot numbers of the vaccine.	Compliant	
2.1.10. Dog(s) vaccination record contains the date administered & person administering.	Compliant	
2.1.11. Information required for import under ss. ATCP 10.06(4) and ATCP 10.80, Wis. Adm. Code	Not Applicable	
2.1.12. Valid negative Brucellosis test if dog(s) sold at public auction & is not spayed / neutered.	Not Applicable	
2.1.13. Veterinarian statement, signature and date of signature on CVI.	Compliant	
2.1.14. Valid issuance and expiration dates.	Compliant	
2.1.15. Distribution of CVI copies to buyer, seller and issuing veterinarian.	Compliant	
2.1.16. Re-issued CVIs updated, as necessary and copies distributed to buyer, seller an issuing veterinarian.	Compliant	
2.1.17. CVI incorporating information from prior CVI includes a statement identifying prior CVI.	Compliant	

III. Age at Which Dogs May be Sold, s. ATCP 16.18, Wis. Adm. Code

Dog(s) Sale and Custody Transfer Meets Necessary Criteria

3.1.1. Dog is at least 7 weeks old.	Compliant	
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IV. Dog Care; General, s. ATCP 16.20, Wis. Adm. Code

Food and Water

4.1.1. Feeding frequency adequate.	Compliant	
4.1.2. Size of ration and / or nutritional content adequate.	Compliant	
4.1.3. Wholesome, uncontaminated and / or palatable.	Compliant	
4.1.4. Amount and quality of fresh water adequate.	Compliant	
4.1.5. Food and water containers suitable.	Compliant	
4.1.6. Adequate sanitization of food and water containers.	Compliant	

Animal Health and Veterinary Care

4.2.1. Proper handling.	Compliant	
4.2.2. Daily body, mobility and behavior checks completed.	Compliant	

4.2.3. Dogs suspected of communicable disease are isolated.	Compliant	
4.2.4. Adequate grooming. (nails trimmed, no hair matting)	Compliant	
4.2.5. Veterinarian exams or adherence to veterinarian recommendations.	Compliant	
4.2.6. Sick or injured dogs receiving timely veterinarian care or humanely euthanized.	Compliant	

Exercise

4.3.1. Daily access to exercise area where a running stride can be achieved.	Compliant	
4.3.2. Supervised physical activity.	Compliant	

Dog Grouping and Separation

4.4.1. Compatible grouping of dogs.	Compliant	
4.4.2. Females in season appropriately separated.	Compliant	
4.4.3. Aggressive dogs separated.	Compliant	
4.4.4. Puppies under 4 months appropriately separated.	Compliant	

Behavior and Socialization

4.5.1. Daily contact with other compatible dogs without good cause.	Compliant	
4.5.2. Daily positive human contact and socialization other than feeding time.	Compliant	
4.5.3. Play objects or other forms of inanimate enrichment in primary enclosure.	Compliant	
4.5.4. Dogs have contact, activity, enrichment.	Compliant	
4.5.5. Written plan for meeting behavior and socialization requirements.	Compliant	

V. Dogs Kept Indoors, s. ATCP 16.22, Wis. Adm. Code

5.1.1. Enclosure is structurally sound and maintained in good repair.	Compliant	
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Floors and Interior Surfaces

5.2.1. Enclosure does not have dirt floor.	Compliant	
5.2.2. Metal wire mesh floor is coated and / or has adequate gauge to prevent injury	Not Applicable	
5.2.3. Floor openings small enough to prevent dog's foot from passing through.	Not Applicable	
5.2.4. Floor and interior surfaces keep dogs clean, dry, and safe from injuries.	Compliant	
5.2.5. Floor and interior surfaces regularly cleaned and sanitized.	Compliant	

Stacked Primary Enclosures

5.3.1. Floor of top enclosure is not higher than 52 inches from floor of room, when enclosures are stacked.	Not Applicable	
5.3.2. Stacked enclosures adequate for safe handling, ventilation, temperature control, easy cleaning, sanitation and easy inspection.	Not Applicable	
5.3.3. Front side of stacked enclosures ventilated and / or have solid floor that can be easily cleaned and sanitized.	Not Applicable	
5.3.4. Stacked enclosures stable when filled to maximum capacity with dogs.	Not Applicable	
5.3.5. Dog(s) in stacked enclosures not exposed to excreta, urine, dirt or debris falling from higher enclosures.	Not Applicable	

Primary Enclosures for One or More Dogs that Get at Least 30 Minutes of Exercise Each Day

5.4.1. Floor area of enclosure adequate for largest dog.	Compliant	
5.4.2. Floor area of enclosure adequate to accommodate all dogs in the enclosure without crowding.	Not Applicable	
5.4.3. Height of enclosure adequate for tallest dog.	Compliant	
5.4.4. Dogs have adequate time (at least 30 minutes) per day in run or exercise area.	Compliant	
5.4.5. Run or exercise area of adequate size to achieve running stride.	Compliant	

Primary Enclosures for One or More Dogs that Get at Least 120 Minutes of Exercise Each Day

5.5.1. No more than one dog is kept in enclosure.	Compliant	
5.5.2. Floor area of enclosure is adequate for size of dog.	Compliant	

5.5.3. Height of enclosure adequate for size of dog.	Compliant	
5.5.4. Dogs have adequate time (at least 120 minutes per day) in run or exercise area.	Compliant	
5.5.5. Run or exercise area of adequate size for achieving running stride.	Compliant	

Whelping Enclosure

5.6.1. Enclosure appropriate for breed.	Compliant	
5.6.2. Appropriate solid floor in area accessible to puppies.	Compliant	
5.6.3. Height of enclosure is adequate for the dam to stand normally.	Compliant	
5.6.4. Length and width of enclosure adequate for the dam to lay down, and stretch out to allow all pups to nurse.	Compliant	
5.6.5. Size of enclosure is adequate for number and temperament of puppies.	Compliant	
5.6.6. Enclosure includes an area that is only accessible to dam and large enough for dam.	Compliant	

Nursery Enclosure

5.7.1. Large enough to allow all puppies to turn around, stand up, lie down and exercise normal postural movements.	Compliant	
5.7.2. Large enough to encourage socialization and exercise.	Compliant	

Temporary Enclosure for One Dog

5.8.1. Dog is kept in enclosure for no more than 12 hours.	Not Applicable	
5.8.2. No more than one dog is kept in enclosure.	Not Applicable	
5.8.3. Floor area & height of enclosure adequate for the dog.	Not Applicable	

Lighting, Temperature, and Ventilation

5.9.1. Adequate light for proper care, maintenance and inspection and / or diurnal lighting cycle.	Compliant	
5.9.2. Adequate heating and cooling to protect dogs from temperatures and humidity that may be injurious to their health.	Compliant	
5.9.3. Adequate fresh or filtered air to maintain health of dogs and minimize odor, drafts, ammonia levels and moisture.	Compliant	

Cleaning and Sanitation

5.10.1. Excreta removed daily or more often as needed.	Compliant	
5.10.2. Enclosures and areas cleaned rinsed and sanitized appropriately to be free of dirt, debris and disease hazards.	Compliant	
5.10.3. Primary enclosure cleaned and sanitized before new dog placed in it.	Compliant	
5.10.4. Dogs removed from primary enclosure before it is cleaned and sanitized and / or are returned to the area after it is dry.	Compliant	
5.10.5. Solid surface or bedding is appropriate for breed and maintained in clean, dry condition.	Compliant	

VI. Dogs Kept Outdoors, s. ATCP 16.24, Wis. Adm. Code

Dogs Kept in Outdoor Primary Enclosure

6.1.1. Dog's breed, age, health and / or physical condition suited to outdoor temperatures and conditions.	Not Applicable	
6.1.2. Dog(s) acclimated to outdoor temperatures and variations that may occur in primary enclosure.	Not Applicable	

Outdoor Primary Enclosure; Minimum Area

6.2.1. Size of enclosure meets requirements for an individual dog.	Not Applicable	
6.2.2. Size of enclosure meets requirements for additional dogs.	Not Applicable	

Outdoor Primary Enclosure; Construction

6.3.1. Constructed and / or maintained to prevent escape.	Not Applicable	
6.3.2. Roof or overhead screen of appropriate height.	Not Applicable	

Shelter, Shade, and Wind block

6.4.1. Outdoor primary enclosure contains at least one dog shelter that complies with dog shelter requirements below.	Not Applicable	
6.4.2. Adequate to shade all dogs in primary enclosure from direct sunlight during all sunlight hours without	Not Applicable	

crowding.		
6.4.3. Adequate to shelter all dogs in primary enclosure from wind.	Not Applicable	

Dog Shelter

6.5.1. Made with durable material with 4 sides, a roof and solid flat floor.	Not Applicable	
6.5.2. Interior accessible by all dogs in primary enclosure.	Not Applicable	
6.5.3. Large enough to prevent crowding.	Not Applicable	
6.5.4. Large enough to allow tallest dog to stand.	Not Applicable	
6.5.5. Adequate to prevent injury, retain or dissipate enough body heat, allow dogs to remain clean and dry and / or provide reasonable protection from predators.	Not Applicable	

Tethering

6.6.1. Appropriate for breed.	Not Applicable	
6.6.2. Dog can tolerate based on age, health and / or physical condition.	Not Applicable	
6.6.3. Dog can easily enter and lie down in a dog shelter that complies with dog shelter requirements above.	Not Applicable	
6.6.4. Dog is not a pregnant or nursing female.	Not Applicable	
6.6.5. Tether cannot become entangled with an object.	Not Applicable	
6.6.6. Tether has an anchor swivel.	Not Applicable	
6.6.7. Tether is at least 6 feet long and of sufficient length for size of dog.	Not Applicable	
6.6.8. Tether is attached to a non-tightening collar or harness of sufficient size.	Not Applicable	
6.6.9. Tether is used for a dog at an animal control facility or animal shelter for no more than 4 hours in a day, complies with above tethering requirements, and has caretaker on premises.	Not Applicable	

Runs and Exercise Areas

6.7.1. More than 30 minutes a day of access to run or exercise area.	Compliant	
6.7.2. Adequate size for dog's size and temperament (considering number of dogs using at a given time) and large enough to achieve a running stride.	Compliant	
6.7.3. Adequate to shade all dogs from direct sunlight during hours in use without crowding.	Compliant	

Facility Maintenance

6.8.1. Excreta removed from outdoor primary enclosures daily or more often as necessary.	Compliant	
6.8.2. Pests and parasites controlled as necessary to maintain dog health and comfort.	Compliant	
6.8.3. Bedding maintained in clean, dry condition or bedding is not provided but solid resting place is appropriate for dog's breed, age, health & physical condition.	Compliant	
6.8.4. Facilities maintained to protect health / safety of dogs.	Compliant	

VII. Transporting Dogs, s. ATCP 16.26, Wis. Adm. Code

Portable Enclosures

7.1.1. Constructed of a water-resistant and cleanable material.	Compliant	
7.1.2. Adequate to keep dogs clean and dry.	Compliant	
7.1.3. Adequate to protect dog's health and safety.	Compliant	
7.1.4. Adequate ventilation openings.	Compliant	
7.1.5. Securely closed when in use.	Compliant	
7.1.6. Cleaned and sanitized frequently enough.	Compliant	
7.1.7. Positioned for each dog to have access to sufficient air for normal breathing.	Compliant	
7.1.8. Positioned for emergency removal of dogs.	Compliant	
7.1.9. Positioned to protect dog from excreta falling from above.	Compliant	
7.1.10. Secured as necessary to prevent reasonably foreseeable movement that may injure dogs.	Compliant	

Care of Dogs During Transport

7.2.1. Dogs protected from hypothermia or hyperthermia.	Compliant	
7.2.2. Adequate space to turn, stand and lie down (except in transport for training, trialing and hunting).	Compliant	

7.2.3. Food and water in accordance with s. ATCP 16.20(1), Wis. Adm. Code.	Compliant	
7.2.4. Dogs separated from each other if required by s. ATCP 16.20(5), Wis. Adm. Code	Compliant	
7.2.5. Dogs visually inspected every 4 hours.	Compliant	
7.2.6. Dogs removed from vehicle at least once every 12 hours and allowed to urinate, defecate and exercise. (Unless vehicle is equipped for such needs)	Compliant	
7.2.7. Dogs removed from vehicle in a timely fashion upon reaching destination.	Compliant	

Transport Vehicles

7.3.1. Vehicle equipped to provide fresh or filtered air without injurious drafts to all dogs transported in the vehicle.	Compliant	
7.3.2. Cargo space construction and maintenance adequate to minimize the ingress of exhaust from the vehicle's engine.	Compliant	

Comments:

Humane Society of Portage County, Inc. (HSPC):

CA 766

- **License Type:** Animal Control/Shelter
- **Hours of Operation:** Mon., Tues., Thur. and Fri.: 11 a.m. to 5 p.m.; Sat. and Sun. 11 a.m. to 3 p.m.
- **Veterinarian:** Dr. Kim Peacock, DVM (on staff at HSPC)
- **Previous Inspection:** Routine January 22, 2013

Facility Information:

- HSPC operates as an animal control holding facility and shelter for strays and also accepts owner surrenders.
- The facility consists of a single building with indoor/outdoor enclosures with guillotine gates
 - Fifteen enclosures are used for adoptable dogs. Eleven of these enclosures provide 20 ft² of floor area indoors and 36 ft² outdoors. The remaining four provide 15 ft² of floor area indoors and 28.5 ft² of floor area outdoors.
 - Thirteen enclosures are used for housing stray dogs. Nine of these enclosures provide 20 ft² of floor area indoors and 36 ft² outdoors. The remaining four enclosures provide 15 ft² indoors and 27 ft² outdoors.
 - There are also two quarantine enclosures and three surgery/quarantine/overflow enclosures.
- The outdoor portions of the enclosures are covered by a roof and enclosed almost completely by fencing. In cold weather, this area is enclosed with plastic. In warm weather, the plastic is taken down to allow for air flow.
- There are four outdoor fenced exercise areas completely covered by a roof and one uncovered, fenced exercise area on grass. Dogs also receive leashed walks with volunteers. Dogs can exercise in the aisles of the facility during inclement weather. The amount of exercise each dog receives daily is recorded in a management document.

Inspection Summary:

- Companion Animal Inspector Erin Carter conducted a routine inspection at 3200 Iber Lane, Plover, WI on February 3, 2015.
- Carter was assisted by Annie Wierzchowski (Animal Care Staff), Emily Carlson (Humane Officer/Front Desk Staff), and Amanda Tucker (Adoption Coordinator) during the inspection.
- All dogs (14) appeared in good condition and had access to clean water and toys within their primary enclosures.
- The facility was clean and in good repair at the time of inspection.
- All records reviewed were complete and accurate.

Violation(s):

- **No violations noted.**

Summary of Discussion with Operator(s):

- Carter and Carlson discussed the requirement for a statement to be included in the records for any dog that is born under the custody of HSPC. Carlson said that puppies are rarely born at the shelter. The current database record keeping system has a comments field for each animal, and for any dog that is born under the custody of HSPC, the statement will be included in this area. HSPC will begin using a new electronic record-keeping system that will have a check-box to indicate if a dog is born at the shelter.

Inspection Result:

The inspection was completed satisfactorily. The next inspection will be routine.

A copy of this report must be posted in a prominent location at your facility in accordance with ATCP 16.12 (5) (b)

Inspector / Consultant Signature



2/4/15

Owner / Operator / Manager Signature

A copy of this inspection report was sent to Jaime Jones (Office Manager, HSPC) via email on February 4, 2015.

DOG AND CAT REPORT JANUARY 2015 YTD

HSPC is an Adoption Guarantee facility. This means that all healthy animals are kept for adoption until a home is found or until circumstances would change. Some animals adopt quickly while others are with us for many months but we keep looking for a great home for each and every one of our "adoptables."

We take our commitment to our animals and community very seriously and try to do the best for the animals first while considering what is also best for the community. It happens periodically that an animal is no longer adoptable if there are serious health or behavioral concerns. In these situations euthanasia may be our only recourse if an animal has dangerous behavior or temperament that can't be corrected, a fatal or chronic disease, or is seriously injured.

<u>January</u>	Canines	Felines	Other
Medical & Health:	1	1	0
Behavioral Concerns:	0	1	0

CATS	INCOMING							Incoming Total
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transfers	Abandoned	
January	36	20	0	0	0	0	0	56
February								0
March								0
April								0
May								0
June								0
July								0
August								0
September								0
October								0
November								0
December								0
Total	36	20	0	0	0	0	0	56
DOGS	INCOMING							Incoming Total
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned	
January	6	12	0	1	0	0	1	20
February								0
March								0
April								0
May								0
June								0
July								0
August								0
September								0
October								0
November								0
December								0
Total	6	12	0	1	0	0	1	20

CATS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January	33		2	1	2	0	32	0	1	71
February										0
March										0
April										0
May										0
June										0
July										0
August										0
September										0
October										0
November										0
December										0
Total	33		2	1	2	0	32	0	1	71

DOGS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January	10	1	0	8	0	0	0	0	0	19
February										0
March										0
April										0
May										0
June										0
July										0
August										0
September										0
October										0
November										0
December										0
Total	10	1	0	8	0	0	0	0	0	19