

**Ethics Tipline Incident #120074221**  
**Metro Animal Service Donation Fraud Allegation**  
**Review**  
**Meeting Notes – (MAS) Donald Robinson and Alisa Oerther 9/26/14**

Introduction

A meeting was held in the Metro Animal Services (MAS) Animal House offices (*located on Newburg Rd*) on September 26, 2014 at 2PM. The purpose was to ask follow up questions regarding the MAS donation fraud allegation. Attendees included Ingram Quick (Director) and Mayria Porter (Assistant Director) of OIA and Donald Robinson (Assistant Director) and Alisa Oerther (Public Education Coordinator) of MAS.

Donald Robinson Questions

1. I know I have asked you a number of times whether there is documentation for the donations as required by the Metro Donation Policy, but was there any required documents for these check donations for \$10,000 and \$5,000? Was there a distribution plan, acknowledgement letter or a donor letter for these funds? Was Metro Council approval obtained for these? If so, could you provide me with the resolution? *Donald stated that when donations of \$5,000 or more come into MAS that they will get in touch with their Business Manager (Carol Miller) who will in turn get in contact with the Budget Division of OMB. The donation is then presented at the Budget Committee of Metro Council for their approval of accepting the funds. Donald stated that the donation of \$5,000 from Kroger was donated during the "Give A Day" Week and was used for dog food. He stated that he was quite sure that these particular funds were approved by the Council. He stated he was not sure if the bequest for \$10,000 was approved by Council. Donald made a copy of both checks and informed me that he would do some research to see whether both of the donations were approved by Metro Council. I informed Donald that I would be checking with both Council and OMB regarding the resolution showing the donated funds were approved.*

**NOTE:** Received an opinion from County Attorney's Office on 9/30/14 that \$5,000 donation did not require resolution (see attached email).

Alisa Oerther Questions

2. What period of time was the cash donations of \$200 raised? How were the funds solicited (obtained)? Were the funds collected specifically for Sadie and were donors led to believe the donation would be for Sadie's surgery? *Alisa stated that the funds were raised over the course of a few days in a donation jar that sits on the cashier's desk. Alisa stated that persons just drop their donations in the jar and no names or addresses are obtained to identify the donor. Alisa stated that persons did not make donations under the assumption that they were donating for Sadie's surgery. Alisa stated that donation jars are set up across the cashier's desk and there is no designated purpose for*

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*the donated funds. Donald stated that it was management's decision to use the funds for Sadie's surgery. This was due to the joint effort with MAS and a former employee to raise funds for the surgery.*

3. What is the process when cash donations are made at your cashier station? Are there documented SOPs for accepting cash donations? *Alisa stated that if a person makes a cash donation with the cashier during a general transaction, they are asked which fund they would like to donate the funds (animal care, building or Spot fund). An acknowledgement letter is then given to the donor. MAS currently has standard operating procedures for donation activity but it is not formally documented.*