

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, MARCH 19, 2026
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President | Jamie Vogt, Secretary | Rob McMurrich, Treasurer | Kirk Lund | Jodi Hare-Paynter | Mike Wineke | Emily Lessner

12:00 – 12:05 PM	Call to Order <ul style="list-style-type: none"> Roll Call Agenda Review <i>Materials: 03.19.26 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes <ul style="list-style-type: none"> 02.19.26 Administration Committee Meeting Minutes (Action Needed) <i>Materials: 02.19.26 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:15 PM	Finance Report <ul style="list-style-type: none"> The Fiscal Five Executive Director Purchase Requests Log 	Tim Prodehl
12:15 – 12:25 PM	<ul style="list-style-type: none"> Monthly Financial Reports – January 2026 (Endorsement Action Needed) POSSIBLE: Monthly Financial Reports – February 2026 (Endorsement Action Needed) including organization-wide revenues and expenses, comparison of budget to actual, categorization by program, balance sheet, statement of financial position, and net assets summary <i>Materials: Financial Reports – 01.2026, – 02.2026</i>	
12:25 – 12:30 PM	<ul style="list-style-type: none"> Dane County Office Mortgage Update 	Meghan Mietchen
12:30 – 12:35 PM	Personnel Report <ul style="list-style-type: none"> HR Overview: Organization Chart & Personnel Updates <i>Materials: HR Overview – 03.2026</i>	Meghan Mietchen
12:35 – 1:00 PM	Updated Personnel P&Ps <ul style="list-style-type: none"> Harassment Policy: Appropriate/Inappropriate Touch (Endorsement Action Needed) Technology Use Policy and Technology Acceptance Form (Endorsement Action Needed) <i>Materials: Updated CAC Personnel P&Ps Documents</i>	
1:00 – 1:30 PM	CLOSED SESSION (Action Needed) <ul style="list-style-type: none"> Approval of Minutes 	Jennifer Andrews
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Next Meeting: THURSDAY 4/16/26 12:00 – 1:30 PM

Chair of Administration
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