

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, SEPTEMBER 19, 2024
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President | Kirk Lund | Jennifer Rowedder | Jodi Hare-Paynter | Mike Wineke | Emily Lessner

12:00 – 12:05 PM	<p>Call to Order</p> <ul style="list-style-type: none"> Roll Call Agenda Review <p><i>Materials: 09.16.24 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 08.15.24 Administration Committee Meeting Minutes (Approval Action Needed) <p><i>Materials: 08.15.24 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:25 PM	<p>Approval of Financials</p> <ul style="list-style-type: none"> July 2024 Financials (Endorsement Action Needed) August 2024 Financials (Endorsement Action Needed) <p><i>Materials: Financials – 07.2024, – 08.2024</i></p>	Tim Prodell
12:25 – 12:35 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview Program Personnel Growth – Position Add Requests (Approval Action Needed) <p><i>Materials: HR Overview – 09.2024</i></p>	Meghan Mietchen
12:35 – 12:45 PM	<p>Insurance & Benefits (2025) Check-In</p> <p><i>Materials: Insurance & Benefits Overview</i></p>	Meghan Mietchen
12:45 – 1:00 PM	<p>DRAFT 2025 CAC Agency Budget – Initial Presentation</p> <p><i>Materials: DRAFT 2025 CAC Agency Budget</i></p>	Meghan Mietchen
1:00 – 1:15 PM	<p>Personnel Policies & Employee ‘Benefits’ Discussion</p> <ul style="list-style-type: none"> Complaints Procedures <p><i>Materials: 2024 AC Revision-Discussion Topics Overview, Complaints Procedures Materials</i></p>	Meghan Mietchen
1:15 – 1:30 PM	<p>CLOSED SESSION (Action Needed)</p> <ul style="list-style-type: none"> Approval of Minutes 	Jennifer Andrews
1:30 PM	<p>Announcements & Adjournment</p>	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 10/17/24 12:00 – 1:30 PM

- 2025 Benefits Renewals/Changes (Endorsement Action Needed)
- DRAFT 2025 CAC Agency Budget – 2nd Presentation
- Personnel Policies & Employee ‘Benefits’ Discussion – FMLA & Other Personal Leave
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis Project
- Compensation Planning – New Hires

Ongoing Agenda Setting

NOVEMBER

- 2025 CAC Agency Budget – Final Presentation (Endorsement Action Needed)
- 2024 Risk Assessment
- Updated CAC Personnel Policies Manual ‘Employee Handbook’ (Endorsement Action Needed)

UPCOMING

- Financial Impact of Dane Warehouse Lease
- Board-Level Sage Intacct Reporting Discussion
 - Visual Reporting (charts, graphs, etc.) & Budget Comparison
 - Revisit: ‘How to Read’ Financial Reports

ONGOING

- **2025:** CAC Financial Policies and Procedures Manual
 - OMB Final Rule (2024)
 - Line of Credit Policy – Board Oversight of Use/Application
- Position Add Requests
- Employee Retention & Development Plan

Contact Information:

Committee Chair – Administration

Jennifer Andrews

jandrews@waukesha-wi.gov
414-659-5288 / 262-524-3753

CAC Administration Director

Ashley Pandow

ashleyp@cacscw.org
(608) 712-6674