

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, OCTOBER 17, 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 | Jamie Vogt

12:00 – 12:05 PM	<p>Call to Order</p> <ul style="list-style-type: none"> Roll Call Agenda Review <p><i>Materials: 10.17.24 Administration Committee Meeting Agenda</i></p>	Samantha Wendt
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 09.19.24 Administration Committee Meeting Minutes (Approval Action Needed) <p><i>Materials: 09.19.24 Administration Committee Meeting Minutes</i></p>	Samantha Wendt
12:10 – 12:20 PM	<p>2025 Benefits/Insurances</p> <ul style="list-style-type: none"> CAC 2025 Benefits Renewal #s – Update & Expected Timeline <p><i>Materials: 2025 Benefits Overview Presentation</i></p>	Meghan Mietchen
12:20 – 12:45 PM	<p>2025 Budget</p> <ul style="list-style-type: none"> DRAFT CAC 2025 Agency-Wide Budget – 2nd Presentation <p><i>Materials: DRAFT 2025 Budget Versions</i></p>	Meghan Mietchen
12:45 – 12:50 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview <p><i>Materials: HR Overview – 10.2024</i></p>	Meghan Mietchen
12:50 – 1:10 PM	<p>Personnel Policies & Procedures</p> <ul style="list-style-type: none"> Complaints/Grievances <p><i>Materials: 2024 AC Revision-Discussion Topics Overview, Complaint/Grievance P&Ps</i></p>	Meghan Mietchen
1:10 – 1:30 PM	<p>CLOSED SESSION (Action Needed)</p> <ul style="list-style-type: none"> Approval of Minutes 	Samantha Wendt
1:30 PM	<p>Announcements & Adjournment</p>	Samantha Wendt

Agenda Setting – Next Meeting: THURSDAY 11/14/24 12:00 – 1:30 PM

- 2024 Risk Assessment
- 2025 CAC Agency-Wide Budget (**Endorsement Action Needed**)
 - Discussion of Need for Reserve Funding / Line of Credit Replacement
 - Possible Payment – 1099s
 - Utilization of Interest Earned and Donated Funding
- Personnel Policies & Procedures Discussion
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis Project

Ongoing Agenda Setting

- 2024 Employee Exit Survey Results
- Compensation Planning – New Hires
- Updated CAC Personnel Policies Manual ‘Employee Handbook’ (**Endorsement Action Needed**)
- 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
- Updated CAC Financial Policies and Procedures Manual – **2025**
 - OMB Final Rule (2024)
 - Line of Credit Policy – Board Oversight of Use/Application
- Employee Retention & Development Planning

Contact Information:

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