

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, NOVEMBER 14, 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><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda Review</li> </ul> <p><i>Materials: 11.14.24 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>10.17.24 Administration Committee Meeting Minutes (Approval Action Needed)</li> </ul> <p><i>Materials: 10.17.24 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:20 PM	<p><b>Approval of Financials</b></p> <ul style="list-style-type: none"> <li>September 2024 Financials (Endorsement Action Needed)</li> </ul> <p><i>Materials: Financials – 09.2024</i></p>	Tim Prodel
12:20 – 12:25 PM	<p><b>2024 Budget: Check In</b></p> <ul style="list-style-type: none"> <li>Board Gift to Staff Recommendation</li> </ul>	Meghan Mietchen
12:25 – 12:40 PM	<p><b>2025 Budget</b></p> <ul style="list-style-type: none"> <li>DRAFT CAC 2025 Agency-Wide Budget (Endorsement Action Needed) <ul style="list-style-type: none"> <li>Includes 2025 Benefits – EC Approved 10/31/24</li> <li>Includes FY25 Staff Merit Increase Opportunity</li> </ul> </li> <li>DRAFT CAC 2025 Cost Allocation Plan (Endorsement Action Needed)</li> </ul> <p><i>Materials: DRAFT CAC 2025 Budget – v3, DRAFT CAC 2025 Cost Allocation Plan</i></p>	Meghan Mietchen
12:40 – 12:45 PM	<p><b>Personnel Report</b></p> <ul style="list-style-type: none"> <li>HR Overview</li> </ul> <p><i>Materials: HR Overview – 11.2024</i></p>	Meghan Mietchen
12:45 – 1:00 PM	<p><b>Personnel Policies &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>Complaints/Grievances</li> </ul> <p><i>Materials: 2024 AC Revision-Discussion Topics Overview, Complaint/Grievance P&amp;Ps</i></p>	Meghan Mietchen
1:00 – 1:15 PM	<p><b>2024 Risk Assessment (Endorsement Action Needed)</b></p> <p><i>Materials: 2024 Risk Assessment Presentation</i></p>	Meghan Mietchen
1:15 – 1:30 PM	<p><b>CLOSED SESSION (Action Needed)</b></p> <ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	Jennifer Andrews
1:30 PM	<p><b>Announcements &amp; Adjournment</b></p>	Jennifer Andrews

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

- 2024 Employee Exit Survey Results
- Staff Compensation Planning: Current Employees & Equity Assessment
- Donated Funding Discussion
- Personnel Policies & Procedures Discussion
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis Project

**Ongoing Agenda Setting**

- Staff Compensation Planning: New Hires
- Updated CAC Personnel Policies Manual ‘Employee Handbook’ (Action Needed)
- Updated CAC Financial Policies and Procedures Manual (Action Needed)
  - OMB Final Rule (2024)
- Position Add Requests:
  - Jefferson FEC, Jefferson RRH Expansion, Dane Horizon Opportunity (2026)
- Board-Level Sage Intacct Reporting Discussion
  - Visual Reporting (charts, graphs, etc.) & Budget Comparison\
  - Revisit ‘How to Read’ Financial Reports
- Financial Impact of Dane Warehouse Lease
- Line of Credit Policy – Board Oversight of Use/Application
- Employee Retention & Development Planning

Contact Information:

**Chair of Administration**

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