

**ADMINISTRATION COMMITTEE MEETING AGENDA**

**THURSDAY, JANUARY 16, 2025**  
**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	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda Review</li> </ul> <i>Materials: 01.16.25 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>12.12.24 Administration Committee Meeting Minutes (<b>Approval Action Needed</b>)</li> </ul> <i>Materials: 12.12.24 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:20 PM	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports: November 2024 (<b>Endorsement Action Needed</b>) <ul style="list-style-type: none"> <li>Organization-Wide R&amp;Es – Comparison of Budget to Actual</li> <li>Balance Sheet/Statement of Financial Position</li> </ul> </li> </ul> <i>Materials: Financial Reports – 11.2024</i>	Tim Prodel
12:20 – 12:35 PM	<b>Personnel Report</b> <ul style="list-style-type: none"> <li>HR Overview <ul style="list-style-type: none"> <li>Organizational Chart &amp; Changes</li> <li>Position Add/Change Requests (<b>Approval Action Needed</b>)</li> </ul> </li> </ul> <i>Materials: HR Overview – 01.2025</i>	Meghan Mietchen
12:35 – 12:45 PM	<ul style="list-style-type: none"> <li>Personnel Policies &amp; Procedures: CAC-Covered Leave Policy (FMLA)</li> </ul> <i>Materials: 2025 Administration Committee Work Outline, CAC-Covered Leave Policy</i>	
12:45 – 1:30 PM	<b>CLOSED SESSION (Action Needed)</b> <ul style="list-style-type: none"> <li>Approval of Minutes</li> <li>Staff Compensation Analysis</li> </ul>	Jennifer Andrews
1:30 PM	<b>Announcements &amp; Adjournment</b>	Jennifer Andrews

**Agenda Setting – Next Meeting: THURSDAY 02/20/25 12:00 – 1:30 PM**

- Administration Committee Work Outline – Tasks & Timeline
- Updated CAC Personnel Policies Manual ‘Employee Handbook’ (**Action Needed**)
- Updated CAC Financial Policies and Procedures Manual (**Action Needed**)
  - OMB Final Rule (2024)
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis Project
- Board-Level Sage Intacct Reporting Discussion
  - Visual Reporting (charts, graphs, etc.) & Budget Comparison\
  - Revisit ‘How to Read’ Financial Reports
- Line of Credit Policy – Board Oversight of Use/Application
- Employee Retention & Development Planning
- Donated Funding Discussion

Contact Information:

**Chair of Administration**

Jennifer Andrews  
[jandrews@waukesha-wi.gov](mailto:jandrews@waukesha-wi.gov)  
414-659-5288 / 262-524-3753

**CAC Administration Director**

Ashley Pandow  
[ashleyp@cacscw.org](mailto:ashleyp@cacscw.org)  
(608) 712-6674