

FULL BOARD OF DIRECTORS MEETING AGENDA

THURSDAY, JANUARY 23, 2025

5:30 – 8:00 PM

DINNER BEGINS AT 5:00 PM

IN-PERSON @ The Collective – Watertown

672 Johnson Street, Watertown, WI 53094

Samantha Wendt, President | Chara Taylor-Henning, Vice President | Betty Groenewold, Secretary | Rob McMurrich, Treasurer | Jennifer Andrews, Chair of Administration | Sarah Butz, Chair of Operations | Kirk Lund | Larry Nelson | Sandy Wareing | Jennifer Rowedder | Jodi Hare-Paynter | Emily Lessner | Mike Wineke | Jamie Vogt

5:00 PM	<ul style="list-style-type: none"> Dinner will be available at 5:00 PM. Board business & meeting Call to Order will begin at 5:30 PM.
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<ul style="list-style-type: none"> Board Support for Donor Acknowledgements – Provide Thank You Notes & Envelopes CAC Business Cards – Provide Copies CAC-Branded Merchandise – Pass Out Apparel
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5:30 – 5:40 PM	Call to Order <ul style="list-style-type: none"> Roll Call & Introductions Agenda Review 	Samantha Wendt
5:40 – 5:45 PM	Approval of Minutes <ul style="list-style-type: none"> 11.19.24 Full Board Meeting Minutes (Action Needed) 	

President Report		
5:45 – 5:55 PM	2025 Board Meeting Schedule <ul style="list-style-type: none"> March Board Meeting Reschedule (03/27/25 → 03/20/25) (Action Needed) 	Samantha Wendt

Executive Committee Report		
5:55 – 6:05 PM	General Executive Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Jefferson County Property (164 W. Garland Steet, Jefferson) Sale – EC approved 12/09/24 Updated 2024 CSBG Application / Community Action Plan – EC approved 12/09/24 Agency Insurances Review Executive Director Work Plan 	Samantha Wendt
6:05 – 6:10 PM	<ul style="list-style-type: none"> Biannual Elections (May 2025): Solicitation of Nominations 	

Administration Committee Report		
6:10 – 6:15 PM	General Finance/Personnel Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Organizational Chart: Position Add/Change Requests – AC approved 01/16/25 Personnel P&Ps / Employee Handbook Review <ul style="list-style-type: none"> 2025 Administration Committee Work Outline – Tasks & Timeline 	Jennifer Andrews
6:15 – 6:30 PM	Approval of Financial Statements <ul style="list-style-type: none"> Monthly Financial Reports: October 2024 (Action Needed) – AC endorsed 12/12/24 Monthly Financial Reports: November 2024 (Action Needed) – AC endorsed 01/16/25 	

Operations Committee Report		
6:30 – 6:35 PM	General Program, Plans & Development/Fundraising Updates <ul style="list-style-type: none"> December 2024 & January 2025 Meetings Held Program & Funding Support Highlights <ul style="list-style-type: none"> Grant Report – 01.2025 – OC approved 01/09/25 Program Reports Community Needs Assessment 	Samantha Wendt
6:35 – 6:40 PM	<ul style="list-style-type: none"> 2025 Fund Development Plan – OC approved 01/09/25 	
6:40 – 6:55 PM	CAC Strategic Plan Goals & Progress – Updates (CSBG Standard 6.5)	Meghan Mietchen

Recommendation of Appointment		
6:55 – 7:00 PM	<ul style="list-style-type: none"> Sarah Smith – Dane County, Public Sector & Operations Committee (Action Needed) 	Samantha Wendt

Executive Director Report		
7:00 – 7:10 PM	State of the Agency Updates <ul style="list-style-type: none"> Customer Satisfaction Data Programmatic Reports: Highlights, Outcomes Analysis & Program Adjustments 	Meghan Mietchen
7:10 – 7:20 PM	Case Management Presentation <ul style="list-style-type: none"> Jefferson County Overview Fort Atkinson Housing Assistance Update 	Sandy Hahn

7:20 – 7:25 PM	--- RECESS (Action Needed) ---	
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7:25 – 8:00 PM	CLOSED SESSION (Action Needed) <ul style="list-style-type: none"> Employee Garnishment Settlement – EC approved 12/09/24 	Samantha Wendt
8:00 PM	Announcements & Adjournment	

Agenda Setting: Next Meeting – March 2025	
<p>03/2025</p> <ul style="list-style-type: none"> Meet the CAC Board of Directors Document CAC Community Action Plan Strategies & Successes – Updates [CSBG Standard 4.4] Community Needs Assessment Report (Action Needed) [CSBG Standard 3.5] 2025 Board Elections – Slate of Candidates Announcement <p>05/2025</p> <ul style="list-style-type: none"> Personnel P&P / EE Handbook Revisions 2025 Annual Meeting & Board Elections Personnel P&P / EE Handbook Revisions <p>Ongoing</p> <ul style="list-style-type: none"> Financial Policies & Procedures Manual Revisions – 09/2025 Strategic Planning – due 2025 Board Training – due 2026 CSBG Organizational Standards Requirements CAC Succession Planning Staff Compensation Planning 	<p>Contact Information:</p> <p>Meeting Chair – President Samantha Wendt samantha@parallelservices.net / cacsboardpresident@cacsco.onmicrosoft.com (608) 772-3688</p> <p>CAC Administration Director Ashley Pandow ashleyp@cacsco.org (608) 712-6674</p>