

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, FEBRUARY 20, 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	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Agenda Review</li> <li>• March Full Board Meeting – Date Confirmation</li> </ul> <p><i>Materials: 02.20.25 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>• 01.16.25 Administration Committee Meeting Minutes (<b>Approval Action Needed</b>)</li> </ul> <p><i>Materials: 01.16.25 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:25 PM	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>• Federal Funding Pause Update</li> <li>• Line of Credit Discussion</li> <li>• Budget Variance and Modification Request Discussion</li> </ul>	Meghan Mietchen
12:25 – 12:35 PM	<ul style="list-style-type: none"> <li>• Monthly Financial Reports: December 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> <li>• FY24 Closeout Overview</li> </ul> <p><i>Materials: Financial Reports – 12.2024</i></p>	Tim Prodel
12:35 – 12:40 PM	<p><b>Personnel Report</b></p> <ul style="list-style-type: none"> <li>• HR Overview: Organizational Chart &amp; Changes</li> </ul> <p><i>Materials: HR Overview – 02.2025</i></p>	Meghan Mietchen
12:40 – 1:00 PM	<ul style="list-style-type: none"> <li>• Personnel Policies &amp; Procedures – Review: <ul style="list-style-type: none"> <li>– Food Department Safety Manual</li> <li>– Corporate Credit Card Agreement</li> <li>– Work Remote Agreement</li> <li>– Technology Acceptance Form</li> </ul> </li> </ul> <p><i>Materials: 2025 Administration Committee Work Outline, Current CAC P&amp;Ps</i></p>	
1:00 – 1:30 PM	<p><b>CLOSED SESSION (Action Needed)</b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes</li> <li>• 4-Day/36-Hour Work Week</li> </ul>	Jennifer Andrews
1:30 PM	<p><b>Announcements &amp; Adjournment</b></p>	Jennifer Andrews

**Agenda Setting – Next Meeting: THURSDAY 03/20/25 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**

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