

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, MARCH 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> </ul> <p><i>Materials: 03.20.25 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>02.20.25 Administration Committee Meeting Minutes (<b>Approval Action Needed</b>)</li> </ul> <p><i>Materials: 02.20.25 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:15 PM	<p><b>Finance Report</b></p> <ul style="list-style-type: none"> <li>Line of Credit Update – <b>Executive Committee approved 03/10/25</b></li> </ul>	Meghan Mietchen
12:15 – 12:25 PM	<ul style="list-style-type: none"> <li>Budget Variance and Modification Process – <i>per auditor recommendations</i></li> </ul>	
12:25 – 12:35 PM	<ul style="list-style-type: none"> <li>Monthly Financial Reports: January &amp; February 2025 (<b>Endorsement Action Needed</b>) <ul style="list-style-type: none"> <li>Organization-Wide R&amp;Es Report (Comparison of Budget to Actual, Per Program)</li> <li>Balance Sheet/Statement of Financial Position</li> </ul> </li> </ul> <p><i>Materials: Financial Reports – 01.2025, – 02.2025</i></p>	Tim Prodell
12:35 – 1:00 PM	<p><b>Personnel Report</b></p> <ul style="list-style-type: none"> <li>HR Overview: Organizational Chart &amp; Changes</li> <li>Employee Exit Survey Updates</li> </ul> <p><i>Materials: HR Overview – 03.2025, 2025 Administration Committee Work Outline</i></p>	Meghan Mietchen
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 03/17/25 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
- Employee Retention & Development Planning
- Donated Funding Discussion

Contact Information:

**Chair of Administration**

Jennifer Andrews

[jandrews@cacscw.org](mailto:jandrews@cacscw.org)

414-659-5288 / 262-524-3753

**CAC Administration Director**

Ashley Pandow

[ashleyp@cacscw.org](mailto:ashleyp@cacscw.org)

(608) 712-6674