

**FULL BOARD OF DIRECTORS MEETING AGENDA**

**THURSDAY, MARCH 27, 2025**

**5:30 – 8:00 PM**

**DINNER BEGINS AT 5:00 PM**

**IN-PERSON @ Comfort Suites Johnson Creek Conference Center**

725 Paradise Lane, Johnson Creek, WI 53038

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

5:00 PM	<ul style="list-style-type: none"> <li>Dinner will be available at <b>5:00 PM</b>.</li> <li>Board business &amp; meeting Call to Order will begin at <b>5:30 PM</b>.</li> </ul>
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<ul style="list-style-type: none"> <li>CAC-Branded Merchandise – <b>Pass Out Apparel</b></li> <li>Board Survey – re: Meal Preferences</li> </ul>
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5:30 – 5:40 PM	<b>Call to Order</b> <ul style="list-style-type: none"> <li>Roll Call &amp; Introductions</li> <li>Agenda Review</li> </ul>	Samantha Wendt
5:40 – 5:45 PM	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>01.23.25 Full Board Meeting Minutes (<b>Action Needed</b>)</li> </ul>	

Community Needs Assessment		
5:45 – 6:30 PM	<b>Community Needs Assessment Report (<b>Action Needed</b>)</b> – OC endorsed 03/06/25 [CSBG Standards: Category 3]	Ashley Pandow

Executive Director Report		
6:30 – 6:40 PM	<b>CAC Community Action Plan Strategies &amp; Successes – Updates</b> [CSBG Standard 4.4]	Meghan Mietchen
6:40 – 6:50 PM	<b>State of the Agency Updates</b> <ul style="list-style-type: none"> <li>Customer Satisfaction Data</li> <li>Programmatic Reports: Highlights, Outcomes Analysis &amp; Program Adjustments               <ul style="list-style-type: none"> <li>Videos: Double Dollars &amp; Early Childhood Zones</li> </ul> </li> </ul>	Meghan Mietchen
6:50 – 7:10 PM	<b>Case Management Presentation</b> <ul style="list-style-type: none"> <li>Jefferson County Overview</li> <li>Fort Atkinson Housing Assistance Update</li> </ul>	Sandy Hahn

Operations Committee Report		
7:10 – 7:15 PM	<b>General Program, Plans &amp; Development/Fundraising Updates</b> <ul style="list-style-type: none"> <li>February &amp; March 2025 Meetings Held</li> <li>Program &amp; Funding Support Highlights <ul style="list-style-type: none"> <li>Grant Reports – 02.2025, – 03.2025 – <a href="#">OC approved 02/06/25, 03/06/25</a></li> <li>Program Reports</li> </ul> </li> <li>2025 Fund Development Plan</li> </ul>	Sarah Butz

Administration Committee Report		
7:15 – 7:20 PM	<b>General Finance/Personnel Updates</b> <ul style="list-style-type: none"> <li>February &amp; March 2025 Meetings Held</li> <li>Organizational Chart: Position Reclassification Request – <a href="#">AC approved 02/20/25</a></li> <li>Personnel P&amp;Ps / Employee Handbook Review <ul style="list-style-type: none"> <li>2025 Administration Committee Work Outline – Tasks &amp; Timeline</li> </ul> </li> </ul>	Jennifer Andrews
7:20 – 7:30 PM	<b>Approval of Financial Reports</b> <ul style="list-style-type: none"> <li>Monthly Financial Reports: December 2024 &amp; FY24 Closeout (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 02/20/25</a></li> <li>Monthly Financial Reports: January 2025 &amp; February 2025 (<a href="#">Action Needed</a>) – <a href="#">AC endorsed 03/20/25</a></li> </ul>	Jennifer Andrews

Executive Committee Report		
7:30 – 7:35 PM	<b>General Executive Updates</b> <ul style="list-style-type: none"> <li>February &amp; March 2025 Meetings Held</li> <li>Line of Credit Policy – Updated Financial P&amp;Ps Manual – <a href="#">EC approved 03/10/25</a></li> <li>First Business Bank Line of Credit – <a href="#">EC approved 03/10/25</a></li> </ul>	Samantha Wendt

President Report		
7:35 – 7:45 PM	<b>Biannual Board Elections</b> <ul style="list-style-type: none"> <li>Nominations and Polling Results</li> <li>2025 Board Elections (May 2025) – Slate of Candidates Announcement</li> </ul>	Samantha Wendt

7:45 PM	--- RECESS (Action Needed) ---	
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7:45 – 8:00 PM	<b>CLOSED SESSION (<a href="#">Action Needed</a>)</b> <ul style="list-style-type: none"> <li>Approval of Minutes</li> </ul>	Samantha Wendt
8:00 PM	<b>Announcements &amp; Adjournment</b>	

**Agenda Setting: Next Meeting: 05/22/25 – Annual Meeting**

**05/2025**

- 2025 Annual Meeting
  - Board Elections (Action Needed)
  - Required Paperwork
- Meet the CAC Board of Directors Document
- Personnel P&Ps Manual / EE Handbook Revisions (Action Needed)
- 2025 CAC Agency-Wide Budget Amendment Request (Action Needed)
- 2024 CAC Agency Annual Report – Presentation

**07/2025**

- Annual Audit (2024) (Action Needed)
- CAC Trends Presentation – SMART Goals

**09/2025**

- FY2026 CSBG Application / Community Action Plan (Action Needed)
- Financial P&Ps Manual Revisions (Action Needed)

**Ongoing**

- Strategic Planning – due 2025
- CSBG Organizational Standards Requirements – Revisit 4.4 & 6.5, Address 9.3
- CAC Succession Planning
- Staff Compensation Planning
- Board Training – due 2026

Contact Information:

**Meeting Chair – President**

Samantha Wendt

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**CAC Administration Director**

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