

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, MAY 15, 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>Call to Order</p> <ul style="list-style-type: none"> Roll Call Agenda Review <p><i>Materials: 05.15.25 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 04.17.25 Administration Committee Meeting Minutes (Approval Action Needed) <p><i>Materials: 04.17.25 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:25 PM	<p>Finance Report</p> <ul style="list-style-type: none"> The Fiscal Five Monthly Financial Reports: March 2025 (Endorsement Action Needed) <ul style="list-style-type: none"> including organization-wide revenues and expenses, comparison of budget to actual, categorization by program, balance sheet, statement of financial position, and net assets summary <p><i>Materials: Financial Reports – 03.2025</i></p>	Tim Prodell
12:25 – 12:30 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview: Organizational Chart & Changes <p><i>Materials: HR Overview – 05.2025</i></p>	Meghan Mietchen
12:30 – 12:45 PM	<p>Strategic Planning Overview</p>	Meghan Mietchen
12:45 – 1:30 PM	<p>Updated CAC Personnel P&Ps Manual – Employee Handbook (Endorsement Action Needed)</p> <p><i>Materials: DRAFT CAC Personnel P&Ps Manual – Employee Handbook 2025 Administration Committee Work Outline</i></p>	Meghan Mietchen
1:30 PM	<p>Announcements & Adjournment</p>	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 06/26/25 12:00 – 1:30 PM

- Administration Committee Work Outline – Tasks & Timeline
- Updated CAC Financial Policies and Procedures Manual (Action Needed)
 - OMB Final Rule (2024)
- The Employer Group: Contract Hours, HR Assessment, Internal Equity Analysis
- 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:

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