

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, JULY 17, 2025
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President | Jamie Vogt, Secretary | Kirk Lund | Jennifer Rowedder | Jodi Hare-Paynter | Mike Wineke | Emily Lessner

12:00 – 12:05 PM	Call to Order <ul style="list-style-type: none"> Roll Call Agenda Review <i>Materials: 07.17.25 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes <ul style="list-style-type: none"> 06.26.25 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 06.26.25 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:15 PM	Personnel Report <ul style="list-style-type: none"> HR Overview: Organizational Chart & Personnel Updates <i>Materials: HR Overview – 07.2025</i>	Meghan Mietchen
12:15 – 12:20 PM	Finance Report <ul style="list-style-type: none"> The Fiscal Five 	Tim Prodel & Meghan Mietchen
12:20 – 12:40 PM	<ul style="list-style-type: none"> 2025 CAC Agency-Wide Budget: Modification Request (Endorsement Action Needed) <i>Materials: 2025 CAC Agency-Wide Budget – v2</i>	
12:40 – 1:00 PM	CAC Financial P&Ps Manual Review <ul style="list-style-type: none"> Round #1 Edits – Redline Overview Discussion: Executive Director/Agency Utilization of Donated Unrestricted <i>Materials: 2025 AC Work Outline, DRAFT CAC Financial P&Ps Manual – 07.2025 v1</i>	Meghan Mietchen
1:00 – 1:15 PM	Discussion: Investment of CAC Donated Funding	Chara Taylor-Henning
1:15 – 1:30 PM	CLOSED SESSION (Action Needed) <ul style="list-style-type: none"> Approval of Minutes 	Jennifer Andrews
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 08/21/25 12:00 – 1:30 PM

- CAC Facilities (Own/Rent) Review – **12/2025**
- Administration Committee Work Outline – Tasks & Timeline
- 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

Chair of Administration
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