

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, AUGUST 21, 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: 08.21.25 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes <ul style="list-style-type: none"> 07.17.25 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 07.17.25 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 – 08.2025</i>	Meghan Mietchen
12:15 – 12:20 PM	Finance Report <ul style="list-style-type: none"> Check In Re: Investment of CAC Donated Funding – In Progress 	Meghan Mietchen
12:20 – 12:30 PM	<ul style="list-style-type: none"> The Fiscal Five Monthly Financial Reports – June 2025 (Endorsement Action Needed) including organization-wide revenues and expenses, comparison of budget to actual, categorization by program, balance sheet, statement of financial position, and net assets summary <i>Materials: Financial Reports – 06.2025</i>	Tim Prodel
12:30 – 1:00 PM	CAC Financial P&Ps Manual Review <ul style="list-style-type: none"> Round #2 Edits – Redline Overview Discussion: Asset Management – Procurement/Sale, Contracts & MOUs <i>Materials: 2025 AC Work Outline, DRAFT CAC Financial P&Ps Manual – 08.2025 v2</i>	Meghan Mietchen
1:00 – 1:30 PM	CLOSED SESSION (Action Needed) <ul style="list-style-type: none"> Approval of Minutes Staff Compensation Planning / WISCAP Study Insurance & Benefits (2026) 	Jennifer Andrews
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 09/18/25 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

Contact Information:

Chair of Administration

Jennifer Andrews

jandrews@cacscw.org

414-659-5288 / 262-524-3753

CAC Administration Director

Ashley Pandow

ashleyp@cacscw.org

(608) 712-6674