

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, SEPTEMBER 18, 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: 09.18.25 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes <ul style="list-style-type: none"> 08.21.25 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 08.21.25 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:15 PM	Personnel Report <ul style="list-style-type: none"> HR Overview: Organization Chart & Personnel Updates <i>Materials: HR Overview – 09.2025</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 – 12:35 PM	<ul style="list-style-type: none"> The Fiscal Five Executive Director Purchase Requests Log Monthly Financial Reports – July 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 – 07.2025</i>	Tim Prodehl
12:35 – 12:45 PM	CAC Financial P&Ps Manual <ul style="list-style-type: none"> Vendors, Contracts, MOUs, Agreements, Leases, etc. & Board Governance 	Meghan Mietchen & Ashley Pandow
12:45 – 1:15 PM	<ul style="list-style-type: none"> Updated CAC Financial P&Ps Manual – Redline Overview (Endorsement Action Needed) <i>Materials: 2025 AC Work Outline, DRAFT CAC Financial P&Ps Manual – v3, List of Agency ‘Agreements’</i>	
1:15 – 1:30 PM	Employee Insurances & Benefits (2026)	Meghan Mietchen
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 10/16/25 12:00 – 1:30 PM

- CAC Facilities (Own/Rent) Review – **12/2025**
- 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
 - Staff Empowerment Questionnaire – **2026**

Chair of Administration

Jennifer Andrews

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