

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, JANUARY 15, 2026
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	<p>Call to Order</p> <ul style="list-style-type: none"> • Roll Call • Agenda Review <p><i>Materials: 01.15.26 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • 12.11.25 Administration Committee Meeting Minutes (Action Needed) <p><i>Materials: 12.11.25 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:20 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> • HR Overview: Organization Chart & Personnel Updates <p><i>Materials: HR Overview – 01.2026</i></p>	Meghan Mietchen
12:20 – 12:25 PM	<p>Finance Report</p> <ul style="list-style-type: none"> • The Fiscal Five • Executive Director Purchase Requests Log 	Tim Prodell
12:25 – 12:40 PM	<p>Risk Assessment Overview</p> <p><i>Materials: Risk Assessment Overview</i></p>	Meghan Mietchen
12:40 – 12:55 PM	<p>Annual Staff Required Training</p> <p><i>Materials: Annual Staff Required Training List</i></p>	Meghan Mietchen
12:55 – 1:30 PM	<p>2026 Administration Committee Work Outline</p> <p><i>Materials: DRAFT 2026 Administration Committee Work Outline</i></p>	Meghan Mietchen
1:30 PM	<p>Announcements & Adjournment</p>	Jennifer Andrews

Next Meeting: THURSDAY 2/19/26 12:00 – 1:30 PM

<p>Chair of Administration Jennifer Andrews jandrews@cacscw.org 414-659-5288 / 262-524-3753</p>	<p>CAC Officer Manager Lindsey Karls lindseyk@cacscw.org 608-220-7758</p>
---	---