

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

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

Chair of Administration

Jennifer Andrews

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