

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, APRIL 16, 2026
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor-Henning, Vice President | Jamie Vogt, Secretary | Rob McMurrich, Treasurer | Kirk Lund | 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: 04.16.26 Administration Committee Meeting Agenda</i></p>	Jennifer Andrews
12:05 – 12:10 PM	<p>Approval of Minutes</p> <ul style="list-style-type: none"> 03.19.26 Administration Committee Meeting Minutes (Approval Action Needed) <p><i>Materials: 03.19.26 Administration Committee Meeting Minutes</i></p>	Jennifer Andrews
12:10 – 12:15 PM	<p>Finance Report</p> <ul style="list-style-type: none"> The Fiscal Five Executive Director Purchase Requests Log 	Tim Prodell
12:15 – 12:30 PM	<ul style="list-style-type: none"> Dane County Office Mortgage Update 	Meghan Mietchen
12:30 – 12:45 PM	<p>Personnel Report</p> <ul style="list-style-type: none"> HR Overview: Organization Chart & Personnel Updates Position Reclassification/Rename Requests (Approval Action Needed) <ul style="list-style-type: none"> Caseworker Specialist to Coordinator – WISH Caseworker Specialist – WISH, Add ‘Family Flex’ <p><i>Materials: HR Overview – 04.2026</i></p>	Meghan Mietchen
12:45 – 1:00 PM	<ul style="list-style-type: none"> Employee Benefits/Insurances Update <p><i>Materials: CAC Plans and Benchmarks Summary</i></p>	
1:00 – 1:30 PM	<p>Updated Personnel P&Ps</p> <ul style="list-style-type: none"> Technology Use Policy and Technology Acceptance Form (Endorsement Action Needed) Work Remote Policy & Agreement (Endorsement Action Needed) <p><i>Materials: Updated CAC Personnel P&Ps Documents</i></p>	Meghan Mietchen
1:30 PM	<p>Announcements & Adjournment</p>	Jennifer Andrews

Next Meeting: THURSDAY 5/21/26 12:00 – 1:30 PM

Chair of Administration

Jennifer Andrews

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