

ADMINISTRATION COMMITTEE MEETING AGENDA

THURSDAY, OCTOBER 15, 2026
12:00 – 1:30 PM

VIRTUAL

Jennifer Andrews, Chair of Administration | Samantha Wendt, President | Chara Taylor, Vice President |
Jamie Vogt, Secretary | Rob McMurrich, Treasurer | Kirk Lund | Jodi Hare-Paynter

12:00 – 12:05 PM	Call to Order - Roll Call - Agenda Review <i>Materials: 10.15.26 Administration Committee Meeting Agenda</i>	Jennifer Andrews
12:05 – 12:10 PM	Approval of Minutes 09.17.26 Administration Committee Meeting Minutes (Approval Action Needed) <i>Materials: 09.17.26 Administration Committee Meeting Minutes</i>	Jennifer Andrews
12:10 – 12:15 PM	Finance Report - Fiscal News and Notes - Executive Director Purchase Requests Log	Tim Prodel
12:15 – 12:20 PM	Personnel Report HR Overview: Organization Chart & Personnel Updates <i>Materials: HR Overview – 10.2026</i>	Meghan Mitchen
12:20 – 1:30 PM	CLOSED SESSION - Approval of Minutes (Action Needed) - Employee Benefits (Action Needed) - DRAFT 2027 Agency-Wide Budget, Staffing Pattern, & Cost Allocation Plan - Adjustment to Staffing Pattern (Action Needed) - Personnel P&Ps – Reasonable Suspicion	Meghan Mitchen and Lindsey Karls
1:30 PM	Announcements & Adjournment	Jennifer Andrews

Agenda Setting – Next Meeting: THURSDAY 11/12/26 12:00 – 1:30 PM

- Employee Reference Policy
- Uplands – Next Steps
- Endowment Fund Use Policy

Chair of Administration
Jennifer Andrews
jandrews@cacscw.org
414-659-5288 / 262-524-3753

CAC Officer Manager
Lindsey Karls
lindseyk@cacscw.org
608-220-7758