

**CENTRAL SIERRA CHILD SUPPORT AGENCY**

**Board of Directors Meeting**

*DATE & TIME:* Monday, October 26, 2020, 1:30 pm

*PLACE:*

***639 New York Ranch Rd, Jackson Ca 95642 – See below for online location***

**BOARD OF DIRECTORS**

Frank Axe, Vice Chair  
Jeff Brown  
Merita Callaway  
Ryan Campbell

John Gray, Chair  
Gary Tofanelli,  
Terry Woodrow

**PLEASE NOTE**

*All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-223-6449. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda.*

**NOTE:** The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID19 (aka the “Coronavirus”). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The Public’s health and well-being are the top priority for the Board of Central Sierra Child Support Agency (CSCSA) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

**Join By Phone: (US) +1 669 900 6833, Meeting ID 834 1496 6029**

**Participant ID: Enter #**

Members of the public who wish to address the Board during the Board Meeting can email their name, phone number, and a description of their topic/questions to [Homuth.Leslie@centralsierra.cse.ca.gov](mailto:Homuth.Leslie@centralsierra.cse.ca.gov). CSCSA staff will make all attempts to share and record any submissions received prior to or during the Board Meeting. However, depending on timing, late submissions will be provided to the Board after the conclusion of the Board Meeting. ***Any member of the public who wishes to attend in person will be required to wear a face mask and maintain social distancing.***

**REGULAR MEETING AGENDA**

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a five (5) minute limit per topic.

**CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s)

1. **Minutes:** Review and approval of the minutes for the July 27, 2020 Board meeting.

**ADMINISTRATIVE MATTERS**

2. **Executive Report:** Review of budget & statistical report for period ending 9/30/2020; program and administrative report.

**CLOSED SESSION** may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

3. **Conference with labor negotiators (Government Code § 54957.6) – General Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).
4. **Conference with labor negotiators (Government Code § 54957.6) – MCP Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).

5. **Conference with labor negotiators (Government Code § 54957.6) – Executive Class.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Unrepresented Employees: Executive Class.
6. **Public employment contract (Government Code Section 54957)** Title: Executive Director.
7. **Executive Director Evaluation (Government Code Section 54957(b))** Title: Executive Director

**ADMINISTRATIVE MATTERS (CONTINUED)**

8. **Ratification of collective bargaining agreement with General Unit.** *Discussion and possible action.*
9. **Ratification of collective bargaining agreement with MCP.** *Discussion and possible action.*
10. **Unrepresented Executive Class:** *Discussion and possible action.*
11. **Public employment contract (Government Code Section 54957)** Title: Executive Director. *Discussion and possible action.*

**NEXT BOARD MEETING:** *January 25, 2021 at 1:30pm –CSCSA – 639 New York Ranch Rd, Jackson*

**ADJOURNMENT**

# **AGENDA ITEM**

**#1**

**BOARD OF DIRECTORS**  
Central Sierra Child Support Agency  
639 New York Ranch Road  
Jackson, CA 95642

**MINUTES**  
**July 27, 2020**  
**1:30 p.m.**

The Board of Directors of the Central Sierra Child Support Agency met via Zoom on the above date pursuant to adjournment, and the following proceedings were had, to wit:

**Directors present: Roll call**

Frank Axe, Vice Chair  
Terry Woodrow  
Jeff Brown  
Merita Callaway  
Ryan Campbell

**Absent:** John Gray and Gary Tofanelli

**Staff present:**

Julie Prado, Executive Director  
Liane Peck, Deputy Director  
Timothy M. Cary, General Counsel  
Leslie Homuth, Staff Services Specialist

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**CONSENT AGENDA:**

**1. Minutes from meeting April 27, 2020 and June 1, 2020**

Review of minutes from April 27, 2020 and from June 1, 2020. Motion by Director Callaway and second by Director Woodrow to approve the minutes as read. Motion carried 5-0-0 with Director Gray and Director Tofanelli absent.

**ADMINISTRATIVE MATTERS:**

**2. Final Budget 2020-2021: Public Hearing:**

Public Hearing opened. Hearing has been properly noticed. Executive Director Prado presented the proposed 2020-2021 Final Budget. Prado provided an overview of changes from the

preliminary budget. Funding level for Central Sierra Child Support Agency has been reduced by \$691,709 from FY 2019-2020. Discussion ensued. Motion by Director Campbell and second by Director Brown to approve the 2020-2021 FY Final Budget. Motion carried 5-0-0 with Director Gray and Director Tofanelli absent.

### **RESOLUTION 20-019**

Resolution approving the 2020-2021 FY Final Budget.

#### **3. Executive Director's Report:**

*Budget:* Executive Director Prado reported that the Agency is at 100% of the year and allocation spent is 94.99% through June 30, 2020. *Reporting on checks between \$5,000 and \$10,000 other than lease payments:* A check in the amount of \$5,377.00 was written to Great West for deferred compensation deductions on behalf of Agency participants; a check in the amount of \$5,648.00 was written to CSAC EIA for the annual property insurance; a check in the amount of \$7,262.35 was written to Merzlake Signs for new office signage and installation and a check in the amount of \$9,700.00 was written to Modernize Construction for the installation of the generator at the Jackson office. *Staff recognition:* Kudos to **Melissa Broyles** who worked with the Social Security Administration to collect a payment of over \$18,600 which paid off a case. Kudos to **Lauren Slavik** who received a "thank you" from a customer which stated in part, "...your presence makes a difference in the life of this little family." Great work to both Melissa and Lauren. *Child Support Awareness Month:* August is Child Support Awareness Month. CSCSA had intended to have a ribbon cutting celebration in each office for our rebranding and remodeling but the current pandemic has caused us to change gears. **Gina Bachtelle** is leading our Community Partnerships initiatives and we are participating in the following opportunities: A radio spot on KVGC 96.5 FM for the entire month of July which airs once daily; A Facebook Live interview on The Home Scene (a forum for Tuolumne County residents) which will air live on August 5, 2020 at 10:00 a.m.; and our first community partnership virtual event, **Partnership Awareness Forum**, on August 26, 2020 from 10:00 a.m. to 11:30 a.m. via Zoom. The goal of this forum is to share information about our program with other program leaders who serve families and children and to learn more about their programs as well. *Program Report:* Staffing level is at 31 as of June 30, 2020. This number will reduce with three staff retiring in June. Review of collections and Federal Performance Measures (FPM).

**CLOSED SESSION:** The Board recessed into closed session at 2:05 p.m. and ended closed session at 3:20 p.m.

**4. Public Employee Discipline/Dismissal/Resignation (pursuant to Government Code § 54957, 54954.5.)** *Update given.*

**5. Public Employment Contract (Government Code § 54957).** Title: Executive Director. *Direction given.*

**6. Conference with labor negotiators (Government Code § 54957.6) -- General Unit.**  
Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.  
Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).  
*Update given.*

**7. Conference with labor negotiators (Government Code § 54957.6) -- MCP Unit.**  
Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado.  
Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).  
*Update given.*

**8. Public Employment Contract (Government Code Section 54957).** Title: Executive Director.  
Employment contract for Executive Director Julie Prado to be extended to July 2024. There will be a legal review of the contract to be brought back to the Board at the next Board meeting. The salary and evaluation will also be reviewed. Motion by Director Woodrow and second by Director Campbell to extend the Executive Director contract to July 2024. Motion carried 5-0-0 with Director Gray and Director Tofanelli absent.

**NEXT BOARD MEETING:** The next meeting is scheduled for Monday, October 26, 2020 at 1:30 pm, Tuolumne County Board of Supervisors Chambers.

**ADJOURNMENT:** The meeting was adjourned at 3:23 p.m.

---

Chair, Board of Directors

---

JULIE R. PRADO  
Executive Director  
By: Leslie Homuth, Staff Services Specialist

**AGENDA ITEM**

**#2**

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**639 New York Ranch Road**  
**Jackson, California 95642**

**MEMORANDUM**

DATE: October 22, 2020  
TO: Board of Directors  
FROM: Julie Prado, Executive Director  
SUBJECT: Executive Report

---

**I. BUDGET**

**Financial Summary through September 30, 2020 25% of the year**

<b>Expenditure line description</b>	<b>Approved Budget</b>	<b>Year-to-Date Expenditures</b>	<b>Percent of budget expended</b>
Salaries	<b>\$ 2,074,452.31</b>	\$529,441.98	25.52%
Benefits	<b>\$ 1,327,057.52</b>	\$475,077.15	35.80%
Services & Supplies	<b>\$ 827,560.17</b>	\$121,080.35	14.63%
Fixed Assets	<b>\$ 20,000.00</b>	\$00	0%
Automation	<b>\$ 6,830.00</b>	\$00	0%
<b>Overall Totals</b>	<b>\$ 4,255,900.00</b>	<b>\$ 1,125,599.48</b>	<b>26.45%</b>

**Budget:** Benefits and salaries are slightly higher than 25% due to the lump sum UAL payment which is made in July of each year and because we had 3 pay periods in the month of July. There is no concern related to the overall annual budget moving forward.

**A. Report on checks written between \$5,000 and \$10,000 in June, other than lease payments:** A check in the amount of \$5,060.00 was written to Price, Postal, and Parma for legal services which included work on multiple projects including negotiations, tentative agreement preparation, and leave issues.



## II. PROGRAM REPORT

### A. Department Updates:

#### **Lease Restructure**

As a result of budget reductions and direction from the Board, the Agency has completed discussions related to lease arrangements at all locations. These discussions have been positive and have gone a long way in helping the Agency balance the budget for 2020/2021.

#### **Performance**

While statewide numbers for FFY 2020 are not fully available, we can already report that we have reached an all-time high in collections. Finishing the year with over \$13,000,000 in collections puts us at more than 1.5 million beyond our goal for this year. Please join me in thanking the staff of CSCSA for persevering this year, through the many difficulties brought on by the pandemic. Thank you to Liane Peck for leading an excellent performance year and to Carey Martin, Marlene Brawner, and Gina Bachtelle for their front line leadership and creativity.

#### **Telephone Upgrade**

Last year we upgraded our telephone system in Sonora, moving onto an updated platform and away from the County phone system. We are currently in the process of the same upgrade for the Jackson office, making it much easier and cheaper for us to troubleshoot issues. We will also be able to employ a soft phone system, making it much easier for our staff to communicate with customers. We expect to be up and running by the end of year, hopefully much sooner. Thank you to Dalaine Heagle for leading this intensive project.

#### **Website Overhaul**

We are in the process of updating our website and moving it to a platform that is up to date and easy to maintain. Our existing website has served its purpose but is no longer compliant with ADA and can be much more user friendly. Liane Peck and Gina Bachtelle are leading this effort with the help of many teammates. Great work!

#### **Agency Newsletter**

Out with the old and in the with new!! Rather than using email to communicate everything within the Agency, we are creating a monthly Newsletter that will serve

many purposes. Gina Bachtelle and Carey Martin are heading up this project and are doing an incredible job. All staff participated in a contest to name the Newsletter and it came down to a tie-breaking vote in the end. We are excited to see our first edition of the *CSCSA IN-sider* this November!

**Partnership Forum**

In August, CSCSA had it's very first Partnership Forum, hosted by Gina Bachtelle on Zoom. We had more than 25 attendees and 7 guest speakers who shared information about their work in the community, sparking conversation about how we can partner together to make a positive difference for children and families in our communities. One of our main objectives in the next year or more is to have significant community presence and partner with others to make a bigger difference. Gina is already taking us there through this effort and many others. We look forward to sharing more information on events in the near future.

**Agency Hours**

CSCSA continues to be open Monday through Friday from 8:00am to 5:00pm. Our public hours, for appointments and walk-ins, in the Sonora and Jackson offices are Tuesdays and Thursdays from 8:00am to 5:00pm. We have also expanded our availability to the public by being available by appointment only on Wednesdays between 8:00am and 5:00pm. We have publicized a cell phone number for one of our supervisors, giving customers direct access to our office any day of the week.

B. Staffing

STAFFING LEVELS [Filled] - 2020-2021 FISCAL YEAR												
Months	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
<b>GENERAL UNIT</b>												
Accounting	2	2	2									
Caseworkers	13	13	13									
Child Support Assistant	2	2	2									
Legal Clerks	1	1	1									
<b>Subtotal</b>	<b>18</b>	<b>18</b>	<b>18</b>									
<b>M/C/P Unit</b>												
Business Office	1	2	2									
CS Attorneys	2	2	2									
Supervisors/Leaders	4	4	4									
<b>Subtotal</b>	<b>7</b>	<b>8</b>	<b>8</b>									
<b>EXECUTIVE</b>												
Executive Director	1	1	1									
Deputy Director	1	1	1									
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>									
<b>TOTAL</b>	<b>27</b>	<b>28</b>	<b>28</b>									

**C. Program performance: Collections and federal performance measures (FPMs)**  
**COLLECTIONS**

<b>MONTHLY SUPPORT DISTRIBUTED – 2019/2020 FEDERAL FISCAL YEAR;</b> In parens: YTD 2020 Federal Fiscal Year: <b>Agency collection GOAL \$11,893,458</b>			
10/19	\$1,000,674 ( <b>\$1,000,674</b> )	4/20	\$1,002,410 ( <b>\$6,794,551</b> )
11/19	\$882,581 ( <b>\$1,883,255</b> )	5/20	\$1,468,514 ( <b>\$8,225,259</b> )
12/19	\$999,172 ( <b>\$2,882,427</b> )	6/20	\$1,515,787 ( <b>\$9,741,046</b> )
1/20	\$941,529 ( <b>\$3,823,956</b> )	7/20	\$1,210,539 ( <b>\$10,951,585</b> )
2/20	\$933,514 ( <b>\$4,757,470</b> )	8/20	\$1,023,413 ( <b>\$11,974,998</b> )
3/20	\$1,034,671 ( <b>\$5,792,141</b> )	9/20	\$1,120,082 ( <b>\$13,095,080</b> )

**FEDERAL PERFORMANCE MEASURES (FPM)**

<b>MONTHLY STATISTICS - 2019-2020 FEDERAL FISCAL YEAR</b>												
<b>LEGEND: FPM = Federal Performance Measure;</b>												
* = measures where number naturally increases each month												
[in brackets] = Goal for Federal fiscal year (October through September)												
Activity	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20
<b>Cases Opened/MO</b>	46	40	47	85	42	51	36	20	37	29	24	51
<b>Cases Closed/MO</b>	73	57	51	40	32	69	66	83	65	43	97	69
<b>TOTAL cases open</b>	5039	5021	5021	5074	5085	5069	5040	4981	4877	4941	4866	4829
<b>FPM 1: IVD Paternity %</b> [105%]*	91.94%	95.41%	96.48%	98.05%	99.45%	99.16%	98.29%	101.74%	102.54%	103.2%	104%	104.63%
<b>FPM 2: Orders %</b> [97%]	96.51%	96.53%	96.38%	95.95%	96.30%	96.21%	96.13%	96.31%	96.34%	96.5%	96.65%	96.62%
<b>FPM 3: Current %</b> [80.5%]	77.12%	74.02%	75.19%	75.33%	75.2%	75.28%	74.69%	75.01%	75.23%	84.25%	74.82%	75.14%
<b>FPM 3: Arrears %</b> [74.12%]*	44.36%	49.94%	55.68%	58.28%	60.78%	62.75%	64.39%	71.77%	76.10%	78.82%	82.83%	82.51%

**AGENDA ITEM**

**#8**



## MEMORANDUM

**DATE:** October 22, 2020  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Ratification of Labor Contract-General Unit

**(Item # 8)**

---

The General Unit for OE3 and SEIU have reached a Tentative Agreement and Side Letter which were ratified on Thursday October 22, 2020. The agreement includes matters related to:

- A. Major medical, dental, vision and in-lieu – Outlines Agency contributions effective 12/1/2020
- B. Leave balance conversion – Revises sick leave cash-out provisions effective 1/15/2021
- C. Vacation pay-out – Creates an annual process for application of vacation pay-outs including an approval process depending upon the status of the Agency budget
- D. Holiday time earned – Creates a leave category for holiday time earned for employees on a work shift alternative schedule
- E. Longevity – Eliminates longevity pay after each employee who has not already reached the 20-year longevity step receives a 2.5% salary increase
- F. Reopener – Agreement to continue negotiations should the Agency receive additional budget reductions or increases

**Recommendation:** It is recommended that the Board approve the Tentative Agreement.

**AGENDA ITEM**

**#9**



## MEMORANDUM

**DATE:** October 22, 2020  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director  
**SUBJECT:** Ratification of Labor Contract-MCP Unit **(Item # 9)**

---

The MCP Unit for OE3 and SEIU have reached a Tentative Agreement and Side Letter which were ratified on Thursday October 15, 2020. The agreement includes matters related to:

- A. Major medical, dental, vision and in-lieu – Outlines Agency contributions effective 12/1/2020
- B. Leave balance conversion – Revises sick leave cash-out provisions effective 1/15/2021
- C. Vacation pay-out – Creates an annual process for application of vacation pay-outs including an approval process depending upon the status of the Agency budget
- D. Holiday time earned – Creates a leave category for holiday time earned for employees on a work shift alternative schedule
- E. Longevity – Eliminates longevity pay after each employee who has not already reached the 20-year longevity step receives a 2.5% salary increase
- F. Reopener – Agreement to continue negotiations should the Agency receive additional budget reductions or increases

**Recommendation:** It is recommended that the Board approve the Tentative Agreement.

**AGENDA ITEM**

**#10**





# MEMORANDUM

**DATE:** October 22, 2020  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Unrepresented Executive Class **(Item # 10)**

---

The MCP Unit for OE3 and SEIU have reached a Tentative Agreement, ratified on 10/15/20, which includes removing two positions from the MCP bargaining unit and placing them in the Unrepresented Executive Class. These two positions are critical to preparation for union negotiations and the processing of confidential classification issues. Those positions are:

- Staff Services Specialist – HR
- Staff Services Specialist – Admin

This process requires Board action as follows:

1. Amend the existing Executive Class Memorandum of Compensation and Employment Terms to include the two positions noted above.
2. Establish benefits.
3. Establish pay schedules.

**Recommendation:** It is recommended that the Board approve the following:

1. Remove the two Staff Services Specialist positions from MCP and place them in the Executive Class.
2. For the Executive Class:
  - a. Carryover the existing salary schedules



- b. Apply a 2.5% increase to any employee not already at the 20-year longevity step – eliminate longevity thereafter
- c. Maintain retirement benefits as is
- d. Establish the medical, dental, and vision and in-lieu contributions as outlined in the TA with the represented staff.
- e. Maintain retirement health benefits as is
- f. Maintain wellness benefit as is
- g. Maintain cell phone stipend as is
- h. Maintain the deferred compensation match program as currently set
- i. Establish the leaves criteria as follows: vacation accrual max of 400 hours, vacation cash-out consistent with criteria for represented employees, and sick leave cash-out consistent with criteria for represented employees.
- j. Maintain PML and EL hours as is
- k. Direct staff to prepare the Executive Class Memorandum of Compensation and Employment Terms and direct the Vice Chair to sign on behalf of the Board

**AGENDA ITEM**

**#11**



## MEMORANDUM

**DATE:** October 22, 2020  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Executive Director Contract

**(Item # 11)**

---

This item is on session today for the following three issues:

- 1) Discussion and possible action on a COLA increase as it relates to this position, given COLA increases received by all other employees.
- 2) Discussion and possible action on a salary adjustment, in lieu of longevity, for this position given similar increases received by all other employees.
- 3) Approve non-material revisions to the Executive Director contract and authorize Vice-Chair to sign on the Board's behalf.

**Recommendation:** It is recommended that the Board discuss and take action as decided by the Board on the issues outlined above.