

CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

DATE & TIME: Monday, April 27, 2020, 1:30 pm

PLACE: CSCSA, 639 New York Ranch Rd, Jackson, CA

See Note Below for Important Attendance Information

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 913 7039 8223

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. 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.

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 January 27, 2020 and March 19, 2020 Board meetings.
2. **Audit for fiscal year 2018-2019;** Report on audit of financial statements for the year ended on June 30, 2019, as completed by Izabal, Bernaciak & Company
 - 2a. Prado Memorandum re Audit Report
 - 2b. Letter from Izabal, Bernaciak & Company & Audit of Central Sierra Child Support Agency for year ended on June 30, 2019 & copy of 2018-19 Audit Report

ADMINISTRATIVE MATTERS

3. **2020-2021 FY Preliminary Budget:** Discussion and possible action concerning adoption of the Preliminary 2020-2021 Budget
 - 3a. Prado Memorandum re FY 2020-2021 Preliminary Budget
 - 3b. FY 2020-2021 Preliminary Revenues
 - 3c. FY 2020-2021 Preliminary Expenditures
4. **Board Policy Review; Finance and Budget Section:** Review, discussion and possible update of existing Finance and Budget Board Policies. *Possible action.*
5. **Jackson Lease:** Discussion and possible action to create an addendum to the existing lease for the Jackson office. *Possible action.*
6. **Executive Report:** Review of budget & statistical report for period ending 12/30/2019; 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).

7. **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).
8. **Executive Director Evaluation (Government Code Section 54957(b)).** *Possible action.*

NEXT BOARD MEETING: *July 27, 2020 at 1:30 pm –Bear Valley, Ca*

ADJOURNMENT

AGENDA ITEM

#1

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

MINUTES
January 27, 2020
1:30 p.m.

The Board of Directors of the Central Sierra Child Support Agency met at Central Sierra Child Support Agency conference room, 639 New York Ranch Road, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Directors present: Roll call

Gary Tofanelli, Chair
Frank Axe, Vice Chair, *arrived at 1:35 p.m.*
Terry Woodrow
Jeff Brown
Merita Callaway
Ryan Campbell
John Gray

Absent: None

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 October 21, 2019

Review of minutes from October 21, 2019. Motion by Director Gray and second by Director Brown to approve the minutes as read. Motion carried 6-0-0 with Director Axe absent for vote.

ADMINISTRATIVE MATTERS

2. Annual Business Matters – Board Officers:

- a. **Chair:** Motion by Director Callaway and second by Director Woodrow to appoint Director Gray as the 2020 Chair. Motion carried 7-0-0. Director Gray took over conducting the meeting at this time.
- b. **Vice Chair:** Motion by Director Woodrow and second by Director Callaway to appoint Director Axe as the 2020 Vice Chair. Motion carried 7-0-0.
- c. **Secretary:** Motion by Director Woodrow and second by Director Callaway to appoint Leslie Homuth, Staff Services Specialist, as the 2020 Board Secretary. Motion carried 7-0-0.

3. Establishment of Meeting Schedule for 2020: Proposal to maintain a similar schedule as has been the practice for the past several years with meetings to be scheduled generally on the 4th Monday of the month, with in person meetings quarterly and teleconference meetings in other months as needed. It was decided that the meeting in April will be held at the Calaveras Library if available. Proposed schedule will be updated when confirmed. Motion by Director Tofanelli and second by Director Campbell to approve the 2020 Board Meeting schedule. Motion carried 7-0-0.

RESOLUTION NO. 20-001

Resolution approving the 2020 Board meeting schedule.

4. Executive Director's Report: Budget: Executive Director Prado reported that the Agency is at 50% of the year and allocation spent is 44.59% through December 31, 2019. Reporting on checks between \$5,000 and \$10,000 other than lease payments: One check in the amount of \$5,492.00 was written to Great West for deferred compensation deductions on behalf of Agency participants. Staff recognition: Several staff are being recognized for their efforts. **Veronica Roberts** led our team in a donation drive to support Diana J. White Cancer Center in Sonora and Amador Stars in Jackson for Cancer Awareness Month in October. **Jessica Fuller, Carolyn Pacheco** and **Sandy Bohr** collaborated and worked to file a contempt action which resulted in a healthy payment to a family just before the Holidays. Creative work and quick responses by **Joette Pitcher** and **Joy Hopkins** resulted in a payment of \$2,885.20 delivered to a family just in time for Thanksgiving. **Thom Lacher** and **Marlene Brawner** worked together to collect \$47,024.15 from a property sale. **Thom Lacher** also negotiated a lien payment of \$10,000. **Shellie Connell** worked to collect a life insurance lien of \$15,302.03. Great work team! Kudos also to **Leslie Homuth** and the **Leadership Team** for their work and coordination of the construction and remodeling of both the Sonora and Jackson offices. Program Report: Staffing level is currently at 32. Review of collections and Federal Performance Measures (FPM).

5. Agency Update:

Executive Director Prado discussed the desire of the team to rebrand the Agency by creating a new logo and developing a marketing plan to enhance program awareness throughout our communities. Julie presented our new logo and provided examples of business cards, letterhead, envelopes, etc. The Agency is also working on a professionally developed Publication that will be distributed to families and used in our outreach efforts.

6. Strategic Plan:

Executive Director Prado presented Central Sierra Child Support Agency's first Strategic Plan. This is a five-year plan that the Agency anticipates will increase performance, staff knowledge and engagement, enhance program awareness, create community partnerships and increase caseload size, thereby enhancing the lives of more children. Executive Director will provide annual updates to the Board.

7. Personnel Rules & Regulations:

Executive Director Prado presented and discussed proposed annual updates to the Personnel Rules & Regulations. Motion by Director Axe and second by Director Campbell to approve the revisions as outlined. Motion carried 7-0-0.

RESOLUTION 20-002

Resolution approving the Personnel Rules & Regulations updates.

8. Board Policy Review:

Executive Director Prado presented and discussed proposed updates and reviewed Human Resources and Administration Policy sections (100 & 200). Some policies have not been reviewed or updated in several years. Motion by Director Axe and second by Director Woodrow to approve updates as outlined for policies 1-100 Employment Harassment, Discrimination and Retaliation; 1-200 Travel; 1-300 Gift Policy; 1-400 Alcohol-Free and Drug-Free Workplace; Drug & Alcohol Testing; 2-100 Political Activities; 2-200 Conflict Recusal Standard; 2-300 Information and Technology Use and Security Policy; 2-400 Internal Safeguard Security Policy (Federal Tax Information). Motion carried 7-0-0.

RESOLUTION 20-003

Resolution approving the revisions of the Board Policy 1-100 Employment Harassment, Discrimination and Retaliation.

RESOLUTION 20-004

Resolution approving the revisions of the Board Policy 1-200 Travel.

RESOLUTION 20-005

Resolution approving the revisions of the Board Policy 1-300 Gift Policy.

RESOLUTION 20-006

Resolution approving the revisions of the Board Policy 1-400 Alcohol-Free and Drug-Free Workplace; Drug & Alcohol Testing.

RESOLUTION 20-007

Resolution approving the revisions of the Board Policy 2-100 Political Activities.

RESOLUTION 20-008

Resolution approving the revisions of the Board Policy 2-200 Conflict Recusal Standard.

RESOLUTION 20-009

Resolution approving the revisions of the Board Policy 2-300 Information and Technology Use and Security Policy.

RESOLUTION 20-010

Resolution approving the revisions of the Board Policy 2-400 Internal Safeguard Security Policy (Federal Tax Information).

CLOSED SESSION: The Board recessed into closed session at 2:43 pm and ended closed session at 3:22 pm.

9. Report out on Action in Closed Session (Government Code Section 54957(b)): No report.

NEXT BOARD MEETING: The next meeting is scheduled for Monday, February 24, 2020 at 1:30 pm in Jackson at 639 New York Ranch Road.

ADJOURNMENT: The meeting was adjourned at 3:25 pm.

Chair, Board of Directors

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

unapproved subject to correction

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

MINUTES
March 19, 2020
1:00 p.m.

The Board of Directors of the Central Sierra Child Support Agency held an emergency meeting by conference call, and the following proceedings were had, to wit:

Directors present: Roll call

John Gray, Chair
Frank Axe, Vice Chair
Terry Woodrow
Jeff Brown
Merita Callaway
Ryan Campbell
Gary Tofanelli

Absent: None

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: None

ADMINISTRATIVE MATTERS

1. **Emergency:** Motion that an emergency situation exists in accordance with Government Code section 54956.5, as determined by a majority of the members of the Board of Directors. An emergency is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by the Board. Motion by Director Callaway and second by Director Campbell that an emergency situation exists. Motion carries 7-0-0.
2. **Closed Session:** Motion that the Board of Directors can meet in closed session pursuant to Government Code section 54957 which must be agreed to by a two-third vote of the

members of the Board or, if less than two-thirds of the members are present, by a unanimous vote of the members present. Motion by Director Axe and second by Director Woodrow to meet in closed session. Motion carries 7-0-0.

CLOSED SESSION: The Board recessed into closed session at 1:04 p.m. and ended closed session at 1:49 p.m.

3. **Conference with Labor Negotiators (Government Code § 54957.6) –**
Agency representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.
Employee Organization: Service Employees International Union Local No. 1021 AFL-CIO. *Direction given to labor negotiators*
4. **Threat to Public Services or Facilities (Government Code § 54957(a)) –** Consultation with General Counsel Timothy M. Cary. *Direction given to General Counsel Cary and Executive Director Prado.*

ADMINISTRATIVE MATTERS

5. COVID-19 – Consideration and authorization of potential actions by Executive Director Julie Prado, at her sole discretion, regarding Agency response to COVID-19 by taking measures to promote the safety of Agency staff and customers including but not limited to closing facilities to the public and/or employees, relocating staff, implementing work from home policies for employees as appropriate, providing paid or unpaid leaves of absence to at risk employees, exposed employees, and/or all employees. Motion by Director Woodrow and second by Director Gray. Motion carries 7-0-0.

NEXT BOARD MEETING: The next meeting is scheduled for Monday, April 27, 2020 at 1:30 pm in San Andreas, Board of Supervisors Chambers, 891 Mountain Ranch Road.

ADJOURNMENT: The meeting was adjourned at 1:51 p.m.

Chair, Board of Directors

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

AGENDA ITEM

#2

April 20, 2020

MEMORANDUM

TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: 2018-2019 FY Audit Report

(Agenda Item #2)

The annual audit of the financial statements of the Agency performed by Izabal, Bernaciak & Company for FY 2018-19 resulted in no irregularities, misstatements, or negative findings.

The **Report on the schedule of expenditures of federal awards as required by OMB Circular A-133** disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. See pages 30 *et seq.* of the Audit Report.

This Audit Report is being placed on the consent calendar. If the Board wishes to have a presentation of the report, the matter can be placed on the calendar for discussion at a future meeting of the Board.

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888
San Francisco, California 94111

Tel. (415) 896-5551
Fax (415) 896-0584

February 26, 2020

Board of Directors
CENTRAL SIERRA CHILD SUPPORT AGENCY
Jackson, California

We have audited the financial statements of Central Sierra Child Support Agency for the year ended June 30, 2019, and have issued our report thereon dated February 26, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Central Sierra Child Support Agency are described in Note A to the financial statements. We noted no transactions entered into by the Organization during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The financial statements disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 26, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues


We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Agency's management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Joseph L. Bernhardt".

San Francisco, California

CENTRAL SIERRA CHILD SUPPORT AGENCY

AUDITED BASIC FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2019

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

**CENTRAL SIERRA CHILD SUPPORT AGENCY
AUDITED BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

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IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888
San Francisco, California 94111

Tel. (415) 896-5551
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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Central Sierra Child Support Agency
Jackson, California

We have audited the accompanying basic financial statements of Central Sierra Child Support Agency (the Agency) as of and for the year then ended June 30, 2019, and the related notes to the financials, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

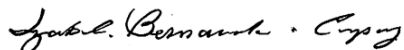
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8 and 26 through 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires with management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 26, 2020, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.



San Francisco, California
February 26, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

This section of the Central Sierra Child Support Agency ("Agency") annual financial report represents management's discussion and analysis of the Agency's financial performance during the fiscal year that ended on June 30, 2019. Please read it in conjunction with the transmittal letter and the basic financial statements.

Financial Highlights

This annual report consists of three parts – *management's discussion and analysis* (this section), the *basic financial statements*, and *supplementary information* that present *combining statements* for the various funds.

ø The basic financial statements are *combining statements* of all fund types that provide both long-term and short-term information about the Agency's overall financial status. The basic financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data for the reader.

ø The supplementary statements are combining *fund financial statements* that focus on individual parts of the Agency, reporting upon the Agency's operations in more detail than the basic statements.

The statements are followed by *required supplementary information* that further supports the information in the financial statements. Notably, this would be the budget to actual comparison information.

The agency adopted Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The GASB requires that the governmental agencies provide two years of financial information so that the reader will be able to draw comparisons on the results of operations and the financial position from year-to-year.

Government-wide Financial Statements

This discussion and analysis is intended to serve as an introduction to the Agency's financial statements. The Agency's annual report includes two government-wide financial statements. These statements are designed by GASB Statement No. 34 to change the way in which government financial statements are presented. It provides readers a concise "entity-wide" Statement of Net Assets and Statement of Activities to provide a broad overview of the Agency's financial position and results of operation in a manner similar to a private-sector business. The Government-wide Financial Statements include two documents as set forth below:

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

- The Agency Governmental Funds Balance Sheet/Statement of Net Assets, June 30, 2019 – presents information on the Agency's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between the assets and liabilities is reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Agency is improving or weakening.
- The Agency Statement of Governmental Fund Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities for the Fiscal Year Ended June 30, 2019 – presents information showing how the Agency's net assets change during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Government-wide Financial Analysis

The Agency's assets exceeded its liabilities at the close of the most recent fiscal year. A portion of the assets reflects its investment in capital assets (e.g., building, equipment, furniture, etc.). The Agency uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. At the end of the current fiscal year, the Agency is able to report positive balances in both categories of net assets.

Table 1 Net Assets Governmental Activities		
	June 30, 2019	June 30, 2018
Total Current Assets	\$1,328,263	\$ 1,271,578
Total Net Capital Assets	\$ 0	\$ 0
Total Liabilities	\$4,450,374	\$ 4,457,098
Total Fund Balance/Net Assets	(\$1,806,753)	(\$ 1,870,162)

Comparative Statement of Activities

The Governmental Activities of the Central Sierra Child Support Agency include the establishment, enforcement, collection, and distribution of child support and medical support and the establishment of paternity. These functions are funded 67% by Federal funds and 33% by State funds.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Table 2 Changes in Net Assets For the year ended June 30, 2019 and 2018			
Revenues	2019	2018	% Change
State Administered Grant	\$4,907,979	\$4,931,002	-0.47%
Other Revenue, Interest Fund: 100, 105, 110	\$5,556	\$3,215	72.81%
Total Revenue	\$ 4,913,535	\$ 4,934,217	-0.42%
Expenditures	2019	2018	% Change
Personnel Costs	\$4,049,844	\$4,275,816	-5.28%
Building Lease	\$216,886	\$209,440	3.56%
Other Facility Expenses	\$59,716	\$61,358	-2.68%
Memberships & Subscriptions	\$15,243	\$22,690	-32.82%
POP Program	\$2,280	\$2,800	-18.57%
Communications	\$34,791	\$30,088	15.63%
Postage	\$19,439	\$17,416	11.62%
Travel & Meetings & Conventions	\$32,293	\$10,205	216.44%
Facility Improvements	\$7,275	\$14,875	-51.09%
Other Office Expenses & eOscar	\$45,798	\$35,330	29.63%
Other County Agency Expenses	\$200	\$600	-66.67%
Legal Services	\$39,594	\$45,299	-12.59%
Investigator Services	\$0	0	0%
Service of Process	\$13,719	\$17,272	-20.57%
Laboratory Services	\$3,192	\$4,712	-32.26%
Other Consult/Agencies & Other Services & Admin	\$65,833	\$56,199	17.14%
Vehicle Maintenance	\$2,436	\$4,542	-46.37%
Insurance	\$77,443	\$60,563	27.87%
Major Equipment and Assets	\$43,261	\$0	100%

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

EDP Expenses	\$4,402	\$6,323	-30.38%
Utilities	\$38,209	\$33,981	12.44%
Training	\$78,041	\$24,892	213.52%
Depreciation	\$0	\$0	-%
Total Expenditures	\$ 4,849,895	\$ 4,934,510	-1.71%

Budget Comparison

Each year the Agency budget is prepared and presented using known costs, historical use, and estimated increases (some known and some based on anticipated cost-of-living adjustments). These estimated costs are projected for each line item within the budget and are then adjusted because of unexpected costs in some line items that necessitate a reduction in a line item that may not have the anticipated expenditures. The State monitors our budget only in the single amount for administrative funding and a separate amount for EDP (computer-related expenses).

Although well within our total State allocation, there were some line items that were over or under originally anticipated expenditures. Prior to the end of the fiscal year, journal adjustments are made to assure a balanced budget that stays within the guidelines of the State allocation.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. This Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Because of the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for government funds with similar information presented by governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Agency is given an allocation at the beginning of the fiscal year. This allocation is provided to the Agency by a percentage each month. Expenditures are reported to the State on a quarterly basis through the Administrative Claim process and on-going monthly allocations are adjusted to stay within the overall allocation. If all of the allocation is not expended by the end of the fourth quarter, the balance remains with the State.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

Other Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplemental information.

Included in the notes to the financial statement is the required supplementary information for the Schedule of Funding Progress on the California Public Employees' Retirement System.

Also included in the supplementary information are a Budgetary Comparison Schedule and Special Revenue Fund for the Fiscal Year Ended June 30, 2019. This sets out actual budget expenditures as budgeted and adjusted throughout the fiscal year. Variances between budgeted and actual amounts for expenditures are largely due to over and under estimations of accounts payable at year-end.

Capital Assets

The Agency's investment in capital assets for its governmental activities as of June 30, 2019 was \$0.

Economic Factors and Next Year's Budget

The following factors will be considered in preparing the Agency budget for the 2019-2020 Fiscal Year:

Revenue will remain the same as in 2018-2019.

Expenditures for personnel-related matters will be impacted by labor unit bargaining. Expenditures will increase due to increases in costs for building leases, postage, utilities and service of process. Due to a known retirement staffing will decrease by one, although other retirements may occur.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Requests for Information

This financial report is designated to provide a general overview of the Agency's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Julie R. Prado, Executive Director
Central Sierra Child Support Agency
639 New York Ranch Road
Jackson, California 95642

Management Discussion and Analysis prepared by:
Julie R. Prado, Executive Director

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

AND

FUND FINANCIAL STATEMENTS

**CENTRAL SIERRA CHILD SUPPORT AGENCY
GOVERNMENTAL FUNDS BALANCE SHEET /
STATEMENT OF NET POSITION
JUNE 30, 2019**

	GOVERNMENTAL FUND		ADJUSTMENTS NOTE A	STATEMENT OF NET POSITION
	Special Revenue Fund			
ASSETS				
Current Assets				
Cash (Note B)	\$ 529,394	\$ -		\$ 529,394
Restricted Cash - Tuolumne Leave Liability	210,900	-		210,900
Restricted Cash - CSCSA Leave Liability	354,140	-		354,140
Funding Allocation Receivable	233,829	(77,308)		156,521
Total Current Assets	<u>1,328,263</u>	<u>(77,308)</u>		<u>1,250,955</u>
Net Capital Assets	<u>-</u>	<u>-</u>		<u>-</u>
TOTAL ASSETS	<u>1,328,263</u>	<u>(77,308)</u>		<u>1,250,955</u>
DEFFERED OUTFLOW OF RESOURCES RELATED TO PENSIONS	<u>1,527,068</u>	<u>(322,312)</u>		<u>1,204,756</u>
LIABILITIES				
Current Liabilities:				
Accounts Payable	2,079	-		2,079
Non-current Liabilities:				
Tuolumne Leave Liability	210,900	-		210,900
CSCSA Leave Liability	354,140	-		354,140
Accrued Employee Leave	299,741	9,532		309,273
Net Pension Liability	3,583,514	(304,052)		3,279,462
Sub-total non-current liabilities	<u>4,448,295</u>	<u>(294,520)</u>		<u>4,153,775</u>
TOTAL LIABILITIES	<u>4,450,374</u>	<u>(294,520)</u>		<u>4,155,854</u>
DEFFERED INFLOWS OF RESOURCES RELATED TO PENSIONS	<u>211,710</u>	<u>(52,530)</u>		<u>159,180</u>
FUND BALANCE / NET POSITION				
Unreserved, Undesignated	(1,806,753)	(52,570)		(1,859,323)
Investment in Fixed Assets	-	-		-
TOTAL FUND BALANCE / NET POSITION	<u>\$ (1,806,753)</u>	<u>\$ (52,570)</u>		<u>\$ (1,859,323)</u>

See notes to the financial statements

CENTRAL SIERRA CHILD SUPPORT AGENCY
STATEMENT OF GOVERNMENTAL FUND REVENUE, EXPENDITURES,
and CHANGES IN FUND BALANCE / STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	GOVERNMENTAL FUND		
	Special Revenue Fund	ADJUSTMENTS NOTE A	STATEMENT OF ACTIVITIES
EXPENDITURES/EXPENSES			
Personnel Costs	\$ 4,049,844	\$ (24,738)	\$ 4,025,106
Building Lease	216,886	-	216,886
Utilities	38,209	-	38,209
Other Facility Expenses	59,716	-	59,716
Facilities Improvements	7,275	-	7,275
Membership & Subscriptions	15,243	-	15,243
POP Program	2,280	-	2,280
Communications	34,791	-	34,791
Postage	19,439	-	19,439
Travel	32,293	-	32,293
Other Office Expenses & eOscar	45,798	-	45,798
Other County Agencies	200	-	200
Legal Services	39,594	-	39,594
Training	78,041	-	78,041
Service of Process	13,719	-	13,719
Laboratory Services	3,192	-	3,192
Other Consultant Agencies & Other Services	65,833	-	65,833
Vehicle Maintenance	2,436	-	2,436
Insurance	77,443	-	77,443
Major Equipment and Assets	43,261	-	43,261
EDP Expenses	4,402	-	4,402
Total Expenditures/Expenses	<u>4,849,895</u>	<u>(24,738)</u>	<u>4,825,157</u>
GENERAL REVENUES			
State Administered Grant	4,907,979	(77,308)	4,830,671
Interest Earnings and Other Revenue	5,556	-	5,556
Total General Revenues	<u>4,913,535</u>	<u>(77,308)</u>	<u>4,836,227</u>
Excess (Deficiency) of Revenues Over Expenditures/ Change in Net Position	63,640	(52,570)	11,070
FUND BALANCE / NET POSITION			
Beginning of the Year	(1,870,393)	-	(1,870,393)
End of the Year	<u>\$ (1,806,753)</u>	<u>\$ (52,570)</u>	<u>\$ (1,859,323)</u>

See notes to the financial statements

NOTES TO THE BASIC FINANCIAL STATEMENTS

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Central Sierra Child Support Agency (the Agency) acts as the local child support agency for Amador, Alpine, Calaveras, and Tuolumne counties. The Agency operates under a Joint Powers Agreement between Amador, Alpine, Calaveras, and Tuolumne counties and in compliance with the applicable standards and regulations set forth by the State of California. The Agency has an independent governing board including members from the Board of Supervisors of Amador, Alpine, Calaveras, and Tuolumne counties. The Agency is a public agency, which is separate and apart from its constituent county. The Agency's financial statements include the accounts of all the Agency's operations.

Basic Financial Statements – Government-Wide Statements

The Agency's basic financial statements include both government-wide (reporting the Agency as a whole) and fund financial statements (reporting the Agency's funds). Both the government-wide and fund financial statements are presented on the same page with the column "Adjustments" to reconcile the fund financial statements to the government-wide financial statements. Adjustments include fixed assets and related depreciation and accrual of employee leave.

The column labeled Statement of Net Position on page 9 and the column labeled Statement of Activities on page 10 are the government-wide financial statements, which display the information about the Agency as a whole. These statements are reported on a full accrual, economic resource basis, which recognizes all assets and receivables as well as all debts and obligations. This government-wide focus is more on the sustainability of the Agency as an entity and the change in the Agency's net assets resulting from the current year's activities.

Basic Financial Statements - Fund Financial Statements

The column labeled Governmental Fund on page 9 and page 10 are the Agency's fund financial statements, which report the Agency's financial transactions in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The funds presented in the financial statements are described as follows:

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Basic Financial Statements – Fund Financial Statements – Continued

Governmental Fund Type - Special Revenue Fund

The special revenue fund consists of administrative allocation from California Department of Child Support Services to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

Basis of Accounting / Measurement Focus

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual

Both governmental activities in the column labeled Statement of Net Position on page 9 and column labeled Statement of Activities on page 10 are presented on the accrual basis of accounting and use the economic resources measurement focus. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The column labeled Governmental Fund on page 9 and on page 10 are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 90 days after year end.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. Costs of accumulated unpaid vacation are reported in the period due and payable rather than the period earned by the employees. Costs of fixed assets are reported as expenditures in the period due and payable rather than reporting the costs as fixed assets and depreciating it over its useful life.

All governmental funds are accounted for using current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Adjustments

The reconciliation of the balance sheet governmental funds to the statement of net position is as follows:

Total Net Position for Government Fund	
– Special Revenue Fund June 30, 2019:	\$ (1,806,753)

Total Net Position reported for governmental activities in the statement of position is different because:

Decrease in Funding Allocation Receivable	(77,308)
Decrease of Deferred Outflows Related to Pension	(322,312)
Increase in Accrued Leave Liability	(9,532)
Decrease in Deferred Inflows Related to Pension	52,530
Decrease in Net Pension Liability	<u>304,052</u>
Total Net Position at June 30, 2019	\$ <u>(1,859,323)</u>

The reconciliation of the statement of revenues, expenditures, and changes in fund balances – governmental fund to the statement of activities is as follows:

Net Change in Net Position for Government Fund	
– Special Revenue Fund at June 30, 2019:	\$ 63,640

Amounts reported for governmental activities in the statement of activities are different because:

Decrease in Funding Allocation Receivable	(77,308)
Amortization of Deferred Outflows/Inflows related to Pension	582,606
Increase in Accrued Leave Liability	(9,532)
Proportional Share of Total Pension Plan Expense	<u>(548,336)</u>
Change in Net Position at June 30, 2019	\$ <u>(11,070)</u>

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Budgets and Budgetary Accounting

The Agency adopts an annual budget for its special fund. The budget is presented on the modified accrual basis of accounting, which is consistent with accounting principles generally accepted in the United States of America.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. Each year at the beginning of the calendar year, a work program for the work of the Agency is prepared.
2. A preliminary budget for carrying out the work program, including reasonable contingency, in an amount to be approved by the Board is prepared by April 1st of the preceding fiscal year. The preliminary budget includes proposed expenditures at the account level and is prepared by taking into consideration the State initial planning allocation sent by California Department of Child Support Services (DCSS).
3. Prior to June 1st of the preceding fiscal year, the Board reviews and adopts the budget based upon its approved work program and after public hearing.
4. The adopted preliminary budget is contingent on the receipt of the Agency's final state allocation of funds.
5. The budget becomes final after the Board approves the adjustments necessary to respond to or bring the budget into conformity with the final State allocation of funds.
6. The final State allocation includes the following budget categories: a) non-EDP administrative allocation, and b) EDP allocation that include specific claiming account numbers.
7. The Executive Director is authorized to transfer budgeted amounts at the account level. However, the Agency cannot exceed the total appropriation nor can it shift funds between the two budget categories. Further, the Agency cannot exceed the allocation assigned to specific claiming account numbers. There is no budget category control placed on the components of non-EDP administrative allocation, however, the use of this fund is governed by DCSS policy directives and the Agency is expected to have all the different functions in place.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Compensated Absences

The Agency accrues accumulated unpaid vacation when earned by the employee. The accumulated balance represents an adjustment or reconciling item between the fund and government-wide presentations.

Regular full-time and regular part-time employees shall earn and accrued paid vacation leave in accordance with the following provisions:

Annual Vacation	
<u>Accrual Rate</u>	<u>Years of Service</u>
88 Hours	0-2
128 Hours	3-9
168 Hours	10 and above

The Agency has the following policies related to sick leave:

There are no restrictions regarding accumulation of sick leave. On termination an employee may:

- a) elect to apply all accumulated sick leave towards PERS service credit for retirement purposes, or
- b) be compensated for accrued sick leave. The rate of compensation shall be the full amount of the employee's current hourly rate of pay for the first two hundred forty (240) hours and fifty percent (50%) of all additional hours of sick leave accrued.

Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives, which vary from 3 to 5 years. Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Concluded

Deferred Outflows/Inflows of Resources – continued

of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Agency has deferred outflows related to pensions. This includes pension contributions subsequent to the measurement date of the net pension liability and other amounts (see Note E), which are amortized by an actuarial determined period. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Agency has deferred inflows related to pensions. These amounts (see Note E) are amortized by an actuarial determined period.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Agency's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pursuant to GASB statement 68, the accompanying financial statements present net pension liabilities. For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date (VD)	June 30, 2017
Measurement Date (MD)	June 30, 2018
Measurement Period (MP)	July 1, 2017 to June 30, 2018

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note B: CASH IN BANK

Deposits

The table below is designed to disclose the level of custody credit risk assumed by the Agency based upon how its deposits were insured or secured with collateral at June 30, 2019. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized with securities held by the Agency or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Agency's name.

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Agency's name; or collateralized with no written or approved collateral agreement.

<u>Type of Deposits</u>	<u>Custody Credit Risk Category</u>			<u>Total Carrying Value</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Demand Deposits	\$ 250,000	\$ 0	\$ 844,434	\$ 1,094,434

Note C: FUNDING ALLOCATION RECEIVABLE

Funding Allocation Receivable represents the expenditures for the year ended June 30, 2019 that is not yet reimbursed from the federal and state administered allocation. All amounts are expected to be collected within the next year from California Department of Child Support Services.

Note D: CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2019 are as follows:

	<u>Balance 6/30/2018</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance 6/30/2019</u>
Computer Equipment	\$ 12,926	\$ -	\$ -	\$ 12,926
Furniture & Other Equip.	72,204	-	-	72,204
Vehicles	105,614	-	-	105,614
Total Fixed Assets	190,744	-	-	190,744
Accumulated Depreciation	(190,744)	-	-	(190,744)
Net Fixed Assets	\$ -	\$ -	\$ -	\$ -

Depreciation expense charged to governmental functions for the year ended June 30, 2019 was \$0.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019**

Note E: PENSION PLAN

The Agency participates in a cost sharing multiple-employer defined benefit plan through the California Public Employees' Retirement System (CalPERS) which covers substantially all regular full-time employees of the Agency. CalPERS acts as a common investment and administrative agent for participating public entities with the state of California and reports information to the Agency in accordance with reporting standards established by the Governmental Accounting Standards Board (GASB).

As of June 30, 2019, the Agency's proportionate share of the net pension liability, pension expense and deferred inflows of resources and deferred outflows of resources for the above plans is as follows:

<u>Pension Plan</u>	<u>Proportionate Share of Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Proportionate Share of Pension Expense</u>
CalPERS	\$ 3,279,462	\$ 1,204,756	\$ 159,180	\$ 548,336

Plan Description

Qualified employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Plan under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The Public Agency Cost-Sharing Multiple-Employer Plan is comprised of a Miscellaneous Risk Pool and a Safety Risk Pool. Individual employers may sponsor more than one Miscellaneous or Safety plan.

The Agency sponsors two Miscellaneous Risk Pool plans, however, the information presented represents the sum of the allocated pension amounts for each of the Agency's respective plans (the Plan). The Plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note E: PENSION PLAN – Continued

The Plan provisions and benefits in effect at June 30, 2019, are summarized as follows:

	<u>Miscellaneous Risk Pool</u>	
	<u>Misc. Risk Plan</u>	<u>PEPRA Misc. Plan</u>
	On or Before	On or After
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age (earliest)	50	52

Contributions

Section 20814c of the California Public Employees' Retirement law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined annually through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. Total Agency pension contributions were \$594,384.

Pension Liabilities, Pension Expense, and Deferred outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2019, the Agency reported net pension liabilities for its proportionate share of the Miscellaneous Risk Pool net pension liability totaling \$3,279,462. The net pension liability was measured as of June 30, 2018.

The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At the June 30, 2018 measurement date, the Agency's proportional share of Net Pension Liability/(Asset) was 0.03403%, which is an increase of 0.0021% from the prior year's proportional share (measurement date June 30, 2017) of 0.03613%

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note E: PENSION PLAN – Continued

For the year ended June 30, 2019, the Agency recognized pension expense of \$548,336. At June 30, 2019, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between actual and expected experience	\$ 125,827	\$ (42,818)
Changes of Assumptions	373,868	(91,628)
Net differences between projected and actual earnings on plan investments	16,213	-
Change in employer's proportion	97,852	(12,495)
Differences between contributions and proportionate share of contributions	8,390	(12,239)
Pension contributions subsequent to measurement date	<u>582,606</u>	<u>-</u>
	<u><u>\$ 1,204,756</u></u>	<u><u>\$ (159,180)</u></u>

The deferred outflow of resources related to pensions resulting from Agency contributions subsequent to the measurement date will be recognized as pension expense in the year ended June 30, 2019.

The net differences between projected and actual earnings on plan investments is amortized over a five-year period on a straight-line basis. One-fifth is recognized as pension expense during the measurement period and the remaining amount is deferred and will be amortized over the remaining four-year period. The remaining net differences between the projected and actual earnings on plan investments shown above represents the unamortized balance relating to the current measurement period and the prior measurement period on a net basis.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note E: PENSION PLAN – Continued

All other deferred inflows or resources and deferred outflows of resources are amortized over the expected average remaining service life (EARSL) of the plan participants. The EARSL for the miscellaneous Plan for the June 30, 2017 measurement date is 3.8 years.

The deferred inflows of resources and outflows of resources will be recognized in pension expense as follows:

Year Ended June 30	Amortization
2020	\$ 348,144
2021	215,376
2022	(71,053)
2023	(29,497)
2024	-
Thereafter	-

Actuarial Methods and Assumptions

Total pension liability for the Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2018 and rolling forward the total pension liability to June 30, 2019. The financial reporting actuarial valuation as of June 30, 2018 used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial cost method	Entry age normal
Discount rate	7.15%
Consumer price inflation	2.50%
Salary growth	Varies by Entry Age and Service

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those revised rates include 20 years of mortality improvement using Scale BB published by the Society of Actuaries. The mortality rate table was derived using CalPERS' Membership Data for all Funds.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note E: PENSION PLAN – Continued

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the Plan's asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for the Plan. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent. The target allocation and best estimates of long-term expected real rate of return by asset class are summarized in the following table:

<u>Asset Class</u>	<u>Current Target Allocation</u>	<u>Real Return Years 1-10</u>	<u>Real Return Years 11+</u>
Global equity	50%	4.8%	5.98%
Fixed income	28%	1.0%	2.62%
Inflation assets	-	.77%	1.81%
Private equity	8.0%	6.3%	7.23%
Real estate	13%	3.75%	4.93%
Liquidity	1.0%	-	(0.92%)

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note E: PENSION PLAN – Concluded

The following presents the Agency's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

	Discount Rate		
	6.15% (1% Decrease)	7.15% (Current Rate)	8.15% (1% Increase)
Measurement Date	6/30/2018		
Fiscal Year End	6/30/2019		
Net Pension Liability	\$ 5,854,072	\$ 3,279,462	\$ 1,154,164

Plan Fiduciary Net Position

Detailed information about CalPERS Miscellaneous Risk Plan fiduciary net position is available in a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

Note F: FUND BALANCE

The Agency utilizes reserves to denote that portion of fund balance, which cannot be appropriated for expenditures or is legally segregated for specific use. Reserves are as indicated on the balance sheet.

Unreserved fund balance represents financial resources available to finance expenditures. Portions of unreserved fund balance may be designated to indicate tentative plans for financial resource utilization in the future period.

Undesignated fund balance in the accompanying financial statements represents accumulated surplus, which, as specified in the California Government Code, is restricted to the following uses: to meet cash requirements before the proceeds from revenues are available, to meet emergency expenditures and at the end of the fiscal year to meet current year operating or subsequent year budget deficits.

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note G: COMMITMENTS

The Agency leases its office building at 639 New York Ranch Road, Jackson, CA for a term of five (5) years with early termination provision upon 30 days prior written notice in the event the Agency fails to receive an allocation from the State of California Department of Child Support Services. The monthly future rent on this building is \$9,726 with a provision for an annual adjustment based on the Consumer Price Index. The Agency also leases office space located at 975 Morning Star Drive, Suite A, Sonora, CA for a term of five (5) years ending on June 30, 2021 unless renewed or extended. The monthly future rent on this office is \$8,307. The total rent expense for the Agency for fiscal year ended June 30, 2019 is \$216,886.

Note H: CONTINGENCIES

The Agency received substantial support from state and federal funds for the administration and enforcement of child support services. A significant reduction in the level of this support, if this were to occur, may have an effect on the Agency's program and activities.

This support from state and federal funds is subject to review and audit by grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, management believes that the Agency will not incur significant losses from possible grant disallowances.

As of June 30, 2019, the Agency did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

Note I: RISK MANAGEMENT

The Agency is exposed to various risks of loss related to torts, damage to, and theft or destruction of assets; errors and omissions; injuries to employees and natural disaster. The Agency has a Memorandum of Understanding with California Public Entity Insurance Authority (CPEIA), a sister joint power authority (JPA) of CSAC Excess Insurance Authority, which is a joint powers insurance pool that provides its members with numerous risk management and insurance programs. The Agency participated in the following insurance and pooled coverage for the fiscal year 2019:

CENTRAL SIERRA CHILD SUPPORT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2019

Note I: RISK MANAGEMENT - Continued

Primary workers' compensation	\$ 125,000
Excess worker's compensation	Statutory
Primary general liability (per occurrence)	\$ 100,000
General liability	\$ 25,000,000
Property (All Risk and Flood)	
All Risk	\$ 800,000,000
Flood	\$ 600,000,000
Crime Bond	\$ 15,000,000
Cyber Liability (per policy)	\$ 20,000,000

The Agency has had no significant reduction in insurance coverage from prior year. The Agency has had no settlements exceed insurance coverage for the prior year.

The Agency contracted with CalPERS to administer its employee medical insurance coverage. The Agency also carries dental and vision insurance coverage for its employees.

Note J: SUBSEQUENT EVENTS

The Agency's management has evaluated its subsequent events through February 26, 2020, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**CENTRAL SIERRA CHILD SUPPORT AGENCY
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2019**

Schedule of the Proportionate Share of the Net Pension Liability

	Fiscal Year End				
	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>
Measurement Date	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Proportion of the net pension liability (assets)	0.03403%	0.03613%	0.03605%	0.03429%	0.03619%
Proportionate share of the net pension liability (asset)	\$ 3,279,462	\$ 3,583,514	\$ 3,119,812	\$ 2,353,369	\$ 2,252,132
Covered-employee payroll	\$ 2,678,234	\$ 2,719,966	\$ 2,723,187	\$ 2,735,446	\$ 2,794,794
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	122.45%	131.75%	114.56%	86.03%	80.58%
Plan fiduciary net position as a percentage of the total pension liability	75.26%	73.31%	74.06%	78.40%	79.82%

Schedule of Contributions

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 432,606	\$ 394,384	\$ 367,658	\$ 357,954	\$ 348,053
Contributions in relation to the contractually required contribution	(582,606)	(594,384)	(517,658)	(507,954)	(348,053)
Contribution deficiency (excess)	<u>(150,000)</u>	<u>(200,000)</u>	<u>(150,000)</u>	<u>(150,000)</u>	<u>-</u>
Covered-employee payroll	\$ 2,485,520	\$ 2,678,234	\$ 2,719,966	\$ 2,723,187	\$ 2,735,446
Contributions as a percentage of covered employee payroll	23.44%	22.19%	19.03%	18.65%	12.72%

Note: accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

Amounts for covered payroll are reported as of the previous fiscal year to align with the measurement date of the net pension liability.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
BUDGETARY COMPARISON SCHEDULE
SPECIAL REVENUE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
State Administered Grants	\$ 4,947,609	\$ 4,907,979	\$ (39,630)
Interest Income and Other Revenue	-	5,556	5,556
Total Revenues	<u>4,947,609</u>	<u>4,913,535</u>	<u>(34,074)</u>
EXPENDITURES			
Personnel Costs	4,140,302	4,049,844	90,458
Building Lease	209,337	216,886	(7,549)
Utilities	38,200	38,209	(9)
Other Facility Expenses	63,500	59,716	3,784
Facility Improvements	5,000	7,275	(2,275)
Membership & Subscriptions	27,000	15,243	11,757
POP Program	3,500	2,280	1,220
Communications	36,800	34,791	2,009
Postage	25,500	19,439	6,061
Travel	20,000	32,293	(12,293)
Other Office Expenses & eOscar	55,140	45,798	9,342
Other County Agency Expenses	600	200	400
Legal Services	35,000	39,594	(4,594)
Training	25,000	78,041	(53,041)
Service of Process	23,500	13,719	9,781
Laboratory Services	5,900	3,192	2,708
Other Consultant Agencies & Other Services	66,085	65,833	252
Vehicle Maintenance	10,000	2,436	7,564
Insurance	75,000	77,443	(2,443)
Equipment	12,500	43,261	(30,761)
EDP Expenses	6,830	4,402	2,428
Total Expenditures	<u>4,884,694</u>	<u>4,849,895</u>	<u>34,799</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	62,915	63,640	63,640
Fund Balance, Beginning of Year	<u>-</u>	<u>(1,870,393)</u>	<u>(1,870,393)</u>
FUND BALANCE, END OF YEAR	<u>\$ 62,915</u>	<u>\$ (1,806,753)</u>	<u>\$ (1,806,753)</u>

See notes to the financial statements

UNIFORM GUIDANCE REPORTS

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

388 Market Street, Suite 888
San Francisco, California 94111

Tel. (415) 896-5551
Fax (415) 896-0584

**REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Central Sierra Child Support Agency
Jackson, California

We have audited the financial statements of Central Sierra Child Support Agency as of and for the year ended June 30, 2019, and have issued our report thereon dated February 26, 2020, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and their records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Isabel Bernaciak - Cypriano

San Francisco, California
February 26, 2020

**CENTRAL SIERRA CHILD SUPPORT AGENCY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

<u>Grantor</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
Department of Health and Human Services Pass-through from California Department of Child Support Services		
Child Support Enforcement	93.563	\$ 2,997,361
		<hr/>
Total Expenditures of Federal Awards		\$ <u><u>2,997,361</u></u>

Note A - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Central Sierra Child Support Agency under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Central Sierra Child Support Agency, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Central Sierra Child Support Agency.

Note B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Central Sierra Child Support Agency has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Central Sierra Child Support Agency
Jackson, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Sierra Child Support Agency, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 26, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Central Sierra Child Support Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script, appearing to read "Jacob Bernhardt".

San Francisco, California
February 26, 2020

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Central Sierra Child Support Agency
Jackson, California

Report on Compliance for Each Major Federal Program

We have audited Central Sierra Child Support Agency's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Central Sierra Child Support Agency's major federal programs for the year ended June 30, 2019. Central Sierra Child Support Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Central Sierra Child Support Agency's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types compliance requirements referred to above that could have a direct and material effect on the major federal programs occurred. An audit includes examining, on a test basis, evidence about Central Sierra Child Support Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with each major program. However, our audit does not provide a legal determination of Central Sierra Child Support Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, Central Sierra Child Support Agency complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs identified above for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of Central Sierra Child Support Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Sierra Child Support Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Central Sierra Child Support Agency's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirements of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a *material weakness* in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be *material weaknesses* or *significant deficiencies*. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of our testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Jacob L. Bernmark - Cysny

San Francisco, California
February 26, 2020

**CENTRAL SIERRA CHILD SUPPORT AGENCY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

A. SUMMARY OF AUDITOR'S RESULTS	
<i>Financial Statements</i>	
1. Type of Auditors' Report Issued	UNMODIFIED
2. Internal Control Over Financial Reporting: Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE NONE REPORTED
3. Noncompliance Material to Financial Statements	NONE
<i>Federal Awards</i>	
1. Internal Control Over Major Programs : Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE NONE REPORTED
2. Type of Auditor's Report Issued on Compliance for Major Programs	UNMODIFIED
3. Uniform Guidance Audit Finding Disclosed by Audit in accordance with 2 CFR 200.516(a)	NONE REPORTED
4. Major Programs:	93.563 Child Support Enforcement
5. Dollar Threshold for Type A Programs	\$750,000
6. Auditee Qualification	LOW RISK
B. Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS	NONE REPORTED
C. Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in the Uniform Guidance	NONE REPORTED

**CENTRAL SIERRA CHILD SUPPORT AGENCY
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

There were no prior year audit findings.

AGENDA ITEM

#3

April 20, 2020

MEMORANDUM

TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: 2020/2021 FY Preliminary Budget

(Agenda Item #3)

Enclosed is the proposed preliminary budget for the 2020-2021 fiscal year, which is to be prepared for approval in April of each year, pursuant to **Section 8** of the *Amended and Restated Joint Powers Agreement*.

Background:

The initial allocation letter has been received. Both our general allocation and administrative & Electronic Data Processing (EDP) allocations for the Agency are expected to continue at the same level as for SFY 2020. It should be noted, however, that budgets continue to be an item of discussion and may change for 20/21 in light of the current pandemic.

Note the following in regard to the funding and accounting of the Agency's costs:

1. The primary sources of revenue for funding the Agency are State & Federal monies (34/66), all administered by the State Department of Child Support Services. No member county contributes revenue to the Agency. Occasionally additional revenue is received for special purposes, such as insurance monies.
2. The State advances the revenue on a monthly basis, beginning with 1/12 of the annual allocation. Every quarter, a claim for expenditures from the allocation is submitted to the State, which reviews the expenditures and adjusts the subsequent monthly advance if the full monies which had been advanced during that quarter had not been spent.
3. At the end of the state fiscal year, any amount not spent from the annual allocation is retained by the State: it cannot be "rolled over" into the next fiscal year.
4. Each budget is created to "balance" to the allocation. In each year of the history of the Agency, the allocation has not been spent 100%. For example, in SFY 2018, the Agency's expenditures were 99.74% of the Agency's budget.
5. There have been no budget increases in the Administration allocation or the EDP allocation in many years.

Budget Build for SFY 2020-2021

Revenues:

The proposed preliminary budget includes 100% of the non-EDP revenue for the four- member counties for total revenues of **\$4,940,779.00**. The EDP allocation is projected as the same amount as SFY 19: **\$6,830.00**.

Expenditures:

Set forth below are notes regarding the accounts where there are changes from the 2018-19 final Budget.

1. Salary & Benefits:

a. **Salaries (Fund 1002000)**: the budget reflects salaries for 33 FTE which includes the current staffing and two vacancies which we intend to fill. Scheduled step and longevity increases have been included in the budget as well as salary adjustments, aka COLAs, already negotiated. The overall change from the 2019-20 Budget revision is a **decrease of \$94,235.12** as a result of 2 staff retirements.

b. **Benefits (Fund 1002500)**: the budget reflects changes in the following accounts due to salary & staffing changes as set forth above: FICA, Medicare, Long Term Disability, UI/ETT, Life Insurance/AD&D, Wellness, Deferred Compensation, resulting in an overall change from the 2019-20 Budget revision of a **decrease of \$1,661.44** Other account changes of note:

- (1) **Account 51455 (PERS Employer)**: The budgeted amount consists of the base rate for tier 1 employees of 11.9% (*up from 11.163%*) and the mandatory amount of \$260,369 (*up from \$214,816 in 2019*) and additional amount of \$150,000 for the UAL. The mandatory portion of the UAL must be paid in a lump sum in July in order to obtain the reduction in cost.
- (2) **Account 51461.1 (Health Insurance)**: The budgeted amount is reduced by \$35,000 because we are using 2020 rates, 2021 rates are currently *unknown*.

2. **Services & Supplies (Fund 1003000): General increases**: The accounts in this fund increased based on lease increases and anticipated increases in insurance costs. Other significant account changes of note:

- (1) We are now required to report to the State all monies paid to the county for direct services. We have been reporting these numbers using a manual system for tracking. For this next fiscal year CSCSA has created new accounts

(**Accounts 55169.1; 55169.3; 55169.4; 55169.5**) which will be used to pay county direct costs and will allow us to report the costs in an efficient manner. The funds in these accounts were removed from the accounts they previously funded, therefore this is NOT an increase in the budget.

- (2) **Account 54151.1 (Other Facility Expense Jackson)** This was reduced by \$12,000; those funds were applied to the appropriate new account noted in (1) above.
- (3) **Account 54151.3 & 54151.5 (Other Facility Expense Calaveras/Sonora)** This was reduced by \$12,000 & \$4,300 respectively; those funds were applied to the appropriate new account noted in (1) above.
- (4) **Account 54152.1 & 54152.4 (Communications Jackson/Alpine)** This was reduced by \$5,000 & \$2,000 respectively; those funds were applied to the appropriate new account noted in (1) above.
- (5) **Account 54154.1 & 54154.4 (Other Office Expense Jackson/Alpine)** This was reduced by \$3,000 & \$570 respectively; those funds were applied to the appropriate new account noted in (1) above.
- (6) **Account 55174 (Other Consult/Agencies)**: The budgeted amount is increased due to increases in audit charges as well as anticipated consultation with outside vendors re: community partnerships.
- (7) **Account 56180 (Marketing & Outreach)**: This is a newly established account which will allow the Agency to do advertising and events in order to increase program participation for families in our area.
- (8) **Account 56196 (Lab Services)**: Accounts have reduced to zero as the State now pays these costs directly.
- (9) **Account 57000.3 & 57000.4 (Utilities)**: The budgeted amounts in these accounts have been moved to the appropriate new account noted in (1) above.
- (10) **Account 59100 (Training)**: The budgeted amount is increased to allow for additional staff training.

3. **Fixed assets (Fund 1005000)**: There is an increase of \$20,000 in anticipation of the potential need for additional equipment for possible continued telework.

4. **Automation (Fund 100700)**: There is no change in this fund.

RECOMMENDATION: It is recommended that your Board approve the Proposed Preliminary budget for 2020-2021.

**CENTRAL SIERRA CHILD SUPPORT AGENCY - PRELIMINARY REVENUE BUDGET
FISCAL YEAR 2019 - 2020**

Line Item Title	Account	Account Title	2018-2019 FINAL	2019-2020 FINAL	2020-2021 FINAL
FUND 100					
GENERAL FUND	40100	STATE/COUNTY REVENUES	\$ 1,679,865.00	\$ 1,679,865.00	\$ 1,679,865.00
GENERAL FUND	40200	FEDERAL REVENUES	\$ 3,260,914.00	\$ 3,260,914.00	\$ 3,260,914.00
GENERAL FUND	40300	FEDERAL INCENTIVE			
GENERAL FUND	40400	STATE SPECIAL PROJECTS			
GENERAL FUND	41100	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
GENERAL FUND	41200	EDP-NON-RECURRING			
TOTAL REVENUES			\$ 4,947,609.00	\$ 4,947,609.00	\$ 4,947,609.00

**CENTRAL SIERRA CHILD SUPPORT AGENCY
PRELIMINARY EXPENDITURE BUDGET
FISCAL YEAR 2020-2021**

Line Item Title	Account	Account Title	2019-2020	2020-2021
			FINAL 07-15-19	PRELIMINARY 04/21/2020
1002000				
SALARIES	51005	CASEWORKERS	\$ 1,068,001.56	\$ 938,178.62
SALARIES	51010	CSS STAFF SUPVS/MGRS	\$ 341,512.37	\$ 333,309.60
SALARIES	51015	CS SUPPORT STAFF	\$ 304,409.52	\$ 309,800.40
SALARIES	51035	ATTORNEYS	\$ 242,983.41	\$ 252,238.94
SALARIES	51060	COLLECTION STAFF (ACCOUNT)	\$ 54,194.04	\$ 54,730.00
SALARIES	51066	TEMP HELP (EXTRA HIRES)	\$ -	\$ -
SALARIES	51067	OVERTIME	\$ 2,500.00	\$ 2,500.00
SALARIES	51078	ADMINISTRATION	\$ 274,425.84	\$ 291,589.55
SALARIES	51088	ADMINISTRATION SUPPORT	\$ 150,863.09	\$ 162,307.60
TOTAL SALARIES			\$ 2,438,889.83	\$ 2,344,654.71
1002500				
BENEFITS	51330	LEAVE CASHOUTS	\$ 20,000.00	\$ 20,000.00
BENEFITS	51340	LEAVE LIABILITY FUND	\$ 20,000.00	\$ 70,000.00
BENEFITS	51451	1959-EMPLOYER	\$ 300.00	\$ 300.00
BENEFITS	51452	1959-EMPLOYEE	\$ 100.80	\$ 100.80
BENEFITS	51453	FICA	\$ 137,096.65	\$ 128,909.43
BENEFITS	51454	MEDICARE	\$ 36,447.76	\$ 33,351.63
BENEFITS	51455	PERS-EMPLOYER	\$ 629,353.08	\$ 644,475.53
BENEFITS	51456	PERS-PENSION EXP (No Budget)	\$ -	\$ -
BENEFITS	51457	PERS-PEPRA	\$ 10,923.36	\$ 19,263.54
BENEFITS	51458	LONG TERM DISABILITY (LTD)	\$ 8,744.74	\$ 8,065.92
BENEFITS	51459	WORKERS COMPENSATION	\$ 65,000.00	\$ 65,000.00
BENEFITS	51460	UNEMPLOYMENT (UI) & ETT	\$ 5,439.00	\$ 4,851.00
BENEFITS	51461.1	HEALTH BENEFITS - INSURANCE	\$ 541,616.18	\$ 506,147.28
BENEFITS	51461.2	HEALTH BENEFITS - IN LIEU	\$ 40,575.00	\$ 23,400.00
BENEFITS	51461.3	INS RETIRED PREMIUMS	\$ 4,896.00	\$ 4,896.00
BENEFITS	51462	LIFE INSURANCE/AD&D	\$ 6,043.64	\$ 6,043.64
BENEFITS	51463	WELLNESS PROGRAM	\$ 7,200.00	\$ 6,450.00
BENEFITS	51464	DEFERRED COMPENSATION	\$ 32,760.00	\$ 29,580.00
BENEFITS	51465	TRAVEL ALLOWANCE	\$ 6,000.00	\$ -
BENEFITS	51466	CELL PHONE STIPEND	\$ 1,200.00	\$ 1,200.00
TOTAL BENEFITS			\$ 1,573,696.21	\$ 1,572,034.77

**CENTRAL SIERRA CHILD SUPPORT AGENCY
PRELIMINARY EXPENDITURE BUDGET
FISCAL YEAR 2020-2021**

Line Item Title	Account	Account Title	2019-2020	2019-2020
			FINAL 07-15-19	PRELIMINARY 04-21-20
1003000				
SERVICES & SUPPLIES	52300	MEMBERSHIP DUES/SUBSCRIP.	\$ 27,000.00	\$ 27,000.00
SERVICES & SUPPLIES	52301	e-OSCAR	\$ 240.00	\$ 240.00
SERVICES & SUPPLIES	53340	POP PROGRAM	\$ 3,500.00	\$ 3,500.00
SERVICES & SUPPLIES	54149.1	JACKSON	\$122,544.00	\$122,946.00
SERVICES & SUPPLIES	54149.5	SONORA	\$ 99,688.32	\$ 100,919.04
SERVICES & SUPPLIES	54151.1	OTHER FACILITY EXP-JACKSON	\$ 20,000.00	\$ 8,000.00
SERVICES & SUPPLIES	54151.2	OTHER FACILITY EXP-SUTTER CREEK	\$ -	\$ -
SERVICES & SUPPLIES	54151.3	OTHER FACILITY EXP-CALAVERAS	\$ 12,000.00	\$ -
SERVICES & SUPPLIES	54151.4	OTHER FACILITY EXP-ALPINE	\$ 500.00	\$ -
SERVICES & SUPPLIES	54151.5	OTHER FACILITY EXP-SONORA	\$ 12,000.00	\$ 7,700.00
SERVICES & SUPPLIES	54152.1	COMMUNICATIONS-JACKSON	\$ 15,000.00	\$ 10,000.00
SERVICES & SUPPLIES	54152.3	COMMUNICATIONS-CALAVERAS	\$ 800.00	\$ 800.00
SERVICES & SUPPLIES	54152.4	COMMUNICATIONS-ALPINE	\$ 2,000.00	\$ -
SERVICES & SUPPLIES	54152.5	COMMUNICATIONS-SONORA	\$ 25,000.00	\$ 25,000.00
SERVICES & SUPPLIES	54154.1	OTHER OFFICE EXPENSES-JACKSON	\$ 25,000.00	\$ 22,000.00
SERVICES & SUPPLIES	54154.2	OTHER OFFICE EXPENSES-SUTTER CREEK	\$ -	\$ -
SERVICES & SUPPLIES	54154.3	OTHER OFFICE EXPENSES-CALAVERAS	\$ 300.00	\$ 300.00
SERVICES & SUPPLIES	54154.4	OTHER OFFICE EXPENSES-ALPINE	\$ 700.00	\$ 130.00
SERVICES & SUPPLIES	54154.5	OTHER OFFICE EXPENSES-SONORA	\$ 20,000.00	\$ 20,000.00
SERVICES & SUPPLIES	54155	FACILITY IMPROVEMENTS	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	54157.1	POSTAGE-JACKSON	\$ 13,000.00	\$ 13,000.00
SERVICES & SUPPLIES	54157.3	POSTAGE-CALAVERAS	\$ -	\$ -
SERVICES & SUPPLIES	54157.4	POSTAGE-ALPINE	\$ 500.00	\$ -
SERVICES & SUPPLIES	54157.5	POSTAGE-SONORA	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	54159	TRAVEL EXPENSES	\$ 35,000.00	\$ 35,000.00
SERVICES & SUPPLIES	55169	OTHER COUNTY AGENCIES	\$ 600.00	\$ -
SERVICES & SUPPLIES	55169.1	OTHER COUNTY AGENCIES - AMADOR	\$ -	\$ 20,000.00
SERVICES & SUPPLIES	55169.3	OTHER COUNTY AGENCIES - CALAVERAS	\$ -	\$ 15,000.00
SERVICES & SUPPLIES	55169.4	OTHER COUNTY AGENCIES - ALPINE	\$ -	\$ 3,285.00
SERVICES & SUPPLIES	55169.5	OTHER COUNTY AGENCIES - TUOLUMNE	\$ -	\$ 5,400.00
SERVICES & SUPPLIES	55174	OTHER CONSULT/AGENCIES	\$ 72,000.00	\$ 85,000.00
SERVICES & SUPPLIES	55176	INSURANCE	\$ 100,389.00	\$ 100,389.00
SERVICES & SUPPLIES	55180	MARKETING & OUTREACH	\$ -	\$ 50,000.00
SERVICES & SUPPLIES	56182	LEGAL SERVICES	\$ 45,000.00	\$ 45,000.00
SERVICES & SUPPLIES	56188	INVESTIGATOR SERVICES	\$ 5,000.00	\$ 5,000.00

**CENTRAL SIERRA CHILD SUPPORT AGENCY
PRELIMINARY EXPENDITURE BUDGET
FISCAL YEAR 2020-2021**

SERVICES & SUPPLIES	56190.1	SERVICE OF PROCESS-JACKSON	\$ 7,000.00	\$ 7,000.00
SERVICES & SUPPLIES	56190.3	SERVICE OF PROCESS-CALAVERAS	\$ 8,000.00	\$ 8,000.00
SERVICES & SUPPLIES	56190.4	SERVICE OF PROCESS-ALPINE	\$ 500.00	\$ 500.00
SERVICES & SUPPLIES	56190.5	SERVICE OF PROCESS-SONORA	\$ 8,000.00	\$ 8,000.00
SERVICES & SUPPLIES	56192	VEHICLE MAINTENANCE	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56194.1	LAB SERVICES-JACKSON	\$ 2,700.00	\$ -
SERVICES & SUPPLIES	56194.3	LAB SERVICES-CALAVERAS	\$ 1,700.00	\$ -
SERVICES & SUPPLIES	56194.4	LAB SERVICES-ALPINE	\$ 500.00	\$ -
SERVICES & SUPPLIES	56194.5	LAB SERVICES-SONORA	\$ 2,700.00	\$ -
SERVICES & SUPPLIES	56198	ADMINISTRATION COSTS	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	56199.1	OTH SERVICES - IT SERVICES	\$ 2,100.00	\$ 1,000.00
SERVICES & SUPPLIES	56199.2	OTH SERVICES - MISCELLANEOUS	\$ 19,731.64	\$ 19,980.48
SERVICES & SUPPLIES	57000.1	UTILITIES-JACKSON	\$ 26,000.00	\$ 26,000.00
SERVICES & SUPPLIES	57000.3	UTILITIES-CALAVERAS	\$ 3,000.00	\$ -
SERVICES & SUPPLIES	57000.4	UTILITIES-ALPINE	\$ 500.00	\$ -
SERVICES & SUPPLIES	57000.5	UTILITIES-TUOLUMNE	\$ 14,000.00	\$ 14,000.00
SERVICES & SUPPLIES	59100	TRAINING	\$ 100,000.00	\$ 120,000.00
TOTAL SERVICES & SUPPLIES			\$ 898,192.96	\$ 974,089.52
Line Item Title	Account	Account Title	2019-2020	2019-2020
			FINAL	PRELIMINARY
1005000			07-15-19	04-21-20
FIXED ASSETS	60155	EQUIPMENT-OVER \$5000	\$ 30,000.00	\$ 50,000.00
FIXED ASSETS	60155.2	EQUIPMENT-UNDER \$5000	\$ -	\$ -
TOTAL FIXED ASSETS			\$ 30,000.00	\$ 50,000.00
TOTAL ADMIN			\$ 4,940,779.00	\$ 4,940,779.00
			\$ 4,940,779.00	\$ 4,940,779.00
1007000				
AUTOMATION	80217	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00
AUTOMATION	80219	EDP-NON-RECURRING	\$ -	\$ -
TOTAL AUTOMATION			\$ 6,830.00	\$ 6,830.00
GRAND TOTAL			\$ 4,947,609.00	\$ 4,947,609.00

AGENDA ITEM

#4

April 20, 2020

MEMORANDUM

TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Board Policy Review & Changes

(Agenda Item #4)

Background

CSCSA Board Policies, for the most part, have not been reviewed and updated since their inception; most policies were implemented in 2003 and 2004. There are currently 4 sections of Board Policies (Sections 100, 200, 300, and 400). The Board reviewed and revised, as appropriate, Section 400 in 2018 and Sections 100 and 200 in January 2020. My suggestions for Section 300 are provided herein.

Section 300

Policy 3-100

1. Add date of 2020 review.
2. Vendor checks are generally processed bi-weekly as opposed to each Wednesday.

Policy 3-200

1. Add date of 2020 review.
2. Reword policy to comport with current labor law; the existing policy is outdated and obsolete.

Policy 3-300

1. Add date of 2020 review.
2. Remove references to 'Merit Systems'.
3. Replace references of semi-monthly payroll with bi-weekly payroll.
4. Remove language regarding base pay which explains how the average of 87 hours per pay period was used; we now pay for actual hours worked.
5. Remove language on Leave Accrual Cut Off Date. This process is no longer relevant because we pay

for actual hours worked and the pay period dates and payroll dates match.

6. Remove references about when timesheets are due as that is a procedure issue rather than a policy issue; those due dates may change based on need.

7. Add remarks about the use of electronic signatures and electronic corrections.

8. Add comments regarding how we handle corrections to timesheets made by supervisors when employees are unavailable.

9. Add language about electronic paystubs and timecards as we no longer hand out paper copies.

Policy 3-400

1. Add date of 2020 review.


Policy 3-500

1. Add date of 2020 review.

2. Correct titles of Agency staff who have been issued a credit card.

RECOMMENDATION:

It is recommended that the Board approve the suggested changes to the Board Policies as presented in the new draft policies.

	CHECK WRITING POLICY	
	Section: Finance & Budget	Policy No: 3-100
	Issue Date: August 26, 2004 Revised Date: September 14, 2006 Last Revised Date: January 23, 2017 <u>April 27, 2020</u>	Resolution No: 04-025; 06-018; 17-002

PURPOSE

The Central Sierra Child Support Agency (hereinafter "Agency") is committed to centralized control over the expenditures of Agency funds. With this in mind, it is paramount that procedures be in place to control the authorizations necessary for check-signing purposes.

SCOPE

This policy is applicable to all employees, without exception.

POLICY

It is the policy of the Agency to print vendor checks and expenses reimbursement checks on a regular basis (normally ~~bi-weekly on Wednesday each week~~). Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

PROCEDURES

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the purchasing, accounts payable, and travel policies.
2. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
3. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
4. All supporting documentation is attached to the corresponding check prior to forwarding the entire package to the authorized check signers.
5. Checks shall be utilized in numerical order (unused checks are stored in a locked safe).
6. Checks shall never be made payable to "bearer" or "cash".

7. Checks shall never be signed prior to being prepared.
8. Upon the preparation of a check, vendor payment request packets shall immediately be marked with the check number and the date issued in order to prevent subsequent reuse.

Check Signing: All Agency checks over \$10,000 require two (2) signatures by the Executive Director or Deputy Director and either the Chair or the Vice Chair of the Board of Directors. No checks shall be signed prior to the check being completed in its entirety (no signing of blank checks).


The Executive Director, or his/her designee, should examine all original supporting documentation to ensure that each item has been properly checked prior to forwarding the check for signature. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement.

Mailing of Checks: After signature, checks are returned to the individual who prepared them, who then prepares them for immediate mailing. Checks shall not be mailed by individuals who authorize expenditures.

Voided Checks and Stop Payments: Checks may be voided due to processing errors by making proper notations in the check register then defacing the check by clearly marking it as "VOID" and removing the signature area. All voided checks shall be retained to aid in preparation of bank reconciliation.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instructions and confirmed by written authorization to the bank by accounting personnel with this authority.

Voided checks may be reissued after documenting the reason for requesting the reissuance.

	INDEPENDENT CONTRACTORS POLICY	
	Section: Finance and Budget	Policy No: 3-200
	Issue Date: August 26, 2004 Last Revised Date: <u>April 27, 2020</u>	Resolution No: 04-026

PURPOSE

The Central Sierra Child Support Agency (hereinafter “Agency”) is committed to complying with the California Labor Law ~~relating to which defines and outlines the rules and regulations for utilizing an~~ independent contractor~~s~~.

SCOPE

This policy is applicable to all employees, without exception.

POLICY

~~Subject to the exemptions provided by law, the Agency will retain independent contractors: who are free from the control and direction of the Agency in connection with the performance of their work, both under contract and in fact; who perform work that is outside the usual course of the Agency’s business; and who are customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed. This Policy is meant to be a statement of the law. This Policy does not confer a broader or narrower definition of independent contractor. To the extent there is a conflict between this Policy and law, the law controls. If an individual qualifies as an independent contractor, the individual will be sent a Form 1099 if the total compensation paid to that individual for any calendar year on the cash basis is \$600.00 or more. The amount reported on a Form 1099 is equal to compensation paid to that person during a calendar year (on the cash basis). Excluded from “compensation” are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.~~

~~It is the policy of the Agency to consider all relevant facts and circumstances regarding the relationship between the Agency and the individual(s) in making determinations about the classification of workers as independent contractors. This determination is based on the degree of control and independence associated with the relationship between the Agency and the individual. Facts that provide evidence of the degree of control and independence fall into three (3) categories:~~

- ~~1. Behavioral Control;~~
- ~~2. Financial Control; and~~
- ~~3. The type of relationship of these parties.~~

~~Facts associated with each of these categories that will be considered by the Agency in making~~

~~contractor determinations shall include:~~

~~1. **Behavioral Control:** Instructions given by the Agency to the worker that indicate control over the worker (suggesting an employee relationship), such as:~~

- ~~a. When and where to work~~
- ~~b. What tools or equipment to use~~
- ~~c. What workers to hire or to assist with the work~~
- ~~d. Where to purchase supplies and services~~
- ~~e. What work must be performed by a specified individual~~
- ~~f. What order or sequence to follow.~~

~~Training provided by the Agency to the worker (i.e., employees typically are trained by their employer, whereas, contractors typically provide their own training).~~


~~2. **Financial Control:**~~

- ~~a. The extent to which the worker has un-reimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).~~
- ~~b. The extent of the worker's investment in the facilities/assets used in performing services for the Agency (greater investment associated with contractors).~~
- ~~c. The extent to which the worker makes services available to the relevant market.~~
- ~~d. How the Agency pays the worker (i.e. guaranteed regular wage for employees vs. flat fee paid to some contractors).~~
- ~~e. The extent to which the worker can realize a profit or loss.~~

~~3. **Type of Relationship:**~~

- ~~a. Written contracts describing the relationship that the Agency and the individual intend to create.~~
- ~~b. Whether the Agency provides the worker with employee-type benefits, such as insurance, paid leave, etc.~~
- ~~c. The permanency of the relationship.~~
- ~~d. The extent to which services performed by the worker are a key aspect of the regular business of the Agency.~~

~~If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if the total compensation paid to that individual for any calendar year on the cash basis is \$600.00 or more. The amount reported on a Form 1099 is equal to compensation paid to that person during a calendar year (on the cash basis). Excluded from "compensation" are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.~~

	PAYROLL POLICY	
	Section: <i>Finance & Budget</i>	Policy No: 3-300
	Issue Date: August 26, 2004 Last Revised Date: <u>April 27, 2020</u>	Resolution No: 04-027

PURPOSE

The Central Sierra Child Support Agency (hereinafter “Agency”) is committed to establishing policies and procedures that will ensure a fair and equitable system for the payment of salaries and benefits.

SCOPE

This policy is applicable to all employees, without exception.

POLICY

If an individual qualifies as an employee, both a formal personnel file and a payroll file will be created for that individual and all documentation required by the Agency shall be obtained. The procedures described herein shall apply to all workers classified as employees.

PROCEDURES

The following forms, documents, and information shall be obtained and included in the formal personnel files for all new employees:

1. An ~~Merit System Services~~ official employment application (and resume, if applicable).
2. Applicant references ~~(work and personal)~~.
3. Starting date and scheduled hours.
4. Personnel Action Form (PAF) (Job title, status, and pay rate).
5. A confidential employee information form, which shall include information such as addresses, telephone numbers, and emergency contact information.
6. Any other ~~Merit System Services~~ forms pertaining to changes in job titles, status, etc.
7. Performance Appraisal forms.
8. Miscellaneous information, such as training acknowledgments, letters of commendation, etc.

Any changes in the following payroll data are to be authorized in writing:

1. New hires/re-hires
2. Terminations
3. Changes in salaries and pay rates, status (current PAF)
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires and changes in salaries, pay rates, or status shall be in writing and approved by the Executive Director, or his/her designee. Terminations shall be in writing and approved by the Executive Director, or his/her designee.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee.

Documentation of any changes in the above data shall be maintained in each employee's formal personnel file and maintained in a locked cabinet.

Payroll Administration: The Agency operates on a ~~bi-weekly~~ semi-monthly payroll. For each new hire, a payroll file will be created and will contain the following original documents:

1. Form W-4 (Employee Federal Withholding Certificate)
2. Form DE-4 (State Withholding Certificate)
3. Form I-9 (Employment Eligibility Verification must be maintained in a separate locked space)
4. Copy of driver's license
5. Copy of Social Security card issued by the Social Security Administration
6. Personnel Action Form (PAF)
7. Authorization for direct deposit of paychecks, along with a voided check.
8. Voluntary payroll deductions
9. Voluntary deductions for reimbursements, or repayments of advances
10. Court-ordered payroll deductions

Documentation of any changes in the above payroll data shall be maintained in each employee's payroll file and maintained in a locked cabinet.

Payroll Taxes: The Agency is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid.

~~**Base Pay:** In accordance with the employee bargaining agreement, all full-time employees will be paid based on 87 hours for each pay period at the hourly rate for their classification. The "pay periods" are the following:~~

- ~~1. The 1st through the 15th of the month~~
- ~~2. The 16th through the end of the month~~

~~The basis for the 87 hour calculation is as follows: by taking 52 weeks in the year times 40 hours in a work week, this equals 2,080 hours. These 2,080 hours were then divided by twelve (12) months to equal 173.33 hours. The 173.33 hours was then rounded up to equal 174 hours and then divided by two (2) pay periods per month, to equal 87 hours. The 87 hours is an average; therefore, any given pay period may have more or less than 87 actual hours worked.~~

~~Newly hired employees who do not start on the first working day of the pay period will be paid for actual hours worked through the end of the pay period, not to exceed 87 hours.~~

~~Newly hired employees have not yet qualified for leave; therefore, they will have deducted from the base (87) hours any hours not worked.~~

~~Terminated employees must work the last day of the pay period in order to be paid the full 87 hours. If the employee terminates before the last working day, they will be paid for actual hours worked up to their last day of work, not to exceed the base 87 hours.~~

~~**Leave Accrual Cut-Off Dates.** The cutoff dates to report leave usage are as follows:~~

- ~~1. The 10th of the month (covering the period of the 26th of the prior month through the 10th of the current month).~~
- ~~2. The 25th of the month (covering the period of the 11th of the month through the 25th of the month).~~

Preparation of Time Sheets: Each Agency employee must submit to their direct supervisor a signed time sheet no later than the date and time which timesheets are due. 9:00 a.m. on the date noted on their time sheet.

Times sheets shall be prepared in accordance with the following guidelines:

1. Each time sheet shall reflect all hours worked during the pay period (actual or projected).
2. Errors shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initial next to the change (*i.e.*, do not use "white-out" or correction tape). Once the Agency transitions to electronic time sheets, employees will be provided with the electronic process for corrections.
3. Compensated absences (vacation, sick leave, *etc.*), should be clearly identified as such.
4. Time sheets shall be signed in ink by the employee prior to submission, or may be electronically signed in accordance with Agency procedure.

After completion, time sheets shall be approved and signed in ink by the employee's supervisor, or electronically signed in accordance with Agency procedure, verifying the accuracy of the hours worked, correctness of time charged to various programs, accrual, and prior approval of time charged to leave as requested on the leave form. ~~The complete package is due by 9:00 a.m. on the date noted on the time sheets.~~

An employee cannot use more vacation/sick leave/personal necessity leave than accrued on the books at the time the time sheet is submitted. ~~Corrections identified shall be authorized by the employee by drawing a line through the error and placing the employee's initials next to the change. In the event that a timesheet must be corrected, and the employee is unavailable to do so, the Supervisor shall make the appropriate corrections and notify the employee in writing explaining specifically what was changed. Should the employee dispute such change(s), the employee may appeal the action by submitting a written statement to the Executive Director.~~

Supervisors will submit timesheets for aAn Agency employee who is on leave, on travel, or is ill on the day that time sheets are due, ~~may telephone or e-mail time sheet information to his/her supervisor (or designated alternate).~~ Time so submitted must reflect the actual time worked and the appropriate classifications. The employee must sign the time sheet submitted in this manner immediately upon his/her return to the office. Time sheets submitted in this manner shall bear the notation, "Time reported by telephone or e-mail by (employee) to the (supervisor or designated alternate)". The time sheet shall be signed by the supervisor or the designated alternate.

Processing of Time Sheets: The person responsible for processing time sheets shall check all time sheets for mathematical accuracy, then input all time sheets into the payroll system. This individual may not change or correct time sheets. When errors are noted, if a corrected and approved time sheet is not re-submitted in time, the employee may receive a paycheck based on projected hours, with corrected hours added/subtracted in the next pay period.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other time sheet policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll: Upon production of all payroll reports and checks, the Executive Director, or his/her designee, reviews payroll prior to its distribution to employees. The Executive Director, or his/her designee, shall initial and date the payroll register indicating approval of the payroll.


Distribution of Payroll: Payroll payments (or check stubs for direct deposits) and new time sheets shall be available electronically for distribution. ~~It is the responsibility of Program Managers to designate the employees responsible for disbursing their payroll.~~

Direct Deposit. The Agency ~~is encouraging the use of~~ direct deposit as a substitute for preparing paychecks for employees, due to the efficiencies and employee convenience created through the use of direct deposit. Employees who have a specific need for a printed check may contact the

payroll team.

Pay Dates: The Agency operates on a bi-weekly ~~semi-monthly~~ payroll. The pay dates for each payroll period shall be alternating Fridays as displayed on the Agency's payroll calendar. ~~as follows:~~

1. ~~The 15th of each month (unless this date falls on a weekend or a holiday, then the pay date will be the last working day prior to the 15th).~~
2. ~~The last working day of each month.~~

	BUDGET TRANSFERS POLICY	
	Section: <i>Finance and Budget</i>	Policy No: 3-400
	Issue Date: <i>February 4, 2005</i> Last Revised Date: <i>April 27, 2020</i>	Resolution No: 05-004

POLICY


It is the policy of the Board of Directors that the Central Sierra Child Support Auditor-Controller (Executive Director) be responsible for the accounting operations of the Agency and the Board acknowledges that the Auditor-Controller is responsible for preparing Federal, State, and local financial reports. The purpose of this policy is to establish uniform procedures for processing budget transfers.

SCOPE

This policy is applicable to all employees, without exception.

PROCEDURES

1. All budget transfer requests must be submitted to and approved by the Executive Director, or his/her designee.
2. The Executive Director, or his/her designee, is authorized to approve all budget transfers within an established budget unit, pursuant to Section 29125 of the Government Code.
3. All other budget requests that are not within the approval authority of the Executive Director shall be submitted to the Board of Directors for review and approval. This includes any requests that will increase the total unit budget and requires a 4/5th vote of approval by the Board of Directors.

	CREDIT CARD POLICY	
	Section: <i>Finance and Budget</i>	Policy No: 3-500
	Issue Date: March 24, 2014 Last Revised Date: January 23, 2017 <u>April 27, 2020</u>	Resolution No: 14-007; 17-003

PURPOSE

The Central Sierra Child Support Agency (hereinafter “Agency”) is committed to establishing policies and procedures that will ensure a fair and equitable system for the use of credit cards for purchases of goods and services.

SCOPE

This policy is applicable to all employees, without exception.

POLICY

It is the policy of the Agency to follow a practice of ethical, responsible, and reasonable procedures related to the purchasing of goods and services as stated in the Agency Purchasing Policy. It is also recognized that the more common method of payment utilized currently is with a credit card.

PROCEDURES

All credit card purchases of goods and services must be made in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the Agency’s Purchasing and Travel policies and Accounts Payable procedures.
2. Computers, printers, peripheral equipment, and software purchases must be reviewed with the State Department of Child Support Services IT Support Division and proper pre-approvals obtained.
3. Receipts and supporting documentation for purchases and services shall be obtained and remitted to the Agency Accountant who will match them with the credit card statements and prepare the statements for payment by check, pursuant to the Agency Check Writing Policy and Agency fiscal procedures. No purchases commingled with personal expenses will be accepted.
4. The Agency has several credit cards: one each in the names of the Executive

Director, the Deputy Director, ~~the Accountant~~, the HR ~~Staff Service Specialist Manager~~ and the Program ~~Staff Services Specialist Manager~~; and several in the Agency name only. The Agency name only cards are under the control of the Accountant ~~and the HR Manager~~ and maintained for use by other staff for travel and purchase of goods & services as authorized by the Executive Director or designee. Management level staff at the Jackson and Sonora office, as designated by the Executive Director, will maintain the Agency name only cards in a secure and locked manner, and procedures shall be maintained for checking the cards out and in. These Agency name only credit cards can be checked out by employees for specified purposes at the instruction or approval of the Executive Director or designee.

5. The following parameters shall apply for use of all Agency-provided credit cards:
 - a. Monthly credit limits shall be determined by the Executive Director.
 - b. Limits for credit card use for travel purposes shall be preapproved by the Executive Director or designee prior to travel in accordance with the Travel Policy.
 - c. The cardholder making purchase(s) is responsible for the security of the credit card at all times and for ensuring it is used properly and in accordance with the Agency Purchasing and Travel Policies.
 - d. Credit cards cannot be used for the purchase of alcoholic beverages, personal items or personal services for the employee. Should a card inadvertently be used for an unallowable purpose, the employee shall immediately reimburse the Agency.
 - e. Employees who have checked out an Agency name only credit card may not provide the assigned Agency credit card to any other staff person or individual. However, if an incident arises wherein an employee needs to transfer the Agency name only card to another staff person or individual, the employee must first obtain the express approval of the Executive Director or designee.
6. All credit card purchases shall be reviewed by the Executive Director and approved for payment as per the Agency Purchasing Policy.
7. An Agency credit card in the name of the Executive Director, Deputy Director, ~~Accountant, HR Manager~~ and ~~Staff Services Specialists Program Manager~~, should be turned in when the employee leaves the Agency
8. Worn out or defective cards should be reported to the Accountant who will request a new card from the bank.

9. A lost or stolen card will be reported immediately to the Accountant who will advise the bank and report the loss to the Executive Director as soon as is practical.

REFERENCES

Board Policy No. 1-200 Travel

Board Policy No. 3-100 Check Writing

Board Policy 4-100 Purchasing

AGENDA ITEM

#5

April 20, 2020

MEMORANDUM

TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Jackson Property Lease

(Agenda Item #5)

Background

The current lease for the Jackson property is valid through June 30, 2023. CSCSA is in the process of installing a generator at the property which will be a significant cost savings for the Agency during PSPS power outages as well as weather related and other power outages. In order to obtain full approval from State DCSS to install the generator, the property owner is required to agree to purchase the generator from CSCSA at fair market value upon CSCSA vacating the property. The property owner has agreed to do so.

RECOMMENDATION:

It is recommended that the Board direct Legal Counsel to prepare an addendum to the lease outlining the generator purchase terms which will be signed by Legal Counsel and the Board Chair or Vice Chair.

AGENDA ITEM

#6

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

MEMORANDUM

DATE: April 21, 2020

TO: Board of Directors

FROM: Julie Prado, Executive Director

SUBJECT: Executive Report

I. BUDGET

Financial Summary through March 30, 2020 75 % of the year

Expenditure line description	Approved Budget	Year-to-Date Expenditures	Percent of budget expended
Salaries	\$ 2,438,889.83	\$1,695,857.91	69.53%
Benefits	\$ 1,573,696.21	\$1,023,040.41	65.01%
Services & Supplies	\$ 898,192.96	\$463,423.72	51.60%
Fixed Assets	\$ 30,000.00	\$8,829.09	29.43%
Automation	\$ 6,830.00	\$ 1,133.93	16.6%
Overall Totals	\$ 4,947,609.00	\$ 3,192,285.06	64.52%

A. Report on checks written between \$5,000 and \$10,000 in December, other than lease payments: A check in the amount of \$5,377.00 was written to Great West for the deferred compensation deductions on behalf of Agency participants.

II. PROGRAM REPORT

A. Staff Recognition:

These last couple of months have been very challenging for the Agency and citizens alike. I would like to take this opportunity to thank *each and every employee* of the Central Sierra Child Support Agency for their ability to pivot gracefully during the myriad of changes that we have endured. Within a few short days of the onset of the pandemic, each employee of the Agency was relocated to telework. Through the changes in work processes, equipment failures, and the many other challenges, employees have remained calm, flexible, and willing to do whatever it takes to continue services to families. The resiliance of this group of people has been demonstrated on a daily basis. They have been extremely creative about not only how we deliver services remotely, but how we grow as a team as well. We have daily huddles, weekly briefings, and ongoing growth sessions and challenges that are led by all levels of staff. All of this to say that I continue to be grateful to lead and work with such an amazing and dedicated group of individuals. Professionalism at it's finest! A big thank you is also extended to each of the *CSCSA Board Members* for their ongoing support and guidance.

B. Staffing

STAFFING LEVELS [Filled] - 2019-2020 FISCAL YEAR												
Months	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20
GENERAL UNIT												
Accounting	3	3	3	3	3	3	3	3	3			
Caseworkers	17	17	17	16	15	15	15	14	14			
Child Support Assistant	2	2	2	2	2	2	2	2	2			
Legal Clerks	2	2	2	2	2	2	2	2	2			
Subtotal	24	24	24	23	22	22	22	21	21			
M/C/P Unit												
Business Office	2	2	2	2	2	2	2	2	2			
CS Attorneys	2	2	2	2	2	2	2	2	2			
Supervisors/Managers	4	4	4	4	4	4	4	4	4			
Subtotal	8	8	8	8	8	8	8	8	8			
EXECUTIVE												
Executive Director	1	1	1	1	1	1	1	1	1			
Deputy Director	1	1	1	1	1	1	1	1	1			
Subtotal	2	2	2	2	2	2						
TOTAL	34	34	34	33	32	32	32	31	31			

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

COLLECTIONS

	MONTHLY SUPPORT DISTRIBUTED – 2019/ 2020 FEDERAL FISCAL YEAR; In parens: YTD 2020 Federal Fiscal Year: Agency collection GOAL \$11,893,458		
10/19	\$1,000,674 (\$1,000,674)	4/20	
11/19	\$882,581 (\$1,883,255)	5/20	
12/19	\$999,172 (\$2,882,427)	6/20	
1/20	\$941,529 (\$3,823,956)	7/20	
2/20	\$933,514 (\$4,757,470)	8/20	
3/20	\$1,034,671 (\$5,792,141)	9/20	

FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2019-2020 FEDERAL FISCAL YEAR												
LEGEND: FPM = Federal Performance Measure;												
* = 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
Cases Opened/MO	46	40	47	85	42	51						
Cases Closed/MO	73	57	51	40	32	69						
TOTAL cases open	5039	5021	5021	5074	5085	5069						
FPM 1: IVD Paternity % [105%]*	91.94%	95.41%	96.48%	98.05%	99.45%	99.16%						
FPM 2: Orders % [97%]	96.51%	96.53%	96.38%	95.95%	96.30%	96.21%						
FPM 3: Current % [80.5%]	77.12%	74.02%	75.19%	75.33%	75.2%	75.28%						
FPM 3: Arrears % [74.12%]*	44.36%	49.94%	55.68%	58.28%	60.78%	62.75%						

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2019/2020

Federal Performance Measure Goals

March 2020

	FFY GOAL	ACTUAL RESULT
FPM 1 IV-D Paternity Establishment	105.00%	99.16%
<i>Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.</i>		
FPM 2 Cases with a Support Order Established	97.00%	96.21%
<i>Measures cases with support orders established compared to total number of cases open at the end of a month.</i>		
FPM 3 Collections on Current Child Support	80.50%	75.28%
<i>Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.</i>		
FPM 4 Cases with Collection on Arrears	74.12%	62.75%
<i>Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.</i>		
FPM 5 Distributed Collections	\$11,893,458	\$5,792,141
<i>Measures the total dollar amount of child support collected and distributed based on the CS34/35</i>		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2019/2020

Federal Performance Measure Report

Data Source: FPM Report

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
FPM 1 IVD Paternity Establishment 105%														
Monthly Goal	baseline	95.07%	96.06%	97.05%	98.04%	99.03%	100.02%	101.01%	102.00%	102.00%	103.08%	105.00%		
Children with Paterniy Established	2703	2741	2772	2817	2854	2849	0	0	0	0	0	0	2849	1257 line 6
Children born out of wedlock per year	2873	2873	2873	2873	2873	2873	2873	2873	2873	2873	2873	2873	2873	1257 line 5 PY
FFY 2020 Actual	94.08%	95.41%	96.48%	98.05%	99.34%	99.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	99.16%	
Over/Under (%points)		0.34%	0.42%	1.00%	1.30%	0.13%	-100.02%	-101.01%	-102.00%	-102.00%	-103.08%	-105.00%	0.13%	
FFY 2019 Actual	93.88%	94.93%	95.58%	96.90%	97.96%	98.98%	100.37%	101.26%	102.04%	103.37%	105.07%	105.82%		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
FPM 2 Cases with Support Orders Established 97.00%														
Monthly Goal	96.04%	96.12%	96.20%	96.28%	96.36%	96.44%	96.52%	96.60%	96.68%	96.76%	96.84%	97.00%		
Cases with a Support Order	4863	4847	4839	4868	4897	4877	0	0	0	0	0	0	4877	1257 Line 2
Total Cases	5039	5021	5021	5074	5085	5069	0	0	0	0	0	0	5069	1257 Line 1
FFY 2020 Actual	96.51%	96.53%	96.38%	95.94%	96.30%	96.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	96.21%	
Over/Under (%points)	0.47%	0.41%	0.18%	-0.34%	-0.06%	-0.23%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-0.23%	
FFY 2019 Actual	96.00%	95.83%	96.13%	96.32%	96.34%	96.49%	96.35%	96.28%	96.08%	96.15%	96.04%	96.37%		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
FPM 3 Collections on Current Support 80.5%														
Monthly Goal	76.94%	77.26%	77.58%	77.90%	78.22%	78.54%	78.86%	79.18%	79.50%	79.82%	80.14%	80.50%		
Current Support Collected	\$688,326	\$1,324,987	\$2,026,589	\$2,713,166	\$3,393,668	\$4,093,710	\$0	\$0	\$0	\$0	\$0	\$0	\$4,093,710	1257 Line 25
Current Support Due	\$892,575	\$1,789,935	\$2,695,247	\$3,601,474	\$4,512,577	\$5,438,190	\$0	\$0	\$0	\$0	\$0	\$0	\$5,438,190	1257 Line 24
FFY 2020 Actual	77.12%	74.02%	75.19%	75.33%	75.20%	75.28%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	75.28%	
Over/Under (%points)	0.18%	-3.24%	-2.39%	-2.57%	-3.02%	-3.26%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.26%	
FFY 2019 Actual	79.41%	78.41%	77.38%	77.17%	76.42%	76.34%	76.63%	76.81%	76.59%	76.70%	76.74%	76.62%		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
FPM 4 Collections on Arrears 74.12%														
Monthly Goal	baseline	47.06%	49.76%	52.46%	55.16%	57.86%	60.56%	63.26%	65.96%	68.66%	71.36%	74.12%		
Case Paying Arrears	1,436	1,656	1,891	2,023	2,140	2,244	0	0	0	0	0	0	2,244	1257 Line 29
Cases w/Arrears Due	3,237	3,316	3,396	3,471	3,521	3,576	0	0	0	0	0	0	3,576	1257 Line 28
	44.36%	49.94%	55.68%	58.28%	60.78%	62.75%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	62.75%	
Over/Under (%points)		2.88%	5.92%	5.82%	5.62%	4.89%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.89%	
FFY 2019 Actual	46.41%	52.85%	56.51%	59.64%	62.35%	64.32%	66.19%	67.71%	68.82%	70.18%	71.04%	72.35%		
	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Total Distributed Collections														
Monthly Goal	\$991,122	\$1,982,243	\$2,973,365	\$3,964,486	\$4,955,607	\$5,946,728	\$6,937,849	\$7,928,970	\$8,920,091	\$9,911,212	\$10,902,333	\$11,893,458	\$14,866,822	
FFY 2020 Actual	\$1,000,789	\$1,845,449	\$2,844,621	\$3,786,150	\$4,719,664	\$5,792,141	\$6,937,849	\$7,928,970	\$8,920,091	\$9,911,212	\$10,902,333	\$11,893,458	\$5,792,141	CS 34 line 4b,4c, 8 & 11
Over/Under	\$9,552	\$136,794	\$128,744	\$178,336	\$235,943	\$154,587	\$6,937,849	\$7,928,970	\$8,920,091	\$9,911,212	\$10,902,333	\$11,893,458	\$154,587	
FFY 2019 Actual	\$941,843	\$1,852,228	\$2,731,151	\$3,654,461	\$4,605,927	\$5,600,785	\$6,695,563	\$7,749,795	\$8,655,317	\$9,609,365	\$10,548,321	\$11,482,170		

AGENDA ITEM

#7

CLOSED SESSION

AGENDA ITEM

#8

CLOSED SESSION