

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

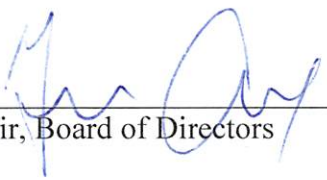
Resolution approving the revisions of the Board Policy 2-400 Internal Safeguard Security Policy (Federal Tax Information).

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