

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

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

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

Directors present: Roll call

Gary Tofanelli, Chair
Frank Axe, Vice Chair
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 January 27, 2020 and March 19, 2020

Review of minutes from January 27, 2020 and from March 19, 2020.

2. Audit for fiscal year 2018-2019

Presentation of the audit findings of the financial statements performed by Izabal, Bernaciak & Company for FY 2018-2019 which resulted in no irregularities, misstatements or negative findings.

Motion by Director Axe and second by Director Woodrow to approve items #1 and #2 of the consent Agenda. Motion carried 7-0-0.

ADMINISTRATIVE MATTERS

3. 2020-2021 FY Preliminary Budget:

Executive Director Prado gave an overview of the proposed preliminary budget and explained changes to line items. Discussion ensued. Motion by Director Callaway and second by Director Tofanelli to approve the 2020-2021 FY Preliminary Budget. Motion carried 7-0-0.

RESOLUTION 20-011

Resolution approving the 2020-2021 FY Preliminary Budget.

4. Board Policy Review:

Executive Director Prado presented and discussed proposed updates to Finance and Budget policy section (300). Proposed updates needed to comply with current law and current practice. Motion by Director Axe and second by Director Woodrow to approve updates as outlined for policies 3-100 Check Writing; 3-200 Independent Contractors; 3-300 Payroll; 3-400 Budget Transfers and 3-500 Credit Card. Motion carried 7-0-0.

RESOLUTION NO. 20-012

Resolution approving the revisions of the Board Policy 3-100 Check Writing.

RESOLUTION NO. 20-013

Resolution approving the revisions of Board Policy 3-200 Independent Contractors.

RESOLUTION NO. 20-014

Resolution approving the revisions of Board Policy 3-300 Payroll.

RESOLUTION NO. 20-015

Resolution approving the revisions of Board Policy 3-400 Budget and Transfers.

RESOLUTION NO. 20-016

Resolution approving the revisions of Board Policy 3-500 Credit Card.

5. Jackson Lease

Executive Director Prado discussed that Central Sierra Child Support Agency (CSCSA) is in the process of installing a generator in the Jackson office. Recommendation that the Board directs Legal Counsel to prepare an addendum to our existing lease which will require the building owner to purchase the generator at fair market value when CSCSA vacates the property. Motion by Director Tofanelli and second by Director Axe to approve the preparation of the addendum to the existing Jackson lease. Motion carries 7-0-0.

RESOLUTION NO. 20-017

Resolution directing Legal Counsel to prepare an addendum to the existing Jackson Lease regarding the purchase of the generator by the property owner at fair market value when CSCSA vacates the building and directs Legal Counsel and the Board Chair or Vice Chair to sign the addendum.

6. Executive Director's Report:

Budget: Executive Director Prado reported that the Agency is at 75% of the year and allocation spent is 64.52% through March 30, 2020. ***Reporting on checks between \$5,000 and \$10,000 other than lease payments:*** One check in the amount of \$5,377.00 was written to Great West for deferred compensation deductions on behalf of Agency participants. ***Staff recognition:*** Julie commended each and every employee for their ability to gracefully transition to working from home during these challenging times (COVID-19). Julie also thanked the CSCSA Board Members for their ongoing support and guidance. ***Program Report:*** Staffing level is currently at 31. Review of collections and Federal Performance Measures (FPM).

CLOSED SESSION: The Board recessed into closed session at 2:05 pm and ended closed session at 2:21 pm.

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).

No report.

8. Executive Director Evaluation (Government Code Section 54957(b)).

No report.

NEXT BOARD MEETING: The next meeting is scheduled for Monday, July 27, 2020 at 1:30 pm, Bear Valley Library.

ADJOURNMENT: The meeting was adjourned at 2:22 pm.



Chair, Board of Directors



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