

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

MINUTES
January 25, 2021
1:30 p.m.

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

Directors present: Roll call

Frank Axe, Chair
Terry Woodrow, Vice Chair
Jaron Brandon
Jeff Brown
Merita Callaway
Anaiah Kirk
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:

1. Minutes from meeting October 26, 2020

Review of minutes from October 26, 2020. Motion by Director Callaway and second by Director Woodrow to approve the minutes as presented. Motion carries 5-0-1 with Director Kirk absent for the vote.

ADMINISTRATIVE MATTERS

2. Annual Business Matters – Board Officers:

- a. **Chair:** Nomination made for Director Axe to serve as Chair for 2021.

- b. **Vice Chair:** Nomination made for Director Woodrow to serve as Vice Chair for 2021.
- c. **Secretary:** Recommendation that Agency staff, Leslie Homuth, remain the Secretary for 2021.

Motion by Director Brandon and second by Director Tofanelli to approve the above recommendations. Motion carries 7-0-0.

3. Establishment of Meeting Schedule for 2021: 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*. Meetings have been held at 1:30 p.m. in past years and it was requested that a later start time be considered due to conflicts. Discussion ensued and it was decided that the proposed schedule is approved with the exception that the start time will be moved to 2:00 p.m. Motion by Director Tofanelli and second by Director Woodrow to approve the 2021 Board Meeting schedule. Motion carried 7-0-0.

RESOLUTION NO. 21-001

Resolution approving the 2021 Board meeting schedule.

4. Personnel Rules & Regulations:

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

RESOLUTION 21-002

Resolution approving the Personnel Rules & Regulations updates.

5. Executive Director's Report: *Budget:* Executive Director Prado reported that the Agency is at 50% of the year and allocation spent is 48.02% through December 31, 2020. *Reporting on checks between \$5,000 and \$10,000 other than lease payments:* One check in the amount of \$5,922.99 was written to The Pacific Institute for training and internal surveys. One check for \$6,325.00 was written to Price, Postal & Parma for legal services. *New Website:* Executive Director Prado reported that the Agency has updated our website, accessible at www.cscsa.org. The previous website will forward here if accessed. *Agency Newsletter:* Agency staff, Gina Bachtelle and Carey Martin have headed up the project of creating an Agency newsletter and have done a fantastic job. CSCSA IN-Sider was released for the first time in November 2020 and will continue to be released monthly. It is anticipated that some of the updates normally seen here will now be reported out in the newsletter. *Agency Hours:* Our Agency continues to serve the public from Monday – Friday, 8:00 a.m. to 5:00 p.m. but are doing so remotely. Our lobby remains closed, with a few exceptions. The Sonora office is open every Thursday from 1:00 p.m. to 4:00 p.m. to allow customers to access the Kiosk for payments. If appointments are

needed or the Kiosk is needed in the Jackson office, our staff make arrangements to allow this access. Program Report: Staffing level remains at 28. Review of collections and Federal Performance Measures (FPM).

CLOSED SESSION: The Board recessed into closed session at 2:10 p.m. and ended closed session at 2:55 p.m.

6. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1)). Update given.

7. Executive Director Evaluation (Government Code Section 54957(b)). Direction given.

ADMINISTRATIVE MATTERS

8. Leave Liability Funds – General Fund:

The recommendation is that the Board authorizes Executive Director Prado to utilize the funds not directly associated with employees of Central Sierra Child Support Agency on items that are unallowable under Agency funding source but within the parameters of the Executive Director’s spending authority. Motion by Director Woodrow and second by Director Callaway to approve this recommendation. Motion carries 7-0-0.

RESOLUTION 21-003


Resolution authorizing the Central Sierra Child Support Agency Executive Director to utilize Leave Liability Funds not directly associated with employees of Central Sierra Child Support Agency on items unallowable under Agency funding source, within the parameters of the Executive Director’s spending authority.

NEXT BOARD MEETING: The next meeting is scheduled for Monday, April 26, 2021.

ADJOURNMENT: The meeting was adjourned at 2:58 p.m.



Chair, Board of Directors



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