

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

**MINUTES**  
**April 26, 2021**  
**2:00 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 January 25, 2021**

Review of minutes from January 25, 2021. Motion by Director Brandon and second by Director Kirk to approve the minutes as presented. Motion carries 7-0-0.

## **ADMINISTRATIVE MATTERS**

### **2. 2021-2022 FY Preliminary Budget:**

Executive Director Prado provided an overview of the preliminary budget. Discussion ensued. Motion by Director Woodrow and second by Director Brown to approve the preliminary budget with corrections to column headings as identified. Motion carried 7-0-0.

### **RESOLUTION NO. 21-004**

Resolution approving the adoption of the FY 2021-2022 Preliminary Budget.

**3. Executive Director's Report:** *Budget:* Executive Director Prado reported that the Agency is at 75% of the year and allocation spent is 67.04% through March 30, 2021. *Reporting on checks between \$5,000 and \$10,000 other than lease payments:* None. *Agency Updates:* Melody Martin, who was with the Agency for over 20 years, retired on March 31, 2021. Melody contributed greatly to the Agency and she will be missed. The payroll conversion to ADP is complete. This transition will greatly streamline the payroll process. The Agency offices in Jackson and Sonora continue to be open to the public on Tuesday and Thursday and by appointment on Wednesday. The Agency is in the process of completing the annual single audit which was delayed due to the pandemic. In May 2021, State DCSS will begin a financial audit. The Agency is in the process of hiring a part-time Account Technician position. *Program Report:* Staffing level remains at 28. Review of collections and Federal Performance Measures (FPM).

**CLOSED SESSION:** The Board recessed into closed session at 2:52 p.m. and ended closed session at 3:16 p.m.

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

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

### **REPORT OUT ON CLOSED SESSION:**

Direction given to appoint General Counsel Tim M. Cary and Executive Director Julie Prado as labor negotiators.

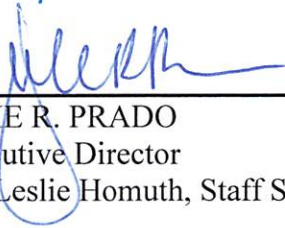
**NEXT BOARD MEETING:** The next meeting is scheduled for Monday, July 26, 2021.

ADJOURNMENT: The meeting was adjourned at 3:19 p.m.



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Chair, Board of Directors



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