

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

MINUTES
November 15, 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
Jeff Brown
Jaron Brandon
Merita Callaway
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Absent: None

Staff present:

Julie Prado, Executive Director
Liane Peck, Deputy Director
Timothy M. Cary, General Counsel

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

1. Minutes from meeting October 25, 2021

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

ADMINISTRATIVE MATTERS:

2. Executive Director's Report

Budget: Executive Director Prado reported that the Agency is at 33.3% of the year and allocation spent is 36.18% through October 31, 2021. The allocation is showing a higher level of expenditures due to the retirement of a long-term employee and their associated payouts as well

as lump sum insurance premiums paid annually in July. Reporting on checks between \$5,000 and \$10,000 other than lease payments: None. Agency Updates: The Agency is currently being audited by State DCSS which includes a full review of budget, expenditures, payroll, contracts, purchases, and adherence to the rules and regulations as outlined by the Agency, the Board, and by State DCSS policy. The audit encompasses the years of 2019 and 2020. The audit began in June 2021 and, while it was expected to take 2-4 weeks, is still underway. The Agency will provide the Board with a full summary of the outcome of the audit once it is available. Program Report: Staffing level is reported at 23.6. A correction to the years on the staffing levels report should reflect 2021 as opposed to 2020. Review of collections and Federal Performance Measures (FPM) provided.

3. Review of designation and pay scale of new Personnel Technician

During the October 25, 2021, Board Meeting, the Board approved the addition of the Personnel Technician to the CSCSA roster however, the position was erroneously assigned to the MCP unit. Because this position is a confidential position, dealing with issues related to negotiations such as salary and compensation studies, the position of Personnel Technician should be assigned to the Executive (unrepresented) Class. Additionally, the associated pay scale provided at the October 25, 2021, meeting for the position of Personnel Technician omitted the F step which was created by the Board in 2020. A corrected pay scale was provided to the Board, reflecting step F. Motion by Director Brandon and second by Director Kirk to approve the reassignment of the new position of Personnel Technician from the MCP unit to the Executive (unrepresented) Class and to include step F as reflected in the attached pay scale. Motion carries 7-0-0.

CLOSED SESSION: The Board recessed into closed session at 2:20 p.m. and ended closed session at 3:30 p.m. Director Brandon left the meeting at 2:59 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)

Direction given.

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)

Direction given.

6. Conference with labor negotiators (Government Code Section 54957.6) – Executive Class.

Agency Representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.

Direction given.

7. Public Employment Contract (Government Code Section 54957) Title: Executive Director

Direction given.

8. Elimination of fiscal Staff Services Specialist position and creation of fiscal Staff Services Manager position.

CSCSA recommends that the Board review the classifications of the fiscal Staff Services Specialist and Staff Services Manager to determine which classification is appropriate and, if the Staff Services Manager position is elected, that the Board adopt the pay scale provided effective 11/01/2021; supporting information and documentation is provided in the Board Packet. This position would continue to be assigned to the Executive (unrepresented) Class. Motion by Director Callaway and second by Director Woodrow to reclassify the fiscal Staff Services Specialist to a fiscal Staff Services Manager, adopt the attached pay scale effective 11/01/2021 (no additional COLA), and assign the same benefit package as currently provided to the Staff Services Specialist with the exception that Executive Leave shall be credited at 40 hours per year. Motion carries 6-0-0 with Director Brandon absent.

9. Unrepresented Executive Class.

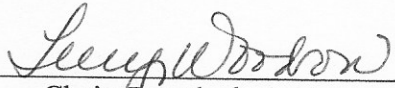
A summary of the GU and MCP contracts were provided to the board. Motion by Director Tofanelli and second by Director Brown approving a 2% increase for the Deputy Director, Staff Services Specialist and Personnel Technician positions and a 1% lump sum payment equal to the annual salary for all Executive Class positions including the Staff Services Manager as an off-schedule payout to be paid by 12/03/2021; a 1.25% COLA for all Executive Class positions effective 10/1/2022; a 1% COLA for all Executive Class positions effective 10/1/2023. Regarding health contributions, an increase in health contributions equivalent to 60% of the cost of premium increases in year one and 25% in years two and three. Tier 2 employees to remain at an 80/20 split based on CalPERS Platinum. In addition, the Board directed the Executive Director to complete a salary study for the position of Deputy Director which shall be brought back to the Board for review in 2022. Motion carries 6-0-0 with Director Brandon absent. An amended motion was made by Director Tofanelli and second by Director Brown to include an increase in deferred compensation contributions from \$200.00 per month to \$300.00 per month for the Deputy Director. Motion carries 6-0-0 with Director Brandon absent.

10. Public employment contract (Government Code Section 54957) Title, Executive Director

A summary of the GU and MCP contracts were provided to the board. Motion by Director Tofanelli and second by Director Woodrow approving a 2% increase effective 11/1/2021 and a 1% lump sum off schedule payout; a 1.25% COLA effective 10/1/2022; a 1% COLA effective 10/1/2023 for the Executive Director and an amendment to the existing Executive Director contract language allowing the existing Agency contribution toward health benefits to be applied to alternative defined benefits. In addition, the Board directed the Executive Director to complete a salary study for the position of Executive Director which shall be brought back to the Board for review in 2022. Motion carries 6-0-0 with Director Brandon absent.

NEXT BOARD MEETING: The next meeting is scheduled for January 24, 2022, at 2:00pm via Zoom.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.



Chair, Board of Directors

Prado,
Julie@Jackson

Digitally signed by Prado,
Julie@Jackson
Date: 2022.01.25 17:04:25 -08'00'

JULIE R. PRADO

Executive Director

By: Liane Peck, Deputy Director and Julie Prado, Executive Director