

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

MINUTES
July 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
Jaron Brandon
Jeff Brown
Merita Callaway
Anaiah Kirk
Gary Tofanelli

Absent: Terry Woodrow

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 April 26, 2021

Review of minutes from April 26, 2021. Motion by Director Callaway and second by Director Tofanelli to approve the minutes as presented. Motion carries 6-0-0 with Director Woodrow absent.

2. Audit for fiscal year 2019-2020

Report on audit of financial statements for the year ended June 30, 2020, as completed by Grant Bennett Associates, which resulted in no irregularities, misstatements, or negative findings. Motion by Director Brown and second by Director Brandon to approve audit report for fiscal year 2019-2020. Motion carries 5-0-0 with Director Kirk and Director Woodrow absent.

RESOLUTION 21-005

Resolution approving Audit for fiscal year 2019-2020, ending June 30, 2020, as completed by Grant Bennett Associates.

ADMINISTRATIVE MATTERS:

3. Final Budget 2021-2022; Public Hearing

Public Hearing opened. Hearing has been properly noticed. Executive Director Prado presented the proposed 2021-2022 Final Budget with no changes made from the preliminary budget previously presented. Motion by Director Brandon and second by Director Brown to approve the 2021-2022 FY Final Budget. Motion carries 6-0-0 with Director Woodrow absent.

RESOLUTION 21-006

Resolution approving the 2021-2022 FY Final Budget.

4. General Counsel Contract

Revision of General Counsel contract per previous Board direction was presented for Board review. It was previously determined that General Counsel does not require formal appointment each year and therefore the contract was revised to remove the end date of the contract with no other material changes made. Motion by Director Tofanelli and second by Director Brown to approve the General Counsel contract as presented. Motion carries 6-0-0 with Director Woodrow absent.

5. Executive Director's Report:

Budget: Executive Director Prado reported that the Agency is at 100% of the year and allocation spent is 86.05% through June 30, 2021. *Reporting on checks between \$5,000 and \$10,000 other than lease payments:* One check was written to Bank of America in the amount of \$5,877.16 for the credit card bill, which included the purchase of new chairs, training, and regular monthly supplies. *Agency Updates:* Offices in Jackson and Sonora continue to be open to customers on Tuesdays and Thursdays and by appointment only on Wednesdays. Beginning September 1, 2021, both offices will be open Tuesday, Wednesday, and Thursday. The Agency will soon implement Virtual Interview Booths in Jackson and Sonora. This will allow customers to have face to face virtual interviews with caseworkers in any location through a video application. August is Child Support Awareness Month. Central Sierra Child Support Agency will be conducting the 2nd Annual Partnership Awareness Forum on August 24, 2021, at 9:30 a.m. *Program Report:* Staffing level remains at 27.6. Review of collections and Federal Performance Measures (FPM).

6. Public employment contract (Government Code Section 54957) Title: Executive Director

Pursuant to the terms of the existing Executive Director contract, in the event of a positive evaluation, the contract may be extended by one year. A positive evaluation was completed for the year 2020. Motion by Director Callaway and second by Director Brown to extend the Executive Director contract by one year. Motion carries 6-0-0 with Director Woodrow absent.

CLOSED SESSION: The Board recessed into closed session at 2:40 p.m. and ended closed session at 3:18 p.m.

7. 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.

8. 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)
Update given.

NEXT BOARD MEETING: The next meeting is scheduled for August 23, 2021, via Zoom.

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

Chair, Board of Directors

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