

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

MINUTES
April 25, 2022
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
Merita Callaway
Gary Tofanelli
Terry Woodrow

Absent: Anaiah Kirk, Jaron Brandon

Staff present:

Julie Prado, Executive Director
Kim Britt, Deputy Director

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

1. Minutes from meeting January 24, 2022

Review of minutes from January 24, 2022. Motion by Director Axe and second by Director Brown to approve the minutes as presented. Motion carries 5-0-0.

ADMINISTRATIVE MATTERS:

2. 2022 – 2023 FY Preliminary Budget:

Executive Director Prado provided an overview of the preliminary budget. Discussion ensued. Motion by Director Callaway and second by Director Axe to approve the preliminary budget as presented. Motion carried 5-0-0.

RESOLUTION NO. 22-002

Resolution approving the adoption of the FY 2022-2023 Preliminary Budget.

3. 2021 – 2022 FY Budget Status: Prado provided a summary of the status of the current year budget and projections for spending through June 30, 2022. Discussion ensued. Motion by Director Tofanelli and second by Director Axe to issue a one-time lump sum payout to each CSCSA staff member equal to 5% of their annual salary to be paid as soon as possible but no later than the end of the 2021-2022 fiscal year. Motion carried: 5-0-0.

RESOLUTION NO. 22-003

Resolution approving a one-time lump sum payout to all CSCSA staff members equal to 5% of their annual salary.

4. Bank of America Authorized Contacts: Prado explained the need to remove prior employees and add new employees to our banking authorized contact list. Discussion ensued. Motion by Director Callaway and second by Director Axe to remove Leslie Homuth, Liane Platt, Elaine Brown, and Robin Decker; and to add Ginger Alexander, Kim Britt, and Lorie Lawson to the Bank of America Authorized Contact list. Motion carried 5-0-0.

RESOLUTION NO. 22-004

Resolution approving the removal of Homuth, Platt, Brown, and Decker; and the addition of Alexander, Britt, and Lawson to the Bank of America Authorized Contact list.

5. Executive Director's Report: Executive Director Prado reported that the Agency is at 75% of the year and allocation spent is 67.71% through March 31, 2022. As a result of the Agency's overfunded status for the current year, Prado shared that she has worked with DCSS to identify a surplus of \$425,000 largely resulting from unfilled/deleted vacancies and a reduction in overall operating expenses. The current plan is to reduce expenses, beginning in 2022-2023 by \$100,000 per year until we are in line with the funding allocation rules. Prado reports that the staff have been a tremendous resource in identifying savings, efficiencies, and streamlining processes. Reporting on checks between \$5,000 and \$10,000 other than lease payments: None. Agency Updates: Prado introduced Deputy Director Kim Britt and provided information about her background. The HR position has been reverted back to a Staff Services Specialist position and interviews are in process at this time. The DCSS written audit findings have not been received however staff have received verbal reports of some of the areas that need further fine tuning such as contracts, the processing of purchases and invoices, and the lack of written procedures/processes within the Agency. Staff are working on these areas pending the receipt of formal findings from the State. The permanent telework policy has been implemented and staff seem to be enjoying the new schedule. As directed by the Board, we continue to work on

identifying clear metrics to ensure our customer service and daily work performance is strong. Prado expects to see continued positive outcomes. Staffing: Staffing level is reported at 25.6. Review of collections and Federal Performance Measures (FPM) provided.


CLOSED SESSION: The Board recessed into closed session at 2:49 p.m. and ended closed session at 3:02 p.m.

6. Executive Director Evaluation (Government Code Section 54957) *Direction given.*

NEXT BOARD MEETING: The next meeting is scheduled for July 25, 2022, at 2:00 pm at the Bear Valley Library.

ADJOURNMENT: The meeting was adjourned at 3:06 p.m.


Chair, Board of Directors


JULIE R. PRADO
Executive Director
By: Julie Prado, Executive Director