

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

MINUTES
July 25, 2022
2:00 p.m.

The Board of Directors of the Central Sierra Child Support Agency met at 639 New York Ranch Road, Jackson, CA with a virtual option via Zoom on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Directors present: Roll call

Frank Axe
Jaron Brandon (arrived at 2:09 pm)
Jeff Brown
Merita Callaway
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Absent: *None*

Staff present:

Julie Prado, Executive Director
Kim Britt, Deputy Director
Lisa Bispham, Staff Services Specialist
Timothy M. Cary, General Counsel

PUBLIC MATTERS NOT ON THE AGENDA: Executive Director Prado introduced Lisa Bispham to the board as the new Staff Services Specialist. Bispham started on June 22, 2022 and came to us from the Child Support Directors Association where she has worked for the past 21 years. Welcome Lisa!

CONSENT AGENDA:

- 1. Minutes from meeting April 25, 2022:** Review of minutes from April 25, 2022. Motion by Director Tofanelli and second by Director Axe to approve the minutes as presented. Motion carries 5-0-1, with Director Kirk abstaining and Director Brandon absent.
- 2. Audit for Fiscal Year 2020-2021:** Executive Director Prado provided the audit report performed by Grant Bennett Associates for the FY 2020-21 that resulted in no irregularities, misstatements, or negative findings.

ADMINISTRATIVE MATTERS:

3. Final Budget 2022 – 2023 FY; Public Hearing

Executive Director Prado provided the proposed final budget for the 2022-23 fiscal year that was consistent with the preliminary budget that was passed by the board in April with no further changes. Director Woodrow opened the meeting for public hearing. After no public comments and a recommendation to close, Director Woodrow closed the public hearing. Motion by Director Axe and second by Director Kirk to approve the final 2022-23 fiscal year budget as presented. Motion carried 6-0-0, with Director Brandon absent.

RESOLUTION NO. 22-005

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

4. Executive Director's Report: *Budget:* Executive Director Prado reported that the Agency is at 100% of the fiscal year and allocation spent was 89.24% through June 30, 2022. She also reviewed the financial summary calculation. *Report on checks written between \$5,000 and \$10,000 since the last Board Meeting, other than lease payments:* None. *Agency Updates:* Executive Director Prado introduced Staff Services Specialist Lisa Bispham and provided information about her background. She will ask the board to appoint Bispham as the new board secretary at the next board meeting. Executive Director Prado reported that Joy Hopkins, a 22-year employee retired on July 7, 2022. We wish Joy well! She mentioned they are currently evaluating if the account clerk position needs to be filled but are leaning towards not replacing the position but considering filling the position with a case worker or another position in the future. Executive Director Prado updated the board on changes to the Governor's budget that will significantly impact families. The Full Pass-Through initiative will be implemented in January 2023 for families who previously received public assistance. With this change, families will receive the full payment(s) paid by obligors who owe child support arrears to the State for public assistance reimbursement. In addition to the pass-through initiative, AB135 requires the Child Support Program, effective January 1, 2023, to cease enforcement on child support arrears owed to the State which are determined to be uncollectable. DCSS is required to adopt regulations to implement this change. Executive Director Prado shared that CSCSA, in collaboration with DCSS, has instituted a simplified application process for customers to open a case. The new application process is a Turbo Tax style application that walks customers through the process in a quick and simple way. August is Child Support Awareness Month and Executive Director Prado notified the board that CSCSA will be attending each of the Board of Supervisors meetings to ask each board to deem August as Child Support Awareness Month. Executive Director Prado and Deputy Director Britt will attend the Alpine and Tuolumne meetings on August 2nd, Deputy Director Britt will attend the Calaveras meeting on August 16th, and Executive Director Prado will attend the Amador meeting on August 23rd. Executive Director Prado highlighted the marketing and outreach efforts that have taken place and that are upcoming. She asked that the board keep us posted on events in their areas that we can participate in. *Staffing:* Staffing level is reported at 26.6. Deputy Director Britt summarized the collections and Federal Performance Measures (FPM) that were provided in the packet.

5. Board Meeting Locations: Since the COVID pandemic began, CSCSA has held Board meetings virtually with an intent to return to in-person meetings when it is safe to do so. It was the intention of the Board to return to in-person meetings for this July 2022 meeting however spikes in COVID case counts created enough of a concern that the meeting was moved to a hybrid approach of an in-person meeting with a virtual option via Zoom. To account for the specific situations and outbreak numbers during the timeframe of future meetings, Executive Director Prado and General Counsel Timothy M. Cary recommend that the Board implement a resolution such that Board meetings through October 24, 2022, may be held virtually, in-person, or via a hybrid approach to be decided by the Board Chair in consideration of the safety of the Board, staff, and the public. Motion by Director Callaway and second by Director Axe to approve the resolution as presented. Motion carried 7-0-0.

RESOLUTION NO. 22-006

Resolution approving that the Board Chair will decide if the next board meeting will be held virtually, in-person, or via a hybrid approach in consideration of the safety of the Board, staff, and the public.

CLOSED SESSION: The Board recessed into closed session at 2:42 p.m. and ended closed session at 3:21 p.m.

6. Conference with Legal Counsel – Anticipated Litigation

7. Executive Director Evaluation (Government Code Section 54957(B))

General Counsel Timothy M. Cary reported that during the closed session regarding item #6 no action was taken by the board, and on item #7 the board gave a positive evaluation for Executive Director Prado. Director Kirk left the meeting after the closed session.

Administrative Matters (Continued)

8. Public Employment Contract (Government Code Section 54957): 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 2021. Motion by Director Callaway and second by Director Brown to extend the Executive Director contract by one-year through June 30, 2025, with no other changes to contract terms or benefits. Motion carries 6-0-0, with Director Kirk absent.

RESOLUTION NO. 22-007


Resolution approving a one-year extension of the public employment contract for the Executive Director.

NEXT BOARD MEETING: Unless a meeting is needed and called for September 26, 2022, the next meeting is scheduled for October 24, 2022, at 2:00 pm, via Zoom or in-person TBD closer to the meeting date.

ADJOURNMENT: The meeting was adjourned at 3:25 p.m.



Chair, Board of Directors



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