



**CENTRAL SIERRA CHILD SUPPORT AGENCY  
Board of Directors Meeting**

Monday, September 26, 2022, 2:00 PM

Central Sierra Child Support Agency

639 New York Ranch Rd., Jackson, California

Teleconference: ***Meeting to be held via Zoom*** -See below for Zoom Information

**BOARD OF DIRECTORS**

Frank Axe	Anaiah Kirk, Vice Chair
Jaron Brandon	Gary Tofanelli
Jeff Brown	Terry Woodrow, Chair
Merita Callaway	

**PLEASE NOTE**

*All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-418-6128. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda.*

The Public's health and well-being are the top priority for the Board of Central Sierra Child Support Agency (CSCSA) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board may be called in person, by Zoom, or a hybrid of both. Meeting agendas will note in the heading of the meeting how the meeting will be handled. If by Zoom, the location is as follows:

**Join By Phone: (US) +1 669 900 6833, Meeting ID: 840 0627 0867  
Passcode: 520263**

Members of the public who wish to address the Board during the Board Meeting can email their name, phone number, and a description of their topic/questions to [Bispham.lisa@centralsierra.cse.ca.gov](mailto:Bispham.lisa@centralsierra.cse.ca.gov). CSCSA staff will make all attempts to share and record any submissions received prior to or during the Board Meeting. However, depending on timing, late submissions will be provided to the Board after the conclusion of the Board Meeting.

**REGULAR MEETING AGENDA**

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a five (5) minute limit per topic.

**CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

**I. Minutes:** Review and approval of the minutes for the July 25, 2022, Board meeting.

**ADMINISTRATIVE MATTERS**

**II. Salary Schedule – Program Manager:** Discussion and possible action concerning adoption of a salary schedule for the position of Program Manager.

**III. Authorization for Remote Teleconference Meetings:** Discussion and possible action for a resolution to proclaim a local emergency enabling Board meetings to occur remotely.

**IV. Agency Update Regarding County Service Contracts:** Discussion regarding remaining county service contracts held by CSCSA and member counties.

**NEXT BOARD MEETING:** *October 24, 2022 – TBD*

**ADJOURNMENT**

# **AGENDA ITEM**

**#1**

**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 2<sup>nd</sup>, Deputy Director Britt will attend the Calaveras meeting on August 16<sup>th</sup>, and Executive Director Prado will attend the Amador meeting on August 23<sup>rd</sup>. 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.

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Chair, Board of Directors

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

**AGENDA ITEM**

**#2**





# M E M O R A N D U M

**DATE:** September 20, 2022

**TO:** Board of Directors

**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Program Manager Salary Schedule (Agenda Item # 2)

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After careful evaluation of the needs of the Agency, CSCSA has made the decision to fill the position of Program Manager, a position that has not been filled since 2019. Because the classification has not been in use, there is no current salary schedule to use for the recruitment.

Below is a list of comparable salaries for your review and consideration:

<b>Program Manager Hourly Salary Comparisons</b>					
<i>County</i>	Step A	Step B	Step C	Step D	Step E
El Dorado	\$50.18	\$52.69	\$55.33	\$58.09	\$61.00
Merced	\$41.68	\$43.76	\$45.95	\$48.25	\$50.66
Sacramento			\$52.22	\$55.00	\$57.77
San Joaquin	\$42.15	\$44.26	\$46.47	\$48.79	\$51.23
Solano	\$47.25	\$49.61	\$52.10	\$54.70	\$57.44
Stanislaus	\$34.76		\$43.45		\$52.14
Yolo	\$42.19	\$44.30	\$46.51	\$48.84	\$51.27

The list of counties used to compare salaries varies greatly from county to county. The following outlines the research we have conducted to determine who local counties are using for comparisons.

- Amador** Calaveras, Nevada, San Benito, Tuolumne, Yolo
- Calaveras** Amador, Fresno, Lake, San Benito, San Joaquin, Sutter, Tehama, Yolo, Yuba
- Tuolumne** Alpine, Amador, Calaveras, El Dorado, Mariposa, Mono, Nevada, Placer, Merced, San Joaquin, Stanislaus
- El Dorado** Butte, Napa, Nevada, Placer, Sacramento, Solano, Sutter, Yolo

**Recommendation:**  
 It is recommended that the Board establish a salary schedule for the position of Program Manager.

**AGENDA**

**ITEM #3**



## MEMORANDUM

**DATE:** September 20, 2022

**TO:** Board of Directors

**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Resolution for Virtual Board Meetings (Agenda Item # 3)

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As discussed and agreed upon during the July 25, 2022 meeting of the Board, a resolution shall be established at each Board Meeting so that the following meeting may be called remotely if deemed the safest alternative to gather the Board.

**Recommendation:** It is recommended that the Board create a resolution as attached to this memorandum.

**RESOLUTION NO. XXXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL SIERRA CHILD SUPPORT AGENCY PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S ORDER DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CENTRAL SIERRA CHILD SUPPORT AGENCY FOR THE PERIOD OF SEPTEMBER 26, 2022 TO OCTOBER 31, 2022 OR UNTIL THE NEXT AGENCY MEETING PURSUANT TO BROWN ACT PROVISIONS**

**Recitals**

WHEREAS, the Central Sierra Child Support Agency ("Agency") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings the Agency's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov. Code, §§ 54950 – 54963), so that any member of the public may attend, participate, and watch the Agency's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, on March 4, 2020, the Governor of the State of California ("Governor") issued a Proclamation of a State of Emergency due to COVID-19, which proclamation remains and is in effect as of the date of this Resolution, as are the facts, circumstances, and emergency under which it was issued; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, since the issuance of the Governor's Proclamation of a State of Emergency, the Delta variant and now the Omicron variant have proliferated, causing a spike in COVID-19 cases throughout the State; and

WHEREAS, the Centers for Disease Control have found that, after getting vaccinated against COVID-19, protection against the virus may decrease over time and be less able to protect against the Delta and Omicron variants, and recommended that individuals receive booster shots; and

WHEREAS, due the rise in COVID-19 case, including due to the Delta and Omicron variants, the Agency continues to be deeply concerned about protecting the health and safety of attendees, particularly given that even fully vaccinated people have contracted the Delta and Omicron variants; people may have and transmit the virus before knowing they are infected and/or if they are asymptomatic; meetings of the Agency can exceed fifteen minutes; and the Agency is comprised of four (4) counties, meaning individuals from four separate counties and potentially members of the public as well would all have to travel and convene together for in-person meetings, which could potentially increase the spread COVID-19 across county lines; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta and Omicron Variants has caused, and will continue to cause, conditions of peril to the safety of attendees and persons within the Agency that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Agency shall continue to conduct their meetings without compliance with Government Code section 54953(b)(3), as authorized by section 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in section 54953(e)(3); and

WHEREAS, the Board of Directors will ensure that the public has access to meetings and the opportunity to participate in meetings in the interest of transparency and as required by the Government Code and AB 361.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Central Sierra Child Support Agency, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

3. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Agency, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the Agency that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, such that meeting in person would present imminent risks to the health and/or safety of attendees.
4. Remote Teleconference Meetings. The Executive Director and Staff of the Agency are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect on September 26, 2022, and shall be effective until the later of October 31, 2022, or such time as the Board of Directors meets and adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Agency may continue to teleconference without compliance with section 54953(b)(3). If meetings are held less frequently than every 30 days then, in an attempt to stop the spread of Covid-19 as intended by AB361, the Agency will consider whether to extend the Resolution as the first agenda item of its next meeting.

ADOPTED by the Board of Directors of the Central Sierra Child Support Agency on September 26, 2022, by the following roll call votes:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

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President, Board of Directors of the  
Central Sierra Child Support Agency

**ATTEST:**

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Board Secretary of the  
Central Sierra Child Support Agency