

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

MINUTES
January 24, 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
Jaron Brandon
Merita Callaway
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Absent: None

Staff present:

Julie Prado, Executive Director
Timothy M. Cary, General Counsel

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA:

1. Minutes from meeting November 15, 2021

Review of minutes from November 15, 2021. Motion by Director Callaway and second by Director Brandon to approve the minutes as presented. Motion carries 7-0-0.

ADMINISTRATIVE MATTERS:

2. Annual Business Matters – Board Officers

- a. Chair:** Nomination made for Director Woodrow to serve as Chair for 2022.
- b. Vice Chair:** Nomination made for Director Kirk to serve as Vice Chair for 2022.
- c. Secretary:** Recommendation that Agency staff, Julie Prado, be appointed as Secretary for 2022 or until brought back before the Board for a new appointment.

Motion by Director Callaway and second by Director Tofanelli to approve the above recommendations. Motion carries 7-0-0.

3. Establishment of Meeting Schedule for 2022: Proposal to maintain a similar schedule as has been the practice for several years with meetings scheduled generally on the 4th Monday of the month, with in-person quarterly meetings to occur regularly and monthly meetings to occur virtually *as needed*. The Board will consider safety in deciding whether meetings should occur in person, virtually, or through a hybrid approach. Meeting agendas will note final locations. Discussion ensued. Motion by Director Axe and second by Director Brown to approve the 2022 Board meeting schedule as proposed. Motion carried 7-0-0.

RESOLUTION NO. 22-001

Resolution approving the 2022 Board meeting schedule.

4. Executive Director's Report: *Budget:* Executive Director Prado reported that the Agency is at 50% of the year and allocation spent is 49.89% through December 31, 2021. Expenditures are on pace not to exceed the approved budget. *Reporting on checks between \$5,000 and \$10,000 other than lease payments:* None. *Agency Updates:* The Agency is currently recruiting for the position of Deputy Director. Interviews are underway and the anticipated start date is February 21, 2022. The recruitment for Personnel Technician is also underway; however, the Agency is yet to receive a viable applicant pool from CalHR, even after moving the recruitment from part-time to full-time. Options for next steps are still being discussed, including but not limited to changing the position back to a Staff Services Specialist. The DCSS audit continues; an exit interview was held today with State DCSS. A draft written report will be provided to the Agency in February 2022. State DCSS has provided the Agency with written notice of the anticipated reduction in funding. The Agency is currently over the funding methodology by \$477,859 for the 2020-2021 fiscal year and is going into 2021-2022 over the methodology by \$316,424. The Agency is developing a plan for the funding reduction glidepath. *Staffing:* Staffing level is reported at 24.6; in December, one CSS joined the team and the Deputy Director resigned. Review of collections and Federal Performance Measures (FPM) provided.

CLOSED SESSION: The Board recessed into closed session at 2:50 p.m. and ended closed session at 3:35 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.

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

NEXT BOARD MEETING: The next meeting is scheduled for April 25, 2022, at 2:00 pm, via Zoom or location TBD.

ADJOURNMENT: The meeting was adjourned at 3:40 p.m.

Chair, Board of Directors

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