CENTRAL SIERRA CHILD SUPPORT AGENCY
Board of Directors Meeting
Location:
Monday, October 23, 2023, 2:00 PM
Central Sierra Child Support Agency
639 New York Ranch Rd., Jackson, California
Teleconference:
Frank Axe – 810 Court St, Jackson, Ca 95642
Ryan Campbell – 2 S. Green St, Sonora, Ca 95370
Martin Huberty – 891 Mountain Ranch Rd, San Andreas, Ca 95249
Anaiah Kirk – 2 S. Green St, Sonora, Ca 95370
Gary Tofanelli – 891 Mountain Ranch Rd, San Andreas, Ca 95249
Terry Woodrow – 88 Bear Valley Rd, Bear Valley, Ca 95223

BOARD OF DIRECTORS

Frank Axe	Anaiah Kirk, Chair
Jeff Brown	Gary Tofanelli
Ryan Campbell	Terry Woodrow
Martin Huberty, Vice Chair	

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. **NOTE:** ***This meeting will take place at the location listed above AND will be available via teleconference as follows:***

Join By Phone: (US) +1 669-900-6833, Meeting ID: 817 1591 9496
Passcode: 549064

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.

<u>CONSENT AGENDA</u>: 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 24, 2023, Board meeting.

<u>ADMINISTRATIVE MATTERS</u>

II. Executive Report: Review of budget and statistical report for period ending 9/30/23; program and administrative report.

III. Supplemental Travel Policy: Discussion regarding supplemental travel policy; *possible action*.

  a. Prado Memorandum re Supplemental Travel Policy

IV. Check Writing Policy: Discussion regarding check writing policy; *possible action*.

  a. Prado Memorandum re Check Writing Policy

<u>NEXT BOARD MEETING</u>: January 22, 2024, at 2:00 pm – CSCSA, 639 New York Ranch Rd., Jackson, Ca

<u>ADJOURNMENT</u>

AGENDA ITEM

I

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

MINUTES
July 24, 2023
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
Ryan Campbell
Martin Huberty

Absent:
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Staff present:
Julie Prado, Executive Director
Kim Britt, Deputy Director
Lisa Bispham, Staff Services Specialist
Shannon DeNatale Boyd, General Counsel

PUBLIC MATTERS NOT ON THE AGENDA: *None*

CONSENT AGENDA:

I. Minutes: Review of minutes from April 24, 2023 and June 12, 2023, Board meetings.

Motion by Director Axe and second by Director Campbell to approve the minutes with amendments made to correct typos. Motion carries 4-0-3 with Directors Kirk, Tofanelli, and Woodrow absent for the vote.

ADMINISTRATIVE MATTERS

II. Final Budget 2023-2024: Public Hearing: Director Huberty opened the meeting for public hearing, with no public in attendance public hearing was closed. Executive Director

Prado provided the proposed final budget for the 2023-24 fiscal year and shared that the proposed budget in July is typically the same as the preliminary budget presented in April but there have been modifications to the proposed budget as presented in the memo. Prado shared that due to vacancies the salary and benefits line items have been reduced and funds moved to services and supplies increasing our marketing & outreach and training line items. Prado recommends that the Board approve the proposed final budget for 2023-24.

Motion by Director Campbell and second by Director Axe to approve the final 2023-24 fiscal year budget as presented. Motion carries 4-0-3 with Directors Kirk, Tofanelli, and Woodrow absent for the vote.

RESOLUTION NO. 23-007

Resolution approving the adoption of the FY 2023-2024 FY Final Budget.

III. Executive Report: *Budget:* Executive Director Prado reported that the Agency is at 100% of the year and allocation spent is 96.39% through June 30, 2023. Prado stated that in April, the Board approved the transfer of the salary savings, allowing us to utilize our savings for training, facility upgrades, and the purchase of a used vehicle. A total of $165,345.23 was transferred from Salaries to Services & Supplies and Fixed Assets. *Reporting on checks between $5,000 and $10,000 other than lease payments*: Lonestar Acoustics (Facility Upgrade) - $9,165.00, Business Card Visa (Training Conference) - $9,476.72, Calaveras Enterprise (Marketing) - $7,020.00, Clark Broadcasting (Marketing) - $6,000.00, Engineer Inclusion (Training) - $7,500.00, Signal Service (Facility Upgrade) - $8,126.46, Signal Service (Facility Upgrade) - $9,846.10, Grays Peak Strategies (Training) - $5,500.00, Upchurch Electric (Facility Upgrade) - $5,330.00, Upchurch Electric (Facility Upgrade) - $6,220.00, All Secure Locks (Facility Upgrade) - $9,884.94. *Agency Updates:* Prado reported that we are continuing to fill vacancies and currently have two recruitments open for classifications of Child Support Specialists and Office Assistant for the Tuolumne and Calaveras offices. Prado shared that Director Campbell helped to set up an appointment for her and Deputy Director Kim Britt to meet with Tuolumne County Executives to improve collaboration. Prado reported that they have helped us with our recent recruitments by linking them on their website which was extremely valuable as we saw an increase in Sonora applicants. Prado shared that we welcomed three new staff members since our last Board meeting; Kimberly Packham and Colleen McCarthy as Child Support Specialist who started at the end of May, and Sharon Covello as a Child Support Supervisor who started mid-June. Prado mentioned that we are continuing to invest in ongoing training for new and existing staff. Julie stated that Kim Britt and our Program Manager Aditra Miller are working hard on developing our training plan for the remaining year and for 2024. Prado further discussed building collaborative relationships with each county and is happy to work with Directors Axe and Brown to set up a similar meeting with Amador Executives. Prado stated we have reached out to the HHS Directors in Amador, Calaveras, and Tuolumne to discuss legislation related to foster care cases, but not yet in Alpine because we do not have any foster cases in Alpine. Our Program Manager Aditra Miller who comes to us from HHS has helped in building these relationships. Prado announced that August is Child Support Awareness Month, and we are looking to do a presentation at each County Board Meeting in August to request the Board to declare August as Child Support

Awareness Month. The visits are as follows; Tuolumne on August 1st, Alpine on August 15th, and in Calaveras and Amador on August 22nd. *Staffing:* Staffing level is reported at 23.6. *Program Performance:* Prado reviewed the Collections and Federal Performance Measures (FPM) provided.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

None

NEXT BOARD MEETING: The next board meeting is scheduled for October 23, 2023, at 2:00 pm at 639 New York Ranch Road, Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:40 p.m.

____
Chair, Board of Directors

____
JULIE R. PRADO
Executive Director
By: Lisa L. Bispham, Staff Services Specialist

AGENDA ITEM

II

CSCSA
Enriching the Lives of Children

M E M O R A N D U M

DATE: October 19, 2023

TO: Board of Directors

FROM: Julie R. Prado, Executive Director

SUBJECT: Executive Report (Agenda Item II)

I. BUDGET

Financial Summary through September 30, 2023, 25% of the Year

Expenditure Line Description	Approved Budget	Year-to-Date Expenditures	Percent of Budget Expended
Salaries	$ 2,075,128.64	$ 426,962.82	20.58%
Benefits	$ 1,413,644.44	$575,295.56	40.70%
Services & Supplies	$ 790,854.92	$ 234,210.80	29.61%
Fixed Assets	$ 10,000.00	$00	00%
Automation	$ 6,830.00	$00	00%
Overall Totals	$ 4,296,458.00	$ 1,236,881.02	28.79%

a. There are several agency receivables that are front loaded, meaning they are paid once in the early part of the fiscal year rather than monthly. Examples of those are insurances, postage, membership dues, and PERS UAL. For that reason, we are showing over budget (28.96% when being 25% through the year); however, this is a routine cycle and will level out throughout the year. We have no concerns regarding budget at this time.

b. Report on checks written between $5,000 and $10,000 since the last Executive Report to the Board, other than lease payments:

Prism (Property Insurance) - $9,959.00
BankCard (Conference hotel & travel/Misc Agency charges) - $5,285.90

II. PROGRAM REPORT

a. VACANCIES AND RECRUITMENTS

The Agency continues to work to fill vacancies. We are in the process of hiring for the classification of Child Support Specialist for our Tuolumne and Calaveras offices. We hope to be fully staffed by the first of the new year. In our previous status report we shared that we were expecting to be fully staffed by the end of August. Although we made job offers to several candidates, our applicants declined and accepted other offers requiring us to begin a new recruitment.

We are excited to welcome one new staff member since our last report. Olivia Partone is an Office Assistant who joined the Tuolumne team mid-September and is assigned to our front reception desk. Olivia brings a wide variety of experience and interests and is already demonstrating her ability to strengthen our team. Welcome, Olivia!

b. OUTREACH & MARKETING

Events:
On August 16, 2023, we attended the **Community Roots Resources Fair** in Tuolumne County. This is a resource event where many community agencies provide information on housing, food, health care, employment, family and children services and a lot more. It was a fun and engaging event; kudos to Dalaine Heagle, Beth Ingram, and Colleen McCarthy for doing a great job in working this event and representing CSCSA with such professionalism. On September 23, 2023, we attended the **ICES Annual Children's Fair** in Tuolumne County. This fair is focused on the health and safety of young children. Colleen McCarthy, Joette Pitcher, and Makayla Jackson demonstrated expertise and enthusiasm in working with the public at this event; we are thankful for their willingness to participate. We met many community members at these events and were able to advertise both our services and employment opportunities. We also saw an uptick in case

applications after the ICES event and are analyzing the connection of that to these events.

Marketing:
We currently have two bus ads in Calaveras County, one in Amador, and one in Tuolumne. We have been on a waiting list for another bus in Tuolumne with rear bus space and it has recently become available! We are in the process of contracting for that space. We continue to run ads and digital media banner ads on social media and are seeing good numbers in terms of click through rates. Our short video ads are playing on 1.9 thousand kiosks/screens within our counties resulting in 142.1 thousand impressions; our ad played 12,956 times. While these numbers are not isolated to the period of this report (the numbers go back to April), these are impressive numbers which we expect is helping to raise awareness about our program.

We met with our court partners in Amador and Calaveras regarding our services, specifically how we can work together to strengthen the message of our services to families. They are very supportive and are working with us on marketing material to display in the courts. We have a meeting scheduled with Tuolumne to have the same discussion. Our network and streaming commercials have ended; we are in the process of analyzing new contracts in this space to determine which contracts are best for the Agency.

c. PROGRAM UPDATES

Full Pass Through:
Our program is working toward implementation of a new legislative requirement which is currently slated to implement on May 1, 2024. In essence, this new policy eliminates recoupment on cases where the family was formerly on cash aid meaning that child support arrears that are owed to the government will be passed through to the family as payments are collected. We are currently analyzing the impacts on customers as it relates to income driven benefits to ensure these payments do not impact their ability to participate in other benefit programs. While this initiative is addressing those customers who are formerly aided, next steps are to implement a similar initiative for those that are currently aided, but not until 2025.

Uncollectable Debt:
Pursuant to another legislative requirement, we are in the process of implementing new processes to eliminate certain child support debt for those who qualify. There are two phases to this initiative. The current phase involves cases where the paying party has certain income types related to social security, CAPI (Aged, Blind, and Disabled) and VA benefits. Arrears that have accrued on foster care cases are also included in the subset. We are reviewing these case types to determine if government owed arrears should be eliminated based on this new law. The next phase includes a variety of other discretionary case types and those policies remain in development. We expect this process to provide relief to obligors who are in poverty or have government debt that serves as a barrier to family reunification.

AB 1148 & SB 1055:
We are in the process of preparing to implement these two bills. AB 1148 is effective January 2024 and changes the reinstatement date for child support for obligors released from incarceration from the first day of the month following release to the first day of the tenth month following release. The intent of this bill is to ensure incarcerated partners have a secure income path before support begins. SB 1055 is effective January 2025 and removes the ability of the child support program to suspend a driver's license for obligors who have income at or below 70% of median income as published by the Dept of Housing and Community Development. Both bills will impact collections.

Foster Care:
Yet another legislative bill was approved which eliminates the automatic referral to the child support program for any foster care case. The purpose of this bill is to reduce barriers to family reunification. Essentially, all cases that have been opened for collection of child support for children in foster care will be closed. The arrears that accrued as a result of time in foster care will also be eliminated through the uncollectable debt program. This initiative will reduce our caseload but will provide relief for those parents with children in the foster care program.

CSCSA
Enriching the Lives of Children

d. STAFFING

STAFFING LEVELS [Filled] - 2023-2024 FISCAL YEAR												
Months	**7/23**	**8/23**	**9/23**	**10/23**	**11/23**	**12/23**	**1/24**	**2/24**	**3/24**	**4/24**	**5/24**	**6/24**
GENERAL UNIT												
Accounting	1	1	1									
Caseworkers	9	9	9									
Child Support Asst	1	1	2									
Legal Clerks	1	1	1									
Subtotal	**12**	**12**	**13**									
M/C/P Unit												
Fiscal	1.6	1.6	1.6									
Staff Specialists	2	2	2									
CS Program Mgr	1	1	1									
CS Supervisors	3	3	3									
Attorneys	1	1	1									
Subtotal	**8.6**	**8.6**	**8.6**									
EXECUTIVE												
Executive Director	1	1	1									
Deputy Director	1	1	1									
Subtotal	**2**	**2**	**2**									
TOTAL	**22.6**	**22.6**	**23.6**									

e. Program Performance: Collections and Federal Performance Measures (FPMs)

	MONTHLY SUPPORT DISTRIBUTED – 2022/2023 FEDERAL FISCAL YEAR YEAR TO DATE Agency collection GOAL $11,450,000		
10/22	**$824,647**	4/23	$6,484,225
11/22	**$1,776,992**	5/23	$7,540,052
12/22	**$2,680,964**	6/23	$8,483,806
1/23	**$3,549,285**	7/23	$9,422,981
2/23	**$4,448,494**	8/23	**$10,388,348**
3/23	**$5,496,279**	9/23	**$11,265,000**

FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2022-2023 FEDERAL FISCAL YEAR

LEGEND: FPM = Federal Performance Measure

*** = measures where number naturally increases each month**

Activity	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23
Cases Opened/MO	61	38	33	44	32	22	22	33	32	31	34	43
Cases Closed/MO	49	46	52	40	34	27	38	56	43	36	47	47
TOTAL cases open	4459	4448	4442	4452	4442	4450	4439	4419	4413	4409	4401	4401
FPM 1: IVD Paternity % GOAL 104.7%	94.29%	95.34%	97.13%	98.95%	99.38%	100.47%	101.32%	102.02%	101.28%	103.88%	104.85%	106.02%
FPM 2: Order % GOAL 97.25%	96.08%	96.13%	96.40%	96.36%	96.29%	96.56%	96.6%	96.47%	96.31%	96.05%	95.98%	95.64%
FPM 3: Current % GOAL 74.5%	69.75%	68.69%	68.56%	68.36%	68.26%	68.75%	68,79%	69.0%	69.01%	69.10%	69.09%	68.95%
FPM 4: Arrears % GOAL 75.0%	40.32%	47.66%	51.37%	53.955	56.68%	59.28%	60.65%	62.7%	63.87%	65.13%	66.26%	66.67%

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2022/2023

Federal Performance Measure Goals

September 2023

	FFY GOAL	ACTUAL RESULT
FPM 1 IV-D Paternity Establishment	**104.70%**	**106.02%**
Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.		
FPM 2 Cases with a Support Order Established	**97.50%**	**95.64%**
Measures cases with support orders established compared to total number of cases open at the end of a month.		
FPM 3 Collections on Current Child Support	**74.50%**	**68.94%**
Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.		
FPM 4 Cases with Collection on Arrears	**75.00%**	**66.67%**
Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.		
		FFY to-date
FPM 5 Distributed Collections	**$11,450,000**	**$11,265,000**
Measures the total dollar amount of child support collected and distributed based on the CS34/35		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2022/2023

Federal

Performance Measure Report

Data Source: FPM Report

FPM 1 IVD Paternity Establishment 104.7%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	94.57%	95.59%	96.60%	97.61%	98.63%	99.64%	100.65%	101.66%	102.68%	103.69%	104.70%	**104.70%**	
Children with Paterniy Established	2428	2455	2501	2548	2559	2587	2609	2627	2608	2675	2700	2730	**2730**	1257 line 6
Children born out of wedlock per year	2575	2575	2575	2575	2575	2575	2575	2575	2575	2575	2575	2575	**2575**	1257 line 5 PY
FFY 2023 Actual	93.56%	95.34%	97.13%	98.95%	99.38%	100.47%	101.32%	102.02%	101.28%	103.88%	104.85%	106.02%	106.02%	
Over/Under (%points)		0.77%	1.54%	2.35%	1.77%	1.84%	1.68%	1.37%	-0.38%	1.20%	1.16%	1.32%	**1.32%**	
FFY 2022 Actual	93.56%	95.94%	97.02%	97.99%	98.76%	99.81%	101.39%	102.71%	103.87%	105.11%	106.58%	107.62%		

FPM 2 Cases with Support Orders Established 97.25%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	96.08%	96.19%	96.29%	96.40%	96.50%	96.61%	96.72%	96.82%	96.93%	97.03%	97.14%	97.25%	**97.25%**	
Cases with a Support Order	4284	4276	4282	4290	4277	4297	4288	4263	4250	4235	4224	4209	**4209**	1257 Line 2
Total Cases	4459	4448	4442	4452	4442	4450	4439	4419	4413	4409	4401	4401	**4401**	1257 Line 1
FFY 2023 Actual	96.08%	96.13%	96.40%	96.36%	96.29%	96.56%	96.60%	96.47%	96.31%	96.05%	95.98%	95.64%	95.64%	
Over/Under (%points)	-0.00%	-0.06%	0.11%	-0.04%	-0.21%	-0.05%	-0.12%	-0.35%	-0.62%	-0.98%	-1.16%	-1.61%	-1.61%	
FFY 2022 Actual	96.91%	96.48%	96.42%	96.06%	96.04%	96.07%	96.11%	96.15%	96.37%	96.52%	96.63%	96.49%		

FPM 3 Collections on Current Support 74.5%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	69.75%	70.18%	70.60%	71.02%	71.44%	71.86%	72.28%	72.70%	73.12%	73.54%	73.96%	74.50%	**74.50%**	
Current Support Collected	$638,223.29	$1,274,091.89	$1,914,265.70	$2,561,833.70	$3,210,109.65	$3,885,432.54	$4,543,750.98	$5,209,159.77	$5,864,186.55	$6,500,663.50	$7,151,709.55	$7,787,168.13	**$7,787,168.13**	1257 Line 25
Current Support Due	$915,034.53	$1,854,809.02	$2,792,188.51	$3,747,682.00	$4,702,444.60	$5,651,912.23	$6,604,817.50	$7,549,621.22	$8,497,586.00	$9,407,291.19	$10,351,834.11	$11,294,950.77	**$11,294,950.77**	1257 Line 24
FFY 2023 Actual	69.75%	68.69%	68.56%	68.36%	68.26%	68.75%	68.79%	69.00%	69.01%	69.10%	69.09%	68.94%	68.94%	
Over/Under (%points)	-0.00%	-1.49%	-2.04%	-2.66%	-3.18%	-3.11%	-3.49%	-3.70%	-4.11%	-4.44%	-4.87%	-5.56%	-5.56%	
FFY 2022 Actual	68.10%	68.14%	69.06%	68.02%	68.13%	68.63%	69.11%	69.21%	69.14%	69.11%	69.26%	69.28%		

FPM 4 Collections on Arrears 75.0%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	40.32%	43.47%	46.62%	49.77%	52.92%	56.07%	59.22%	62.38%	65.54%	68.70%	71.85%	75.00%	**75.00%**	
Case Paying Arrears	1,200	1,455	1,609	1,722	1,825	1,938	2,011	2,105	2,162	2,221	2,272	2,304	**2,304**	1257 Line 29
Cases w/Arrears Due	2,976	3,053	3,132	3,192	3,220	3269	3,316	3,357	3,385	3,410	3,429	3,456	**3,456**	1257 Line 28
FFY 2023 Actual	40.32%	47.66%	51.37%	53.95%	56.68%	59.28%	60.65%	62.70%	63.87%	65.13%	66.26%	66.67%	66.67%	
Over/Under (%points)		4.19%	4.75%	4.18%	3.76%	3.21%	1.43%	0.32%	-1.67%	-3.57%	-5.59%	-8.33%	-8.33%	
FFY 2022 Actual	40.18%	47.90%	51.89%	54.85%	57.74%	62.13%	63.53%	66.11%	67.33%	67.92%	68.75%	69.68%		

Total Distributed Collections $11,450,000	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	$954,166	$1,908,332	$2,862,498	$3,816,665	$4,770,832	$5,724,999	$6,679,166	$7,633,333	$8,587,500	$9,541,667	$10,495,834	$11,450,000	$11,450,000	
FFY 2023 Actual	$824,647	$1,776,992	$2,680,964	$3,549,285	$4,448,494	$5,496,279	$6,484,225	$7,540,052	$8,483,806	$9,422,981	$10,388,348	$11,265,000	$11,265,000	CS 34 line 4b,4c, 8 & 11
Over/Under	$129,519	$131,340	$181,534	$267,380	$322,338	$228,720	$194,941	$93,281	$103,694	$118,686	$107,486	$185,000	$185,000	
FFY 2022 Actual	$893,506	$1,756,495	$2,642,432	$3,473,302	$4,365,836	$5,360,680	$6,362,938	$7,363,991	$8,408,181	$9,221,156	$10,107,001	$10,951,220		

AGENDA ITEM

III

CENTRAL SIERRA CHILD SUPPORT AGENCY
CSCSA
Enriching the Lives of Children

639 New York Ranch Road | Jackson CA 95642 | (209) 223-6449
CSCSA.org

Julie R. Prado, Executive Director

October 19, 2023

M E M O R A N D U M

TO: Board of Directors **(Agenda Item III)**
FROM: Julie R. Prado, Executive Director
SUBJECT: Supplemental Travel Policy

Background

Policies exist within CSCSA which allow for mileage reimbursement when staff are required to travel to another member county "for the day". Policies also exist regarding the Agency's ability to reassign staff to another home office should the need arise. For the latter, there is no provision to pay mileage to employees who are reassigned to another home office.

Historically, the Agency has reassigned staff to another member county office only when it has been more convenient for a staff member and a vacancy has existed to accommodate the staff need, or when a vacancy exists and a staff person has volunteered, usually because they live closer to the location with the vacancy. In January, our last staff person assigned to our Calaveras location retired, leaving the office vacant. We sought volunteers within our team to fill the vacancy but none came forward as our existing employees live in either Amador or Tuolumne County. Since then, we have been diligently working to fill the positions in all offices with a focus on Calaveras as a priority. This search, for a variety of reasons, has been much slower than anticipated but we seem to have a clear path forward at this time. Due to the intense training required for these positions and the supervision needed during the training period, we do not anticipate a permanent assignment can be made until the summer/fall of 2024. The only way to make that happen faster is to force an existing staff member to permanently reassign to Calaveras even though they may reside very far from that office; we are reluctant to employ that solution.

Since January, we have opted to reassign our staff members on a rotational basis for three months at a time, then allowing them to return to the office they were hired for and moving another employee to the location. While this is working quite well from a performance perspective, we are receiving considerable feedback from staff regarding the significant impact on them financially due to the cost of gas and the extended commute. Within current policy, we do not have a mechanism to reimburse for mileage.

Given that this situation has extended long beyond our initial plan coupled with the fact that we do not see this resolving for possibly the next year, we want to propose a new supplemental policy which provides relief to staff who have been temporarily reassigned to another office outside of their home office county, specifically that they be offered the opportunity to claim mileage for the difference in miles. The difference in miles would be calculated by using their normal commute mileage from their home to their home office and comparing that to the new extended commute, paying our standard mileage rate for the difference in mileage. The budgetary impact of this solution will be offset by salary savings realized from the current vacancies.

Recommendation:

CSCSA staff be directed to draft and implement a policy that allows mileage reimbursement for staff who are reassigned to another home office, located outside of the county of their home office, for more than a day but less than 3 months. Mileage reimbursement would be calculated by comparing the mileage of their usual daily commute with the temporary commute. In such cases where the commute to the temporary location is less than the normal commute, no mileage shall be reimbursed. The policy shall be implemented as a pilot from October 30, 2023, through October 31, 2024, and will be reviewed as to the impacts on both staff and budget, meaning it shall be eliminated or made permanent by October 31, 2024.

AGENDA ITEM

IV

639 New York Ranch Road | Jackson CA 95642 | (209) 223-6449
CSCSA.org

Julie R. Prado, Executive Director

Enriching the Lives of Children

October 19, 2023

M E M O R A N D U M

TO: Board of Directors **(Agenda Item IV)**
FROM: Julie R. Prado, Executive Director
SUBJECT: Check Signing

Background

CSCSA has a long-standing policy requiring a second signature from the Board Chair or Vice Chair for checks issued in an amount over $10,000 and a report to the Board for checks issued over $5,000. This extra step causes delays in the accounts payable process which has been exacerbated post-pandemic. Given the fact that this policy is internal and not a bank policy coupled with the fact that the ED has the authority to enter into contracts which are supported by our budget approval process by the Board, it seems this policy may be outdated or unnecessary. The elimination of this policy would streamline processes for both staff and board members.

Recommendation:

It is recommended that the policy requiring double signatures and reports on checks over $5,000 be eliminated.