



**CENTRAL SIERRA CHILD SUPPORT AGENCY  
Board of Directors Meeting  
(Amended)**

**Location:**

Monday, June 12, 2023, 2:30 PM  
Central Sierra Child Support Agency  
639 New York Ranch Rd., Jackson, California

**Teleconference:**

Frank Axe – 810 Court St, Jackson, CA 95642  
Jeff Brown – 810 Court St, Jackson, CA 95642  
Ryan Campbell – 2 S. Green St, Sonora, CA 95370  
Martin Huberty – 753 Main St, Angels Camp, CA 95222  
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

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**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: 833 2964 1591  
Passcode: 846512***

**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.

**ADMINISTRATIVE MATTERS**

**I. CSCSA Update: Agency General Counsel Change;** *Information only.*

**II. Establishment of Salary Schedule: Office Assistant I/II;** *Possible action.*

**NEXT BOARD MEETING:** July 24, 2023, at 2:00 pm – CSCSA, 639 New York Ranch Rd., Jackson, CA

**ADJOURNMENT**

# **AGENDA ITEM**

## **I**



June 8, 2023

## MEMORANDUM

TO: Board of Directors  
FROM: Julie R. Prado, Executive Director  
SUBJECT: General Counsel Update

**(Agenda Item I)**

Tim Cary has retired effective May 31, 2023. Tim has been the General Counsel for CSCSA for more than 10 years and has been an integral part of developing a foundation for our Agency policies and procedures as well as our union negotiation process. He and his colleagues at Price, Postel, and Parma LLP have contributed greatly to the Agency; his historical knowledge and experience with the Agency will certainly be missed.

While Tim Cary has been the main contact and contributor for CSCSA, we have had the opportunity to work closely with Shannon DeNatale Boyd for the past several years where she had stepped in for Tim on many occasions and has been the point person in counseling CSCSA on personnel matter, leaves, ADA and other areas where the Agency has needed guidance. CSCSA intends to continue working under the current appointment of Price, Postel, and Parma LLP and will be working directly with Shannon DeNatale Boyd from here forward. Shannon brings a wealth of experience and knowledge but also has considerable historical perspectives on CSCSA and the JPA itself. We look forward to continuing to work with Shannon.

Shannon can be reached as follows:

Shannon DeNatale Boyd  
[sboyd@ppplaw.com](mailto:sboyd@ppplaw.com)  
(805) 882-9823

# **AGENDA ITEM**

## **II**



June 8, 2023

**MEMORANDUM**

TO: Board of Directors  
FROM: Julie R. Prado, Executive Director  
SUBJECT: Office Assistant I/II Salary Schedule

**(Agenda Item II)**

While the Agency has an Office Assistant I/II classification, the position has not been utilized in many years. As such, the salary schedule has not been maintained. The front desk position in Sonora is currently vacant and for many years has been filled with a Child Support Assistant I/II. A review and analysis of the current duties of the position reveals that the duties are consistent with the Office Assistant I/II classification rather than the Child Support Assistant I/II class.

CSCSA therefore requests that the Board establish a salary schedule for Office Assistant I/II so we are able to initiate a recruitment. The proposed salary schedule below was derived from a compensation study of the counties of Mariposa, Merced, El Dorado, San Joaquin, Sacramento, Stanislaus, Yolo, and Solano.

<b>SALARY SCHEDULE - OFFICE ASSISTANT I/II PROPOSED</b>						
<b>HOURLY PAY RATE BY STEP</b>						
<b><u>CLASSIFICATION</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>
Office Assistant I	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.31
Office Assistant II	\$17.14	\$18.00	\$18.90	\$19.84	\$20.83	\$21.35

Recommendation: It is recommended that the Board approve the Office Assistant I/II salary schedule as presented above.