

CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

Monday, February 27, 2023, 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, 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.

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) +1 669 444 9171, Meeting ID: 873 0089 2758

Passcode: 338873

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 . 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 January 23, 2023, Board meeting.

ADMINISTRATIVE MATTERS

II. General Counsel Report Regarding Board Meetings: *Possible action.*

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

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).

IV. Conference with Labor Negotiators (Government Code § 54957.6) -- General Unit and MCP Unit: Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit and MCP Unit (SEIU Local 1021 & Operating Engineers Local 3). *Discussion and possible action.*

NEXT BOARD MEETING: April 24, 2023, at 2:00 pm in San Andreas (BOS)

ADJOURNMENT

AGENDA ITEM

I

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

MINUTES
January 23, 2023
2:30 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
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: None

CONSENT AGENDA:

1. Minutes from September 26, 2022 Board Meeting: Review of minutes from September 26, 2022. Motion by Director Kirk and second by Director Brown to approve the minutes as presented. Motion carries 6-0-1.

ADMINISTRATIVE MATTERS:

2. Annual Business Matters – Board Officers:

- a. Chair:** Nomination made for Director Kirk to serve as Chair for 2023.
- b. Vice Chair:** Nomination made for Director Huberty to serve as Vice Chair for 2023.

- c. **Secretary:** Recommendation that Agency staff, Lisa Bispham, be appointed as Secretary for 2023.

Motion by Director Campbell and second by Director Axe to approve the above recommendations. Motion carries 7-0-0. The board approves Director Frank Axe to remain as a check signer when needed. Thank you, Director Woodrow, for serving as Chair and for a good year.

3. Establishment of Meeting Schedule for 2023: Proposal to establish a similar schedule for February 2023 through January 2024, with meetings scheduled generally on the 4th Monday of the month, with in-person quarterly meetings to occur regularly and monthly meetings to occur as needed. Executive Director Prado reported that she will be requesting to hold a board meeting in February and recommends the meeting to be held virtually. The proposed schedule also provides a rotation of meeting locations. Discussion ensued. The board asked for guidance on meeting virtually moving forward. General Counsel Timothy M. Cary indicated there are changes in legal requirements related to public meetings which he believes are effective March 2023. General Counsel will give a full report on the changes at the February meeting and the February meeting will be held virtually. If anything changed between now and February, Cary will update the board. Motion by Director Woodrow and second by Director Campbell to approve the 2023 Board meeting schedule as proposed with noting that the February 27, 2023, meeting will be held virtually. Motion carried 7-0-0.

RESOLUTION NO. 23-001

Resolution approving the 2023 Board meeting schedule.

4. Authorization for Remote Teleconference Meetings: The recommendation is that the Board create a resolution so that the following board meeting may be called remotely if deemed the safest alternative to gather the Board. Motion by Director Woodrow and second by Director Brown to approve the resolution as presented. Motion carried 7-0-0.

RESOLUTION NO. 23-002

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

5. Executive Report: Budget: Executive Director Prado reported that the Agency is at 50% of the fiscal year and allocation spent was 53.30% through December 31, 2022. She indicated the reason we are slightly over 50% in total expenses is due to annual lump-sum payments such as CalPERS UAL which is due in July; at this time next month we should be evened out. Prado expressed that she has no concerns regarding the status of the budget. Report on checks written between \$5,000 and \$10,000 since the last Board Meeting, other than lease payments: In the past months since the board has met there have been three checks issued; Prism Property

Insurance (Annual insurance premium) - \$8,011.00, Grant Bennett Associates (Annual Single Audit) - \$5,625.00, and Carahsoft Technologies (LinkedIn Training) - \$6,370.00.

Agency Updates: Executive Director Prado stated it has been and will be a very challenging time for the child support program over the next few years with new legislation involving various aspects to the program. Executive Director Prado gave a high-level overview of the updates to the program that will bring many changes to the way we approach our work and interact with customers.

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. Phase one of this initiative is underway which impacts those cases in which the obligor income is from SSI/SSP, CAPI for Aged Blind and Disabled Legal Immigrants, and VA Disability. Phase two is expected to be implemented this summer which involves discretionary factors related to the obligor such as their available income and assets, source of income, age of the debt, the number of support orders an individual has, employment history, payment history, and incarceration history. CSCSA's executive management are closely involved with DCSS and CSDA to create regulation and policy in these areas.

Full family pass-through will be implemented in July 2023. This impacts families who previously received public assistance who currently do not receive child support arrears because the debt was incurred while they were receiving public assistance. With the passing of this new legislation, families will receive the full payment(s) paid by obligors regardless of their prior aid status. This is a big shift in our program as we have historically been a cost recovery program. This will require a lot of system and training changes.

The FEM Final Rule (Flexibility, Efficiency, and Modernization) requires big changes in the way child support agencies obtain court orders for child support. This is the biggest change coming our way but won't be implemented until 2025. Further details are outlined in the written executive report.

AB1686 changes the way foster care cases interact with the child support program. With the implementation of AB1686, foster care cases involving a parent who is engaged in reunification will no longer be referred for a child support case.

Executive Prado added that we are looking internally to increase our efficiency and effectiveness for our customers and staff. She stated we are working on providing continuous training and will be using LinkedIn Learning as a platform and have purchased licenses for each employee. We are launching new employee engagement initiatives. Our first book club kicks off this week with the book "What Motivates Me", helping employees connect their personal motivation to the work they do to so we can maximize our impact on families. We are focused on ensuring we regularly have outreach initiatives in all the counties we serve. We are present on the radio but would like to get add tv commercials.

Staffing: We have had two resignations and one retirement and have hired three new caseworkers and one new Program Manager. As of today, we are fully staffed.

A review of collections and Federal Performance Measures (FPM) was provided. Executive Director Prado pointed out that our 2023 Strategic Plan and Performance Management Plan are attached to the report. Our Strategic Plan focuses on four strategic goals to meet between 2020 - 2025 and each January we create a new set of tactics for those goals. The Strategic Plan deals with the entire organization and the Performance Management Plan deals with the child support program side of the house. Lastly, included in the packet are our newsletters for the last quarter. We have moved to doing the newsletters every other month.

CLOSED SESSION: The Board recessed into closed session at 3:12 p.m. and ended closed session at 3:30 p.m.

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

Chair Aniah Kirk reported that during the closed session regarding item #6 the board gave a positive evaluation to Executive Director Prado and approved an extension of her contract by 1 additional year. It was also decided that Prado's contract shall be amended such that future evaluations will occur on a State fiscal year basis rather than a calendar year beginning in July 2024. Lastly, the Board agreed that they will discuss the appropriate intervals for 360 evaluations in July 2024.

NEXT BOARD MEETING: The next board meeting is scheduled for February 27, 2023, at 2:00 pm, via Zoom.

ADJOURNMENT: The meeting was adjourned at 3:33 p.m.

Chair, Board of Directors

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

AGENDA ITEM

II

MEMORANDUM

DATE: February 14, 2023
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Report on Virtual Meetings (Agenda Item # II)

As discussed during the January 2023 meeting of the Board, changes have been made to the requirements for public meetings. Our Legal Counsel, Mr. Cary, will report out on the current status of legal requirements related to CSCSA Board meetings so that decisions can be made as to using a virtual platform for future meetings.

AGENDA ITEM

III

MEMORANDUM

DATE: February 14, 2023
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Resolution for Virtual Board Meetings (Agenda Item # III)

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. 23-003

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 FEBRUARY 27, 2023 TO MARCH 31, 2023 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 February 27, 2023, and shall be effective until the later of March 31, 2023, 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 February 27, 2023, by the following roll call votes:

AYES: Directors Axe, Brown, Campbell, Huberty, Kirk, Tofanelli and Woodrow

NOES: None

ABSENT: None

ABSTAINED: None

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

ATTEST:

Executive Director
Central Sierra Child Support Agency

**AGENDA ITEM
IV
CLOSED SESSION**