



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

Location:

Monday, July 24, 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 – 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

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.

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 April 24, 2023 and June 12, 2023, Board meetings.

ADMINISTRATIVE MATTERS

II. Final Budget 2023-2024: Public Hearing: Discussion and possible action concerning adoption of the 2023-2024 Budget.

- a. Prado Memorandum re FY 2023-2024 Final Budget
- b. FY 2023-2024 Final Revenues
- c. FY 2023-2024 Final Expenditures

III. Executive Report: Review of budget and statistical report for period ending 6/30/23; program administrative report.

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: October 23, 2023, at 2:00 pm – CSCSA, 639 New York Ranch Rd., Jackson, Ca

ADJOURNMENT

AGENDA ITEM

I

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

MINUTES
April 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
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:

I. Minutes: Review of minutes from February 27, 2023 and March 27, 2023, Board meetings.

II. Audit for Fiscal Year 2021/2022: Report on audit of financial statements for the year ended on June 30, 2022, as completed by Grant Bennett Associates.

Motion by Director Axe and second by Director Woodrow to approve the consent items as presented. Motion carries 7-0-0.

CLOSED SESSION: The Board recessed into closed session at 2:06 p.m. and ended closed session at 2:30 p.m.

III. 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).

IV. Conference with Labor Negotiators (Government Code § 54957.6) – All Unrepresented: Agency representative: General Counsel Timothy M. Cary.

ADMINISTRATIVE MATTERS:

V. 2023-2024 FY Preliminary Budget: Executive Director Prado referenced the memo included in the board packet that provides background information regarding how the budget is created and referenced the revenue and expenditure attachments that were also provided. She reported the highlighted changes compared to last year's budget that were made to balance the budget. Prado continued to review the preliminary budget and went over the budget line items. Prado recommended that the preliminary budget be approved by the board today and then she will take another look at the budget after the May Revise and then discuss with the board at the July meeting to approve the final budget. She shared that CSCSA is no longer considered overfunded and are now considered (for the first time) accurately funded. We do not have to shrink the budget but we do need to keep in mind that our budget is based on our caseload. Our goal is to maintain or increase our caseload to support our families in the community. Prado recommends that the Board approve the proposed preliminary budget for 2023-2024.

Motion made by Director Axe and second by Director Campbell to approve the 2023-2024 preliminary budget. Motion carries 7-0-0.

RESOLUTION NO. 23-003

Resolution approving the adoption of the FY 2023-2024 Preliminary Budget as presented.

VI. 2022-2023 FY Budget Status & Transfer request: Report on current year budget status and possible action concerning budget transfers.

Executive Director Prado mentioned that CSCSA has had several vacancies which we are in the process of hiring for have led us to a salary savings that should be reallocated to maximize our allocation. Prado reviewed some initiatives that have been identified to help improve the future of the organization in facility improvements, training, and outreach. Prado has asked the Board to approve two budget transfers not to exceed \$20,000 to purchase another vehicle and \$180,000 for training initiatives, facility improvements, and outreach marketing.

Motion made by Director Huberty and second by Director Kirk to approve the two budget transfers not to exceed \$20,000 and \$180,000. Motion carries 7-0-0.

RESOLUTION NO. 23-004

Resolution approving two budget transfers not to exceed \$20,000 to purchase another vehicle and \$180,000 for training initiatives, facility improvements, and outreach marketing.

VII. Salary Study and Possible Compensation Adjustments: Presentation of findings and discussion regarding analysis of salary and benefit comparisons and possible action concerning adjustments of salary schedules.

Executive Director Prado referenced the memo in the board packet that listed the counties that were included in the salary and benefit study and mentioned that the study compared the basket which included all benefits and not just the hourly rates. The study results in a finding that we are below average in the following positions: Child Support Specialist II, Child Support Supervisor, Attorney I/II/III, Staff Services Manager, Deputy Director, and Executive Director. Prado mentioned that after reviewing the salary schedules which compares the existing to the proposed changed schedule it is noticed that we are not maintaining appropriate spacing between salary schedules between classifications. It is being recommended that the Board approve the salary increases that are being proposed with the exception of a change to increase the Deputy Director by 12.13% rather than 3.54% in order to maintain appropriate spacing between classifications.

Motion made by Director Axe and second by Director Campbell to approve the salary increases that were proposed and the change to increase the Deputy Director by 12.13%. Motion carries 7-0-0.

RESOLUTION NO. 23-005

Resolution approving the salary increases to average rates of the counties studied, as presented, with an amendment to increase the Deputy Director by 12.13%.

VIII. Executive Report: Review of budget and statistical report for period ending 3/31/23; program administrative report.

Executive Director Prado reviewed the budget summary ending on 3/31/23; which bring us to 75% of the fiscal year. The budget is on track but our benefits fund is a little higher than anticipated due to retirements but the funds will be absorbed by the vacancies and we will be fine by the end of the fiscal year. Prado reported that there was one check written between \$5,000 and \$10,000 and that was to The Pacific Institute for Leadership training held last October in the amount of \$6,750.00. For the Program Report, she mentioned the Agency has a number of vacancies but our hope is to be fully staffed by the end of May. Prado was excited to share that we have invested in four commercials that are airing on local channels, gas stations, in stores, and social media. In Outreach we are looking to partner with the HHS Agencies in the 3 other counties (we currently are already working with Alpine monthly). We are grateful to our neighboring LCSAs El Dorado County for helping us with Caseworker training and San Joaquin County with our new employee training. Under Program updates, Prado reported that we were going to be passing through

money to families starting in July but that program was delayed and will be implemented in April 2024. Prado reported that Gina Bachtelle and Wendy Helseth have retired and we have welcomed our newest employee Makayla Jackson. Prado referenced the performance statistics in the packet and shared that our goals are a little under where we want to be but we were still performing well related to other child support organizations in and out of California. Lastly, for staffing we are at 21.6 staff and we have 27.6 positions as of 3/31/23. We are currently recruiting for 3 Caseworkers and 2 Supervisors.

NEXT BOARD MEETING: The next board meeting is scheduled for July 24 2023, at 2:00 pm at 639 New York Ranch Road, Jackson, California.

ADJOURNMENT: The meeting was adjourned at 3:01 p.m.

Chair, Board of Directors

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

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

MINUTES
June 12, 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
Martin Huberty
Anaiah Kirk
Terry Woodrow

Absent:

Ryan Campbell
Gary Tofanelli

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

ADMINISTRATIVE MATTERS:

- I. **CSCSA Update: Agency General Counsel Change:** Executive Director Julie Prado reported that Tim Cary has retired effective May 31, 2023. Prado met with Cary in May to offboard him and to onboard Shannon DeNatale Boyd. Prado introduced Boyd during the meeting and mentioned that CSCSA has been working with both Cary and Boyd for a number of years and that we are thrilled that Boyd will be staying on with us and be part of our team moving forward. The memo included in the board packet has more information about Boyd along with her contact information. Boyd introduced herself and stated she looks forward with working with the Board. Welcome Shannon!
- II. **Establishment of Salary Schedule: Office Assistant I/II:** Prado explained that we are replacing our front desk employee in our Sonora office. Our front desk staff have been Child

Support Assistant I/II positions, but we have been doing a thorough job the past couple years of making sure the job position and duties align and after review and analysis the current duties are consistent with the Office Assistant I/II classification rather than the Child Support Assistant I/II class. We will be moving forward to recruit for the Office Assistant position in Sonora and the front desk staff in Jackson will remain a Child Support Assistant I/II. We conducted a salary study for the Office Assistant classification to provide a proposed salary schedule, which is similar to Amador and Tuolumne salaries. The recommendation is that the Board approve the Office Assistant I/II salary schedule as presented to the Board.

Motion made by Director Axe and second by Director Kirk to approve the salary schedule for Office Assistant I/II. Motion carries 5-0-2 with Directors Campbell and Tofanelli absent for the vote.

RESOLUTION NO. 23-006

Resolution approving the Salary Schedule for the Office Assistant I/II Position as presented.

NEXT BOARD MEETING: The next board meeting is scheduled for July 24 2023, at 2:00 pm at 639 New York Ranch Road, Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:44 p.m.

Chair, Board of Directors

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

AGENDA ITEM

II



July 20, 2023

MEMORANDUM

TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: 2023/2024 FY Final Budget

(Agenda Item II)

Enclosed is the proposed final budget for the 2023-2024 fiscal year, which is to be prepared for approval in July of each year, pursuant to **Section 8** of the *Amended and Restated Joint Powers Agreement*. The approved proposed budget must also be provided to the State Department of Child Support Services by July 31, 2023.

Background:

Our final allocation letter has been received and is the same amount as was provided to us in the preliminary allocation letter received earlier this spring. Our Electronic Data Processing (EDP) allocation for the Agency is expected to continue at the same level as for SFY 2023.

Note the following regarding the funding and accounting of the Agency's costs:

1. The primary sources of revenue for funding the Agency are State & Federal monies (34/66), all administered by the State Department of Child Support Services. No member county contributes revenue to the Agency. Occasionally additional revenue is received for special purposes, such as insurance monies.
2. The State advances the revenue on a monthly basis, beginning with 1/12 of the annual allocation. Every month, a claim for expenditures from the allocation is submitted to the State, which reviews the expenditures and adjusts the subsequent monthly advance if the full monies which had been advanced during that month had not been spent.
3. At the end of the state fiscal year, any amount not spent from the annual allocation is retained by the State: it cannot be "rolled over" into the next fiscal year.
4. Each budget is created to "balance" to the allocation. In each year of the history of the Agency, and with other county LCSA's, the allocation has not been spent 100%.

Budget Build for SFY 2023-2024

Revenues:

The proposed preliminary budget includes 100% of the non-EDP revenue for the four- member counties for total revenues of **\$4,289,628.00**. The EDP allocation is projected as the same amount as SFY 23: **\$6,830.00**.

Expenditures:

Set forth below are notes regarding the accounts where there are changes from the 2023-24 preliminary to this final Budget.

1. Salary & Benefits:

a. **Salaries (Fund 1002000)**: The overall change from the approved preliminary budget to this final version is a *decrease* of salaries by **\$3,550.00**. This decrease is a result of filling vacancies in the classifications of CSS and Supervisor and having accurate pay rates as opposed to estimated rates. We have also incorporated all salary increases that occurred since the preliminary budget was approved. Lastly, to mirror our claims process and create efficiencies, we also separated out salaries for supervisors and managers as program manager salaries must be reported to the State separately.

b. **Benefits (Fund 1002500)**: the budget reflects an overall change from the preliminary to final in Benefits by a *decrease* of **\$50,572.70**. This is a result of a decrease in FICA, PERS, work comp, and health benefits based on actual salaries and benefit elections of new employees.

2. **Services & Supplies (Fund 1003000)**: the final budget reflects an overall change from the Preliminary Budget by an *increase* of **\$54,122.70** resulting from salary and benefit savings. Changes to note include:

- (1) **Account 56180 (Marketing & Outreach)**: We are increasing our budget in this area by \$20,000 due to the continued decline in our caseload and the increased need to educate the public in all four of our communities. This increase will allow us to air commercials, continue bus advertisements, increase print ads and more.
- (2) **Account 59100 (Training)**: We are increasing our training budget by \$25,000 as we are projecting an increase in training needs as a result of onboarding new staff, cross-training, and anticipated need for training in order to implement several pending legislative changes.

3. **Fixed assets (Fund 1005000):** There is no change in this fund.

4. **Automation (Fund 100700):** There is no change in this fund.

RECOMMENDATION: It is recommended that your Board approve the final budget for 2023-2024.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
REVENUE BUDGET - FINAL
FISCAL YEAR 2023-2024**

LINE ITEM TITLE	ACCOUNT	ACCOUNT TITLE	2021-2022 FINAL	2022-2023 FINAL	2023-2024 PRELIM	2023-2024 FINAL
FUND 100						
GENERAL FUND	40100	STATE/COUNTY REVENUES	\$ 1,541,523.20	\$ 1,410,683.80	\$ 1,458,473.52	\$ 1,458,473.52
GENERAL FUND	40200	FEDERAL REVENUES	\$ 2,707,546.80	\$ 2,738,386.20	\$ 2,831,154.48	\$ 2,831,154.48
GENERAL FUND	40300	FEDERAL INCENTIVE				
GENERAL FUND	40400	STATE SPECIAL PROJECTS				
GENERAL FUND	41100	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
GENERAL FUND	41200	EDP-NON-RECURRING				
TOTAL REVENUES			\$ 4,255,900.00	\$ 4,155,900.00	\$ 4,296,458.00	\$ 4,296,458.00

**CENTRAL SIERRA CHILD SUPPORT AGENCY
EXPENDITURE BUDGET - FINAL
FISCAL YEAR 2023-2024**

LINE ITEM TITLE	ACCOUNT	ACCOUNT TITLE	2021-2022 FINAL	2022-2023 FINAL	2023-2024 PRELIM	2023-2024 FINAL
1002000 SALARIES						
SALARIES	51005	CASEWORKERS	\$ 750,835.00	\$ 666,742.00	\$ 704,859.73	\$ 685,570.88
SALARIES	51010	CS SUPERVISORS	\$ 235,685.00	\$ 251,871.00	\$ 317,619.52	\$ 224,333.91
SALARIES	51020	CS MANAGERS	\$ -	\$ -	\$ -	\$ 108,659.86
SALARIES	51015	CS CLERICAL	\$ 147,189.00	\$ 153,580.00	\$ 153,881.45	\$ 143,991.40
SALARIES	51035	ATTORNEYS	\$ 257,712.00	\$ 275,382.00	\$ 161,852.83	\$ 161,852.83
SALARIES	51060	CFW-COLLECTIONS	\$ 112,653.00	\$ 120,368.00	\$ 58,709.03	\$ 58,709.03
SALARIES	51067	OVERTIME	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
SALARIES	51078	ADMINISTRATORS	\$ 313,802.00	\$ 314,834.00	\$ 329,453.85	\$ 339,708.48
SALARIES	51088	ADMINISTRATION SUPPORT	\$ 331,885.00	\$ 344,672.00	\$ 349,802.25	\$ 349,802.25
TOTAL SALARIES			\$ 2,152,261.00	\$ 2,129,949.00	\$ 2,078,678.66	\$ 2,075,128.64
1002500 BENEFITS						
BENEFITS	51340	LEAVE LIABILITY FUND	\$ 70,000.00	\$ 70,000.00	\$ 30,000.00	\$ 30,000.00
BENEFITS	51451	1959-EMPLOYER	\$ 300.00	\$ 300.00	\$ 100.00	\$ 100.00
BENEFITS	51452	1959-EMPLOYEE	\$ 101.00	\$ 118.00	\$ 75.40	\$ 75.40
BENEFITS	51453	FICA	\$ 116,420.00	\$ 120,000.00	\$ 120,032.66	\$ 119,812.56
BENEFITS	51454	MEDICARE	\$ 30,364.00	\$ 31,000.00	\$ 30,104.59	\$ 30,053.12
BENEFITS	51455	PERS-CLASSIC	\$ 535,158.00	\$ 552,200.00	\$ 503,733.05	\$ 505,484.34
BENEFITS	51457	PERS-PEPRA	\$ 16,704.00	\$ 31,300.00	\$ 62,287.12	\$ 60,916.43
BENEFITS	51458	LONG TERM DISABILITY (LTD)	\$ 7,254.00	\$ 7,200.00	\$ 6,996.72	\$ 6,984.76
BENEFITS	51459	WORKERS COMPENSATION	\$ 52,000.00	\$ 58,000.00	\$ 63,000.00	\$ 52,332.00
BENEFITS	51460	UNEMPLOYMENT (UI) & ETT	\$ 3,248.00	\$ 3,200.00	\$ 3,600.00	\$ 3,800.00
BENEFITS	51461.1	HEALTH BENEFITS - INSURANCE	\$ 475,299.00	\$ 420,000.00	\$ 552,975.60	\$ 512,942.16
BENEFITS	51461.2	HEALTH BENEFITS - IN LIEU	\$ 27,600.00	\$ 21,000.00	\$ 11,280.00	\$ 11,280.00
BENEFITS	51461.3	RETIREE INS PREMIUMS	\$ 7,371.00	\$ 6,500.00	\$ 12,049.80	\$ 12,049.80
BENEFITS	51462	LIFE INSURANCE/AD&D	\$ 5,037.00	\$ 5,000.00	\$ 4,858.26	\$ 4,849.95
BENEFITS	51463	WELLNESS PROGRAM	\$ 6,000.00	\$ 6,000.00	\$ 6,680.00	\$ 6,520.00
BENEFITS	51464	DEFERRED COMPENSATION	\$ 25,620.00	\$ 50,500.00	\$ 45,643.92	\$ 45,643.92
BENEFITS	51465	VEHICLE STIPEND	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
BENEFITS	51466	CELL PHONE STIPEND	\$ 2,400.00	\$ 3,000.00	\$ 4,800.00	\$ 4,800.00
TOTAL BENEFITS			\$ 1,327,057.52	\$ 1,385,318.00	\$ 1,464,217.12	\$ 1,413,644.44
1003000 SERVICES & SUPPLIES						
SERVICES & SUPPLIES	52300	MEMBERSHIP DUES/SUBSCRIP.	\$ 20,000.00	\$ 15,000.00	\$ 7,000.00	\$ 7,000.00
SERVICES & SUPPLIES	52301	e-OSCAR	\$ 240.00	\$ 240.00	\$ 120.00	\$ 120.00
SERVICES & SUPPLIES	53340	POP PROGRAM	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
SERVICES & SUPPLIES	54149.1	JACKSON LEASE	\$ 107,690.00	\$ 78,000.00	\$ 81,600.00	\$ 81,600.00
SERVICES & SUPPLIES	54149.5	SONORA LEASE	\$ 99,038.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
SERVICES & SUPPLIES	54151.1	OTHER FACILITY EXP-JACKSON	\$ 15,000.00	\$ 15,000.00	\$ 22,000.00	\$ 22,000.00
SERVICES & SUPPLIES	54151.3	OTHER FACILITY EXP-CALAVERAS	\$ 9,168.00	\$ 4,300.00	\$ 8,600.00	\$ 8,600.00
SERVICES & SUPPLIES	54151.5	OTHER FACILITY EXP-SONORA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54152.1	COMMUNICATIONS-JACKSON	\$ 13,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
SERVICES & SUPPLIES	54152.5	COMMUNICATIONS-SONORA	\$ 8,000.00	\$ 6,800.00	\$ 7,100.00	\$ 7,100.00
SERVICES & SUPPLIES	54154.1	OTHER OFFICE EXPENSES	\$ 35,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
SERVICES & SUPPLIES	54155	FACILITY IMPROVEMENTS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	54157.1	POSTAGE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54159	TRAVEL EXPENSES	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 30,000.00
SERVICES & SUPPLIES	55169.1	OTHER COUNTY AGENCIES - AMADOR	\$ 12,000.00	\$ 12,000.00	\$ 7,500.00	\$ 7,500.00
SERVICES & SUPPLIES	55169.3	OTHER COUNTY AGENCIES - CALAVERAS	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
SERVICES & SUPPLIES	55169.5	OTHER COUNTY AGENCIES - TUOLUMNE	\$ 400.00	\$ 400.00	\$ -	\$ -

**CENTRAL SIERRA CHILD SUPPORT AGENCY
EXPENDITURE BUDGET - FINAL
FISCAL YEAR 2023-2024**

LINE ITEM TITLE	ACCOUNT	ACCOUNT TITLE	2021-2022 FINAL	2022-2023 FINAL	2023-2024 PRELIM	2023-2024 FINAL
SERVICES & SUPPLIES	55174	OTHER CONSULT/AGENCIES	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00
SERVICES & SUPPLIES	55176	INSURANCE	\$ 90,000.00	\$ 105,200.00	\$ 124,900.00	\$ 124,900.00
SERVICES & SUPPLIES	56180	MARKETING & OUTREACH	\$ 10,000.00	\$ 15,000.00	\$ 80,000.00	\$ 100,000.00
SERVICES & SUPPLIES	56182	LEGAL SERVICES	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
SERVICES & SUPPLIES	56190.1	SERVICE OF PROCESS	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56192	VEHICLE MAINTENANCE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56198	ADMINISTRATION COSTS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	56199.1	OTH SERVICES - IT SERVICES	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
SERVICES & SUPPLIES	56199.2	OTH SERVICES - MISCELLANEOUS	\$ 12,347.00	\$ 15,763.00	\$ 2,912.22	\$ 7,034.92
SERVICES & SUPPLIES	57000.1	UTILITIES-JACKSON	\$ 28,500.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
SERVICES & SUPPLIES	57000.3	UTILITIES-CALAVERAS	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	\$ 1,000.00
SERVICES & SUPPLIES	57000.5	UTILITIES-SONORA	\$ 8,000.00	\$ 8,000.00	\$ 12,500.00	\$ 12,500.00
SERVICES & SUPPLIES	59100	TRAINING	\$ 45,000.00	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00
TOTAL SERVICES & SUPPLIES			\$ 827,560.17	\$ 623,803.00	\$ 736,732.22	\$ 790,854.92
1005000 FIXED ASSETS						
FIXED ASSETS	60155	EQUIPMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL FIXED ASSETS			\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL ADMIN			\$ 4,326,878.69	\$ 4,149,070.00	\$ 4,289,628.00	\$ 4,289,628.00
1007000 AUTOMATION						
AUTOMATION	80217	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
AUTOMATION	80219	EDP-NON-RECURRING	\$ -	\$ -	\$ -	\$ -
TOTAL AUTOMATION			\$ 6,830.00	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
GRAND TOTAL			\$ 4,255,900.00	\$ 4,155,900.00	\$ 4,296,458.00	\$ 4,296,458.00

AGENDA ITEM

III



MEMORANDUM

DATE: July 20, 2023

TO: Board of Directors

FROM: Julie R. Prado, Executive Director

SUBJECT: Executive Report (Agenda Item III)

I. BUDGET

Financial Summary through June 30, 2023, 100% of the Year

Expenditure Line Description	Approved Budget	Year-to-Date Expenditures	Percent of Budget Expended
Salaries	\$ 2,129,949.00	\$ 1,905,167.19	89.44%
Benefits	\$ 1,385,318.00	\$1,324,439.71	95.61%
Services & Supplies	\$ 623,803.00	\$ 747,056.46	119.75%
Fixed Assets	\$ 10,000.00	\$25,859.75	258.59%
Automation	\$ 6,830.00	\$3,409.70	49.92%
Overall Totals	\$ 4,155,900.00	\$ 4,005,932.60	96.39%

- a. We ended the fiscal year under budget by \$149,967.40, spending 96.39% of our allocation. In April 2023, the Board approved the transfer of 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.
- b. Report on checks written between \$5,000 and \$10,000 since the last Executive Report to the Board, 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

II. PROGRAM REPORT

a. VACANCIES AND RECRUITMENTS

The Agency continues to work to fill vacancies. We are currently in the process of hiring for the classification of Child Support Specialist and Office Assistant for our Tuolumne and Calaveras offices. We expect to be fully staffed by the end of August, if not sooner.

CSCSA has been working with Tuolumne County Human Resources to improve collaboration. They have been assisting CSCSA by linking our recruitments on their career page which has greatly increased the pool of applicants who live locally. We are excited to continue to build relationships with the counties to improve outcomes for our communities, CSCSA and county staff.

We are excited to welcome three new staff members since our last Board meeting. Kimberly Packham is a Child Support Specialist who joined the Tuolumne team at the end of May and will be assigned to enforcement; Colleen McCarthy is a Child Support Specialist who joined the Amador office at the end of May and will be assigned to enforcement; Sharon Covello is a Child Support Supervisor who joined the Tuolumne office mid-June and will be supervising the Tuolumne staff. We also want to congratulate Joette Pitcher on her promotion from Child Support Specialist to Child Support Supervisor. Joette has been with the Agency since 2013 and will be responsible for staff development and outreach. Each of these new employees play a big role in strengthening our team and we are grateful to have them here. Welcome to each of you!



b. TRAINING

We are continuing to invest in ongoing training for new and existing staff. Since filling our supervisor vacancies we are now in a position to begin to develop a formal new employee training program as well as ongoing learning and development for existing staff. This will be a priority for CSCSA over the next 12-18 months and will be incorporated into our strategic plan.

The following formal training has been delivered to staff this past quarter:

- Crucial Conversations Workshops: How to Succeed at Difficult Conversations (All staff)
- Diversity, Equity, and Inclusion: Stewarding Choices for Client Success (All staff)
- Coaching the Coach: The Gift of Leading People (Leadership only)
- ELEVATE: Elevating Child Support Leaders to Lift Families (Supervisors only)

c. BUILDING RELATIONSHIPS

As a part of our strategic plan, CSCSA is working with each county to create a collaborative working relationship with a goal of increasing our partnerships for a better outcome for families.

- We met with executive leaders in Tuolumne County to introduce ourselves and brainstorm where we might be able to partner to improve processes on both sides. We identified significant opportunity to build collaboration with HR by sharing links to open recruitments on our respective websites. We also found that both CSCSA and Tuolumne County are in the process of updating/creating HR policy and have begun to discuss how we might be able to share ideas and resources in that process. We will continue to meet and develop this relationship.
- We met with Rebecca Espino, HHS Director, to discuss both existing and pending legislation related to foster care cases that will impact both of our departments. It was an excellent opportunity to work together on implementing new rules and regulations. We will continue to work with Rebecca and her staff on this project but also discussed the need to work together on an ongoing basis knowing that we have shared customers and could improve the customer experience by integrating our programs on a



deeper level. Similarly, we met with Cori Allen, Calaveras HHS Director, and with Anne Watts, Amador HHS Director, on the same foster care implementation issues. They too see a need to deepen our relationship and collaboration. We are excited about doing this work and finding areas where we can join efforts.

d. CHILD SUPPORT AWARENESS MONTH

August is Child Support Awareness Month nationwide. The theme in California is *“Different Wants, Different Needs, One Shared Goal”*. CSCSA will be appearing at each County Board Meeting in August to request the Board declare August as Child Support Awareness Month. We look forward to the opportunity to educate residents on the services we provide and highlight the extraordinary work of our team. We will be in Tuolumne August 1, Alpine on August 15, and in Calaveras and Amador on August 22.

e. STAFFING

STAFFING LEVELS [Filled] - 2022-2023 FISCAL YEAR												
Months	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23
GENERAL UNIT												
Accounting	1	1	1	1	1	1	1	1	1	1	1	1
Caseworkers	12	12	12	12	11	11	10	9	9	8	10	10
Child Support Asst	2	2	2	2	2	2	2	2	2	2	2	1
Legal Clerks	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal	16	16	16	16	15	15	14	13	13	12	14	13
M/C/P Unit												
Fiscal	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
Staff Specialists	2	2	2	2	2	2	2	2	2	2	2	2
CS Program Mgr	0	0	0	0	0	0	1	1	1	1	1	1
CS Supervisors	3	3	3	3	3	3	3	2	1	1	2	3
Attorneys	2	2	1	1	1	1	1	1	1	1	1	1
Subtotal	8.6	8.6	7.6	7.6	7.6	7.6	8.6	7.6	6.6	6.6	7.6	8.6
EXECUTIVE												
Executive Director	1	1	1	1	1	1	1	1	1	1	1	1
Deputy Director	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal	2	2	2	2	2	2	2	2	2	2	2	2
TOTAL	26.6	26.6	25.6	25.6	24.6	24.6	24.6	22.6	21.6	20.6	23.6	23.6



f. 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	
2/23	\$4,448,494	8/23	
3/23	\$5,496,279	9/23	

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			
Cases Closed/MO	49	46	52	40	34	27	38	56	43			
TOTAL cases open	4459	4448	4442	4452	4442	4450	4439	4419	4413			
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%			
FPM 2: Order % GOAL 97.25%	96.08%	96.13%	96.40%	96.36%	96.29%	96.56%	96.6%	96.47%	96.31%			
FPM 3: Current % GOAL 74.5%	69.75%	68.69%	68.56%	68.36%	68.26%	68.75%	68.79%	69.0%	69.01%			
FPM 4: Arrears % GOAL 75.0%	40.32%	47.66%	51.37%	53.955	56.68%	59.28%	60.65%	62.7%	63.87%			