

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 brings 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