

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