

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

MINUTES
July 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

Absent:

Anaiah Kirk
Gary Tofanelli
Terry Woodrow

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*

CONSENT AGENDA:

I. Minutes: Review of minutes from April 24, 2023 and June 12, 2023, Board meetings.

Motion by Director Axe and second by Director Campbell to approve the minutes with amendments made to correct typos. Motion carries 4-0-3 with Directors Kirk, Tofanelli, and Woodrow absent for the vote.

ADMINISTRATIVE MATTERS

II. Final Budget 2023-2024: Public Hearing: Director Huberty opened the meeting for public hearing, with no public in attendance public hearing was closed. Executive Director

Prado provided the proposed final budget for the 2023-24 fiscal year and shared that the proposed budget in July is typically the same as the preliminary budget presented in April but there have been modifications to the proposed budget as presented in the memo. Prado shared that due to vacancies the salary and benefits line items have been reduced and funds moved to services and supplies increasing our marketing & outreach and training line items. Prado recommends that the Board approve the proposed final budget for 2023-24.

Motion by Director Campbell and second by Director Axe to approve the final 2023-24 fiscal year budget as presented. Motion carries 4-0-3 with Directors Kirk, Tofanelli, and Woodrow absent for the vote.

RESOLUTION NO. 23-007

Resolution approving the adoption of the FY 2023-2024 FY Final Budget.

III. Executive Report: *Budget:* Executive Director Prado reported that the Agency is at 100% of the year and allocation spent is 96.39% through June 30, 2023. Prado stated that in April, the Board approved the transfer of the 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. *Reporting on checks between \$5,000 and \$10,000 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. *Agency Updates:* Prado reported that we are continuing to fill vacancies and currently have two recruitments open for classifications of Child Support Specialists and Office Assistant for the Tuolumne and Calaveras offices. Prado shared that Director Campbell helped to set up an appointment for her and Deputy Director Kim Britt to meet with Tuolumne County Executives to improve collaboration. Prado reported that they have helped us with our recent recruitments by linking them on their website which was extremely valuable as we saw an increase in Sonora applicants. Prado shared that we welcomed three new staff members since our last Board meeting; Kimberly Packham and Colleen McCarthy as Child Support Specialist who started at the end of May, and Sharon Covello as a Child Support Supervisor who started mid-June. Prado mentioned that we are continuing to invest in ongoing training for new and existing staff. Julie stated that Kim Britt and our Program Manager Aditra Miller are working hard on developing our training plan for the remaining year and for 2024. Prado further discussed building collaborative relationships with each county and is happy to work with Directors Axe and Brown to set up a similar meeting with Amador Executives. Prado stated we have reached out to the HHS Directors in Amador, Calaveras, and Tuolumne to discuss legislation related to foster care cases, but not yet in Alpine because we do not have any foster cases in Alpine. Our Program Manager Aditra Miller who comes to us from HHS has helped in building these relationships. Prado announced that August is Child Support Awareness Month, and we are looking to do a presentation at each County Board Meeting in August to request the Board to declare August as Child Support

Awareness Month. The visits are as follows; Tuolumne on August 1st, Alpine on August 15th, and in Calaveras and Amador on August 22nd. Staffing: Staffing level is reported at 23.6. Program Performance: Prado reviewed the Collections and Federal Performance Measures (FPM) provided.

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).

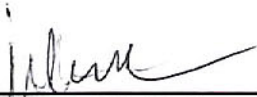
None

NEXT BOARD MEETING: The next board meeting is scheduled for October 23, 2023, at 2:00 pm at 639 New York Ranch Road, Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:40 p.m.



Chair, Board of Directors



JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist