

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

**MINUTES**  
**October 23, 2023**  
**2:03 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  
Gary Tofanelli  
Terry Woodrow

**Absent:**

Anaiah Kirk

**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 July 24, 2023, Board meeting.

Motion by Director Woodrow and second by Director Campbell to approve the minutes as presented. Motion carries 6-0-0 with Director Kirk absent for the vote.

**ADMINISTRATIVE MATTERS**

**II. Executive Report:** Review of budget and statistical report for period ending on 9/30/23; program administrative report: Budget: Executive Director Prado reported that the Agency is at 25% of the year and allocation spent is 28.79% through September 30, 2023. Prado explained that there are several agency receivables that are paid only once in July rather than monthly and for that reason we are showing slightly over budget at this time. She stated we are right on track and are monitoring our expenses and have no concerns regarding the budget at this time. Reporting on checks between \$5,000 and \$10,000 other than lease payments: Prism (Property Insurance) - \$9,959.00, BankCard

(Conference hotel & travel/Misc. Agency charges) - \$5,285.90. Agency Updates: Prado stated that last time she reported we had hoped to be fully staffed by August but although we made job offers to several candidates, the applicants declined the offers which required us to begin a new recruitment. We received some feedback that we don't have the flexibility that other employers are able to offer such as flexible hours and full telework. Prado is excited to share that we went through the recruitment process again for the Child Support Specialist position, have held the interviews and offered four positions last week; background checks have just cleared. We expect to have all four new hires starting on November 7<sup>th</sup> and we will then be fully staffed. Prado reported that we have one new staff member who started in mid-September as an Office Assistant in our Tuolumne office and her name is Olivia Partone. She has been a great addition, we are so happy to have her. Prado discussed our outreach and marketing efforts and shared that we attended the Community Roots Resource Fair on August 16th, and the ICES Annual Children's Fair on September 23rd in Tuolumne County. We do have staff eager to volunteer to help at the outreach events and we are doing the best we can to participate in outreach events in all four counties. Deputy Director Kim Britt is working on onboarding our newest Supervisors Joette Pitcher to become the Outreach and Marketing Specialist. Prado reported that we currently have two bus ads running in Calaveras, one in Amador, and one in Tuolumne County. We are in the process of contracting for a second bus ad in Tuolumne County. We continue to run ads and digital media banner ads on social media and are seeing good results in terms of click through rates. We are also working closely with the courts to be sure that the family law facilitators, commissioners, and judges know about us and can offer to informational flyers to families in those locations. Program Updates: Prado shared updates on the following initiatives: Full Pass Through: is slated to be implemented on May 1, 2024. This new policy eliminates recoupment on cases where the family was formerly on cash aid meaning that child support arrears that are owed to the government will be passed through to the family as payments are collected. The next steps are to implement a similar initiative for those that are currently aided by 2025. Uncollectable Debt: the program is in the process of implementing new processes to eliminate certain child support debt for those who qualify. The first phase involves cases where the paying party has certain income types related to social security, CAPI, and VA benefits, obligors will be qualified for the program. The next phase includes a variety of other discretionary policies that will be in place. AB1148 & SB 1055: With these new policies we are concerned about the impacts to our obliges even though these policies support our obligors. AB 1148 will be effective January 2024 and changes the reinstatement date for child support for obligors released from incarceration from the first day of the month following release to the first day of the tenth month following release. The intent of this bill is to ensure incarcerated parents have a secure income path before support begins. SB 1055 will be effective January 2025 and removes the ability of the child support program to suspend a driver's license for obligors who have income at or below 70% of median income. Foster Care: The purpose of this bill is to reduce barriers to family reunification. Essentially, all cases that have been opened for collection of child support for children in foster care will be closed. We don't have many cases in foster care but this will reduce our caseload and collections but we don't want to be a barrier for families that reunite. Staffing: Staffing level is reported at 23.6. Program Performance: Prado reported that our Collections ended at \$11,265,000.00 and we were close to our goal. She reported that some of our Federal Performance Measures are reducing, which is consistent with the statewide performance. The final numbers are published in January, based on our internal numbers we believe we finished 5<sup>th</sup> in the state out of the 47 LCSAs.

**III. Supplemental Travel Policy:** Prado summarized the information provided in the board packet starting with the historical background of the positions covered in Calaveras and since January when our last staff member assigned to the Calaveras location retired, it left that location vacant. After asking for volunteers within our team to fill the vacancy, none came forth as our existing employees live in either Amador or Tuolumne County. We have been diligent in our recent recruitment to fill the two positions in Calaveras and are happy to report that of the four staff we gave offers to recently we have slated two of them to be assigned to Calaveras as they live there and are excited to work there. The training of new staff has taken

up to one year, but we have been successful getting staff confident working independently in about 6-7 months. The new staff won't be ready to be assigned to Calaveras until around August. Since January we have opted to reassign our staff members on a rotational basis for three months at a time. The staff have enjoyed working in Calaveras but we received feedback regarding the significant impact financially due to the cost of gas and the extended commute. We don't have the mechanism to reimburse for mileage within our current mileage. Prado stated that she would like to propose a supplemental policy which provides relief to staff who are temporarily reassigned to another office outside their home office county to offer them the opportunity to claim mileage for the difference in miles.

Prado's recommendation to the Board is that CSCSA staff be directed to draft and implement a policy that allows mileage reimbursement for staff who are reassigned to another home office, located outside of the county of their home office for less than 3 months. Mileage reimbursement would be calculated by comparing the mileage of their usual daily commute with the temporary commute. In such cases where the commute to the temporary location is less than the normal commute, no mileage shall be reimbursed. The policy shall be implemented as a pilot from October 30, 2023, through October 31, 2024, and will be reviewed as to the impacts on both staff and budget, meaning it shall be eliminated or made permanent by October 31, 2024.

Motion by Director Axe and second by Director Tofanelli to approve staff's recommendation. Motion carried 6-0-0 with Director Kirk absent for the vote.

#### **RESOLUTION NO. 23-008**

Resolution approving the implementation of a supplemental travel policy which allows mileage reimbursement for staff who are reassigned to another home office, located outside of the county of their home office, for a period less than three months.

**IV. Check Writing Policy:** Prado reviewed with the Board the long-standing policy requiring a second signature from the Board Chair or Vice Chair for checks issued in an amount over \$10,000 and a report to the Board for checks issued over \$5,000. Prado explained the extra step causes delays in the accounts payable process which has been exacerbated post-pandemic. Prado mentioned she already has the authority to enter into contracts which are supported by our budget approval process by the Board, it seems this policy may be outdated or unnecessary. The elimination of this policy would streamline processes for both staff and board members. Prado's recommendation is that the policy requiring double signatures and reports on checks over \$5,000 be eliminated. Discussion ensued.

Motion by Director Brown and second by Director Campbell to approve the elimination of the required double signatures over \$10,000 and to eliminate the requirement to report to the Board on checks written between \$5,000 and \$10,000. Instead, staff are required to provide a monthly report of checks written over \$5,000 to the Board Chair and Vice Chair. Motion carried 5-1-0 with Director Kirk absent for the vote.

#### **RESOLUTION NO. 23-009**

Resolution approving the elimination of a portion of the check writing policy that requires a signature from the Board Chair/Vice Chair on checks written over \$10,000 and eliminating the requirement to report to the Board on checks written between \$5,000 and \$10,000.

Prado mentioned that the next step will be to implement these changes and then update the formal check writing policy and bring that to the next board meeting.

**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 January 22, 2024, at 2:00 pm at 639 New York Ranch Road, Jackson, California.

**ADJOURNMENT:** The meeting was adjourned at 2:59 p.m.



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Chair, Board of Directors

Prado,

Julie@Jackson

Digitally signed by Prado,  
Julie@Jackson  
Date: 2024.02.22  
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JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist