

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

**MINUTES**  
**January 23, 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  
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:**

**1. Minutes from September 26, 2022 Board Meeting:** Review of minutes from September 26, 2022. Motion by Director Kirk and second by Director Brown to approve the minutes as presented. Motion carries 6-0-1.

**ADMINISTRATIVE MATTERS:**

**2. Annual Business Matters – Board Officers:**

- a. **Chair:** Nomination made for Director Kirk to serve as Chair for 2023.
- b. **Vice Chair:** Nomination made for Director Huberty to serve as Vice Chair for 2023.

- c. **Secretary:** Recommendation that Agency staff, Lisa Bispham, be appointed as Secretary for 2023.

Motion by Director Campbell and second by Director Axe to approve the above recommendations. Motion carries 7-0-0. The board approves Director Frank Axe to remain as a check signer when needed. Thank you, Director Woodrow, for serving as Chair and for a good year.

**3. Establishment of Meeting Schedule for 2023:** Proposal to establish a similar schedule for February 2023 through January 2024, with meetings scheduled generally on the 4<sup>th</sup> Monday of the month, with in-person quarterly meetings to occur regularly and monthly meetings to occur as needed. Executive Director Prado reported that she will be requesting to hold a board meeting in February and recommends the meeting to be held virtually. The proposed schedule also provides a rotation of meeting locations. Discussion ensued. The board asked for guidance on meeting virtually moving forward. General Counsel Timothy M. Cary indicated there are changes in legal requirements related to public meetings which he believes are effective March 2023. General Counsel will give a full report on the changes at the February meeting and the February meeting will be held virtually. If anything changed between now and February, Cary will update the board. Motion by Director Woodrow and second by Director Campbell to approve the 2023 Board meeting schedule as proposed with noting that the February 27, 2023, meeting will be held virtually. Motion carried 7-0-0.

**RESOLUTION NO. 23-001**

Resolution approving the 2023 Board meeting schedule.

**4. Authorization for Remote Teleconference Meetings:** The recommendation is that the Board create a resolution so that the following board meeting may be called remotely if deemed the safest alternative to gather the Board. Motion by Director Woodrow and second by Director Brown to approve the resolution as presented. Motion carried 7-0-0.

**RESOLUTION NO. 23-002**

Resolution approving that the Board Chair will decide if the next board meeting will be held virtually, in-person, or via hybrid approach in consideration of the safety of the Board, staff, and the public.

**5. Executive Report: Budget:** Executive Director Prado reported that the Agency is at 50% of the fiscal year and allocation spent was 53.30% through December 31, 2022. She indicated the reason we are slightly over 50% in total expenses is due to annual lump-sum payments such as CalPERS UAL which is due in July; at this time next month we should be evened out. Prado expressed that she has no concerns regarding the status of the budget. Report on checks written between \$5,000 and \$10,000 since the last Board Meeting, other than lease payments: In the past months since the board has met there have been three checks issued; Prism Property

Insurance (Annual insurance premium) - \$8,011.00, Grant Bennett Associates (Annual Single Audit) - \$5,625.00, and Carahsoft Technologies (LinkedIn Training) - \$6,370.00.

Agency Updates: Executive Director Prado stated it has been and will be a very challenging time for the child support program over the next few years with new legislation involving various aspects to the program. Executive Director Prado gave a high-level overview of the updates to the program that will bring many changes to the way we approach our work and interact with customers.

AB135 requires the Child Support Program, effective January 1, 2023, to cease enforcement on child support arrears owed to the State which are determined to be uncollectable. Phase one of this initiative is underway which impacts those cases in which the obligor income is from SSI/SSP, CAPI for Aged Blind and Disabled Legal Immigrants, and VA Disability. Phase two is expected to be implemented this summer which involves discretionary factors related to the obligor such as their available income and assets, source of income, age of the debt, the number of support orders an individual has, employment history, payment history, and incarceration history. CSCSA's executive management are closely involved with DCSS and CSDA to create regulation and policy in these areas.

Full family pass-through will be implemented in July 2023. This impacts families who previously received public assistance who currently do not receive child support arrears because the debt was incurred while they were receiving public assistance. With the passing of this new legislation, families will receive the full payment(s) paid by obligors regardless of their prior aid status. This is a big shift in our program as we have historically been a cost recovery program. This will require a lot of system and training changes.

The FEM Final Rule (Flexibility, Efficiency, and Modernization) requires big changes in the way child support agencies obtain court orders for child support. This is the biggest change coming our way but won't be implemented until 2025. Further details are outlined in the written executive report.

AB1686 changes the way foster care cases interact with the child support program. With the implementation of AB1686, foster care cases involving a parent who is engaged in reunification will no longer be referred for a child support case.

Executive Prado added that we are looking internally to increase our efficiency and effectiveness for our customers and staff. She stated we are working on providing continuous training and will be using LinkedIn Learning as a platform and have purchased licenses for each employee. We are launching new employee engagement initiatives. Our first book club kicks off this week with the book "What Motivates Me", helping employees connect their personal motivation to the work they do to so we can maximize our impact on families. We are focused on ensuring we regularly have outreach initiatives in all the counties we serve. We are present on the radio but would like to get add tv commercials.

Staffing: We have had two resignations and one retirement and have hired three new caseworkers and one new Program Manager. As of today, we are fully staffed.

A review of collections and Federal Performance Measures (FPM) was provided. Executive Director Prado pointed out that our 2023 Strategic Plan and Performance Management Plan are attached to the report. Our Strategic Plan focuses on four strategic goals to meet between 2020 - 2025 and each January we create a new set of tactics for those goals. The Strategic Plan deals with the entire organization and the Performance Management Plan deals with the child support program side of the house. Lastly, included in the packet are our newsletters for the last quarter. We have moved to doing the newsletters every other month.

**CLOSED SESSION:** The Board recessed into closed session at 3:12 p.m. and ended closed session at 3:30 p.m.

**6. Executive Director Evaluation (Government Code Section 54957(B))**

Chair Aniah Kirk reported that during the closed session regarding item #6 the board gave a positive evaluation to Executive Director Prado and approved an extension of her contract by 1 additional year. It was also decided that Prado's contract shall be amended such that future evaluations will occur on a State fiscal year basis rather than a calendar year beginning in July 2024. Lastly, the Board agreed that they will discuss the appropriate intervals for 360 evaluations in July 2024.

**NEXT BOARD MEETING:** The next board meeting is scheduled for February 27, 2023, at 2:00 pm, via Zoom.

**ADJOURNMENT:** The meeting was adjourned at 3:33 p.m.



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Chair, Board of Directors



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JULIE R. PRADO  
Executive Director

By: Lisa L. Bispham, Staff Services Specialist