



CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

Location:

Monday, April 15, 2024, 2:00 PM
Central Sierra Child Support Agency
639 New York Ranch Rd., Jackson, California

Teleconference:

Frank Axe – 810 Court St, Jackson, Ca 95642
Ryan Campbell – 2 S. Green St, Sonora, Ca 95370
Martin Huberty – 753 S. Main St, Angels Camp, CA 95222
Anaiah Kirk – 2 S. Green St, Sonora, Ca 95370
Gary Tofanelli – 891 Mountain Ranch Rd, San Andreas, Ca 95249
Terry Woodrow – 99 Water St, Markleeville, CA 96120

BOARD OF DIRECTORS

Frank Axe	Anaiah Kirk
Jeff Brown, Vice Chair	Gary Tofanelli
Ryan Campbell	Terry Woodrow
Martin Huberty, Chair	

PLEASE NOTE

*All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-418-6128. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda. **NOTE: This meeting will take place at the location listed above AND will be available via teleconference as follows:***

Join By Phone: (US) +1 669-900-6833, Meeting ID: 842 2440 3631
Passcode: 363765

REGULAR MEETING AGENDA

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a three (3) minute limit per topic.

CONSENT AGENDA: Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

I. Minutes: Review and approval of the minutes for the January 22, 2024, 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).

II. Conference with Labor Negotiators (Government Code § 54957.6) -- General Unit and MCP Unit: Agency representatives: General Counsel Shannon Boyd, Executive Director Julie Prado. Represented Employees: General Unit and MCP Unit (Operating Engineers Local 3). *Discussion and possible action.*

III. Conference with Legal Counsel – Existing Litigation (Government Code § 54956.9(d)(1)): In the lawsuit titled Frank Terra v. Department of Child Support Services Santa Cruz County Supervising County Employees, et al (Santa Cruz Superior Court Case No. 23CV02355).

ADMINISTRATIVE MATTERS

IV. Office Assistant Salary Schedule: Discussion and possible action concerning the pay scale for the Office Assistant classification.

V. 2024-2025 FY Preliminary Budget: Discussion and possible action concerning adoption of the Preliminary 2024-2025 Budget.

- a. Prado Memorandum re FY 2024-2025 Preliminary Budget
- b. FY 2024-2025 Preliminary Revenues
- c. FY 2024-2025 Preliminary Expenditures

VI. 2023-2024 FY Budget Status & Transfer request: Report on current year budget status and possible action concerning budget transfers.

VII. Executive Report: Review of budget and statistical report for period ending 03/31/24; program and administrative report.

NEXT BOARD MEETING: July 22, 2024, at 2:00 pm – CSCSA, 639 New York Ranch Rd., Jackson, Ca

ADIOURNMENT

AGENDA ITEM

I

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

MINUTES
January 22, 2024
2:02 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

Jeff Brown
Ryan Campbell
Martin Huberty
Anaiah Kirk
Terry Woodrow

Absent:

Frank Axe
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: Executive Director Julie Prado discussed with the Board the Agency's Form 700 process and informed them that due to our size and set-up we are not an electronic reporter. The forms need to be sent to our office and we need to retain the hard copies with wet signatures for our records; counties who can certify sign a PDF copy of the form may submit them via email. Lisa Bispham will be emailing the forms to the Board members following the meeting.

CONSENT AGENDA:

I. Minutes: Review of minutes from October 23, 2023, Board meeting.

II. Audit for fiscal year 2022/2023: Report on audit of financial statements for the year ended on June 30, 2023, as completed by Bowman & Company, LLP.

Motion by Director Brown and second by Director Campbell to approve the minutes and audit report as presented. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote.

ADMINISTRATIVE MATTERS

III. Annual Business Matters – Board Officers:

- a. **Chair:** Nomination made for Director Huberty to serve as Chair for 2024.
- b. **Vice Chair:** Nomination made for Director Brown to serve as Vice Chair for 2024.
- c. **Secretary:** Recommendation that Agency staff, Lisa Bispham, be appointed as Secretary for 2024.

Motion by Director Campbell and second by Director Woodrow to approve the above recommendations. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote. Thank you, Director Kirk, for serving as Chair and for a good year.

IV. Establishment of meeting schedule for 2024: Proposal to establish a similar schedule for February 2024 through January 2025, with meetings scheduled generally on the 4th Monday of the month, with in-person quarterly meetings, with a virtual option, to occur regularly and monthly meetings to occur as needed. Prado highlighted that the April 15th Board meeting is on the 3rd Monday of the month due to the Annual Child Support Training Conference being held the following Monday. The rest of the meetings are scheduled for the 4th Monday of the month with the exception of the May 20th standby meeting that we will most likely not hold.

Motion by Director Woodrow and second by Director Campbell to approve the proposed 2024 Board Meeting Schedule. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote.

RESOLUTION NO. 24-001

Resolution approving the 2024 Board meeting schedule.

V. Union Negotiations: Prado stated that it is a requirement that the Board appoints the Union negotiators and recommends they select and appoint Julie Prado, Executive Director, Shannon DeNatale Boyd, General Counsel; and Kim Britt, Deputy Director (for observation and training purposes only). Prado shared that Union negotiation meetings will start in February or early March.

Motion by Director Kirk and second by Director Brown to appoint Julie Prado and Shannon DeNatale Boyd as Union negotiators, and Kim Britt as an observer. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote.

VI. Policy Amendments: Prado shared that the internal policies are reviewed periodically to identify possible revisions and are brought to the board for amendments typically in January. Prado reviewed the recommended changes for the following Check Writing Policy and Travel Policy.

- a. **Policy 3-100, Check Writing;** In addition to the revisions provided in the board

packet, Prado recommends adding the amendment suggested by Director Huberty to make the section “Mailing of Checks” number 9 to the list of guidelines and she recommends the additional amendment to add number 10 to the list that all checks must be signed by the Executive Director, Deputy Director, or Board Member.

Motion by Director Woodrow and second by Director Brown to approve the Check Writing Policy with amendments. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote.

RESOLUTION NO. 24-002

Resolution approving Policy 3-100, Check Writing.

- b. **Policy 1-200, Travel Policy;** Prado reviewed the revisions proposed and explained the Supplemental Travel Policy that will be appended to the Travel Policy. Director Brown suggested clarification of 10.a. confirming what type of map should be submitted. Prado suggested amending 10.a. to read, “...all business expenses must be supported with invoices/receipts and confirmation of milage”.

Motion by Director Woodrow and second by Director Brown to approve the Travel Policy with amendments. Motion carries 5-0-0 with Directors Axe and Tofanelli absent for the vote.

RESOLUTION NO. 24-003

Resolution approving Policy 1-200, Travel.

VII. Executive Report: Review of budget and statistical report for period ending 12/31/23; program and administrative report. *Budget:* Prado reported that the Agency is at 50% of the year and allocation spent is 48.64% through December 31, 2023. We are a little over budget in benefits but that will level out by the time we meet next and that is based on how we prepay some of our bills in July. We do have some salary savings due to vacancies right now, but we have no concerns regarding the budget. *Agency Updates:* Prado highlighted that we are currently in the process of recruiting one Child Support Specialist and two Child Support Supervisors. We have welcomed three new staff members since our last report. We have had a lot of turnover recently due to retirements and most of our staff are new to the child support program but we are building procedures and training to ensure they succeed. Prado shared that Kim Britt has been working with other counties that have successful social media marketing campaigns and has done some incredible work in this area to help us grow in this area. *Program Updates:* Prado recapped the program updates that were provided in the packet and highlighted that the Full Pass Through will be implemented on May 1, 2024 and explained the purpose of this legislation for formerly assisted families and that due to the California budget the next phase for currently aided customers has been eliminated unless it is added back to the budget in the May revise. Prado shared that this legislation along with the following legislation: Uncollectable Debt, AB 1148, and Foster Care are expected to impact our collections. For example, we are currently in the second phase of the Foster Care

legislation and working to close all our foster care cases, 160 cases. Staffing: At the end of December 2023, we were at 25.6 staff and now currently we are at 24.6 staff. Program Performance: At the end of December 2023, our collections were \$2,570,335. In addition to the regular executive report, Prado included a copy of the Agency's 2024 Strategic Plan in the board packet. She reminded the Board that the Agency created a 5-year Strategic Plan in 2020 and at the end of each year we review the plan and see if we need to make any changes and create new tactics to further the work. Also included is the 2024 Performance Management Plan (PMP) that is reviewed annually and is managed by Deputy Director Kim Britt and her staff. This is our last year for the current 5-year Strategic Plan and we will regroup in the Fall to create a new 5-year Strategic Plan that will be from 2025 – 2030.

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).

Prado announced that we are now adjourning to closed session for Conference with Legal Counsel. Item IX is actually *existing* litigation, not “anticipated”, under Government Code section 54956.9(d)(1), in the lawsuit titled Frank Terra v. Department of Child Support Services Santa Cruz County Supervising County Employees, et al (Santa Cruz Superior Court Case No. 23CV02355).

Direction given.

NEXT BOARD MEETING: The next board meeting is scheduled for April 15, 2024, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.

Chair, Board of Directors

JULIE R. PRADO
Executive Director
By: Lisa L. Bispham, Staff Services Specialist

AGENDA ITEM

IV



MEMORANDUM

DATE: April 11, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Office Assistant Salary Range (Agenda Item IV)

The Office Assistant (OA) pay scale is currently as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
OA Level I	\$15.69	\$16.48	\$17.30	\$18.16	\$19.08	\$19.55
OA Level II	\$17.35	\$18.23	\$19.14	\$20.09	\$21.09	\$21.62

The minimum wage in California is now \$16.00 per hour, requiring an adjustment to this pay scale. Staff expect to be ready to present a recommended pay scale during the Board meeting. Staff are currently conducting a *meet and confer* with the union to reach consensus and hope to be ready by Monday with a recommendation that both CSCSA and the union agree with.

Recommendation: That the Board increase the salary for the Office Assistant classification such that the salary level is compliant with California law.

AGENDA ITEM

V



MEMORANDUM

DATE: April 11, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: 2024-2025 FY Preliminary Budget (Agenda Item V)

Enclosed is the proposed preliminary budget for the 2024-2025 fiscal year, which is to be prepared for approval in April of each year, pursuant to **Section 8** of the *Amended and Restated Joint Powers Agreement*. The approved proposed budget must also be provided to the State Department of Child Support Services by April 30, 2024.

Background:

Our initial allocation letter has been received but could be adjusted following the May revise of the Governor's budget. Should that occur, a revised budget would be presented during the July 2024 meeting of the Board. The proposed preliminary budget presented today is based on the same funding amount as last year. Our Electronic Data Processing (EDP) allocation for the Agency also remains at the same level as for SFY 2024.

Note the following regarding the funding and accounting of the Agency's costs:

1. The primary sources of revenue for funding the Agency are State & Federal monies (34/66), all administered by the State Department of Child Support Services. No member county contributes revenue to the Agency. Occasionally additional revenue is received for special purposes, such as insurance monies.

2. The State advances the revenue on a monthly basis, beginning with 1/12 of the annual allocation. Every quarter, a claim for expenditures from the allocation is submitted to the State, which reviews the expenditures and adjusts the subsequent monthly advance if the full monies which had been advanced during that quarter had not been spent.

3. At the end of the state fiscal year, any amount not spent from the annual allocation is retained by the State: it cannot be "rolled over" into the next fiscal year with the exception of FPIF (Federal Performance Incentive Funds) which is a new process implemented by DCSS in 2022. FPIF unspent by the LCSA may be rolled over up to a maximum of 3% of their total allocation. For CSCSA that maximum rollover is



\$127,472.00. FPIF funds can be withdrawn by the LCSA at any time during the fiscal year as long as it will be used in accordance with funding rules.

4. Each budget is created to “balance” to the allocation. In each year of the history of the Agency, and with other county LCSA’s, the allocation has not been spent 100%.

Budget Build for SFY 2024-2025

Revenues:

The proposed preliminary budget includes 100% of the non-EDP revenue for the four-member counties for total revenues of **\$4,296,458.00**. The EDP allocation is projected as the same amount as SFY 24: **\$6,830.00**.

Expenditures:

Set forth below are notes regarding the accounts where there are changes from the 2023-24 final Budget.

1. Salary & Benefits:

a. **Salaries (Fund 1002000):** the budget reflects salaries for 28 positions. Scheduled step increases have been included in the budget. COLA increases are not included as union agreements expire this year and negotiations are currently underway. The overall change from the 2023-24 Salary Budget is a *decrease* of **\$18,800.05**. The decrease is a result of the hiring of new staff who are paid at lower salary steps without longevity.

b. **Benefits (Fund 1002500):** the budget reflects an overall change from the 2023-24 Budget by an *increase* of **\$151,170.61**. While the Agency realized savings in taxes and retirement premiums, the increase to Agency medical costs and a large increase to our UAL premium are the main reasons for the increase.

2. **Services & Supplies (Fund 1003000):** the budget reflects an overall change from the 2023-24 Budget by a *decrease* of **\$25,540.06**. Changes to note include:

- (1) **Accounts 54149 (Leases):** Three of our leases are increasing this budget year. The Calaveras lease was previously reported under 54151.3 (Other Facility Expense) however DCSS has asked us to report that cost in leases to align with their budgeting process. That lease is increasing as we are adding a second workstation to that office. The Sonora and Jackson leases are currently in negotiation and have been estimated for the purposes of this preliminary budget.
- (2) **Account 54154.1 (Other Office Expense):** This line item has reduced due to a reduction in the purchase of office supplies.



- (3) **Account 54155 (Facility Improvements):** This line item is being reduced out of the need to reduce expenses. We do not foresee a need to make large improvements during this budget year.
- (4) **Account 54157.1 (Postage)** We are projecting a decrease in postage based on current year expenses and our movement toward electronic mail as much as possible.
- (5) **Account 56176 (Insurance)** This line item is increasing due to an increase in insurance premiums (general liability, property, master crime).
- (6) **Account 56180 (Marketing & Outreach):** We are decreasing budget in this area due to the need to reduce expenses. While we continue to have a need to market our program significantly, we simply cannot afford to continue at the current rate due to budget constraints.
- (7) **Account 59100 (Training):** We are decreasing the training budget due to a need to decrease expenses.

3. **Fixed assets (Fund 1005000):** There is no change in this fund.

4. **Automation (Fund 100700):** There is no change in this fund.

Please note, in order balance this budget, we must budget using our FPIF balance. CSCSA is unable to reduce expenses any further without deleting positions, therefore the FPIF will be needed this year to get us through the year.

RECOMMENDATION: It is recommended that your Board approve the Proposed Preliminary Budget for 2024-2025.

**CENTRAL SIERRA CHILD SUPPORT AGENCY
REVENUE BUDGET-PRELIM
FISCAL YEAR 2024-2025**

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
GENERAL FUND	40100	STATE/COUNTY REVENUES	\$ 1,410,683.80	\$ 1,460,795.72	\$ 1,460,795.72
GENERAL FUND	40200	FEDERAL REVENUES	\$ 2,738,386.20	\$ 2,835,662.28	\$ 2,835,662.28
GENERAL FUND	40300	FEDERAL INCENTIVE			
GENERAL FUND	40400	STATE SPECIAL PROJECTS			
GENERAL FUND	41100	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
GENERAL FUND	41200	EDP-NON-RECURRING			
TOTAL ALLOCATION BY FY:			\$ 4,155,900.00	\$ 4,303,288.00	\$ 4,303,288.00

***FPIF AVAILABLE BALANCE: \$ 127,472.00**

FY2024-2025 ALLOCATION: \$ 4,303,288.00
***FPIF/MID-YEAR REALLOCATION: \$ 100,000.00**

FY2024-2025 TOTAL REVENUE: \$ 4,403,288.00

**CENTRAL SIERRA CHILD SUPPORT AGENCY
EXPENDITURE BUDGET
FISCAL YEAR 2024-2025**

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
1002000 SALARIES					
SALARIES	51005	CASEWORKERS	\$ 666,742.00	\$ 685,570.88	\$ 660,301.60
SALARIES	51010	CSS STAFF SUPERVISORS	\$ 251,871.00	\$ 224,333.91	\$ 211,886.40
SALARIES	51020	CS MANAGERS	\$ -	\$ 108,659.86	\$ 115,096.80
SALARIES	51015	CS CLERICAL	\$ 153,580.00	\$ 143,991.40	\$ 126,034.90
SALARIES	51035	ATTORNEYS	\$ 275,382.00	\$ 161,852.83	\$ 162,285.43
SALARIES	51060	CFW	\$ 120,368.00	\$ 58,709.03	\$ 43,867.20
SALARIES	51067	OVERTIME	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
SALARIES	51078	ADMINISTRATORS	\$ 314,834.00	\$ 339,708.48	\$ 353,905.74
SALARIES	51088	ADMINISTRATION SUPPORT	\$ 344,672.00	\$ 349,802.25	\$ 380,450.02
TOTAL SALARIES			\$ 2,129,949.00	\$ 2,075,128.64	\$ 2,056,328.09

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
1002500 BENEFITS					
BENEFITS	51340	LEAVE LIABILITY FUND	\$ 70,000.00	\$ 30,000.00	\$ 20,000.00
BENEFITS	51451	1959-EMPLOYER	\$ 300.00	\$ 100.00	\$ 100.00
BENEFITS	51452	1959-EMPLOYEE	\$ 118.00	\$ 75.40	\$ 40.00
BENEFITS	51453	FICA	\$ 120,000.00	\$ 119,812.56	\$ 124,402.28
BENEFITS	51454	MEDICARE	\$ 31,000.00	\$ 30,053.12	\$ 29,914.00
BENEFITS	51455	PERS-EMPLOYER	\$ 552,200.00	\$ 505,484.34	\$ 576,951.76
BENEFITS	51457	PERS-PEPRA	\$ 31,300.00	\$ 60,916.43	\$ 75,491.16
BENEFITS	51458	LONG TERM DISABILITY (LTD)	\$ 7,200.00	\$ 6,984.76	\$ 7,000.00
BENEFITS	51459	WORKERS COMPENSATION	\$ 58,000.00	\$ 52,332.00	\$ 61,000.00
BENEFITS	51460	UNEMPLOYMENT (UI) & ETT	\$ 3,200.00	\$ 3,800.00	\$ 3,584.00
BENEFITS	51461.1	HEALTH BENEFITS - INSURANCE	\$ 420,000.00	\$ 512,942.16	\$ 595,805.09
BENEFITS	51461.2	HEALTH BENEFITS - IN LIEU	\$ 21,000.00	\$ 11,280.00	\$ 9,120.00
BENEFITS	51461.3	INS RETIRED PREMIUMS	\$ 6,500.00	\$ 12,049.80	\$ 11,300.00
BENEFITS	51462	LIFE INSURANCE/AD&D	\$ 5,000.00	\$ 4,849.95	\$ 4,800.00
BENEFITS	51463	WELLNESS PROGRAM	\$ 6,000.00	\$ 6,520.00	\$ 4,000.00
BENEFITS	51464	DEFERRED COMPENSATION	\$ 50,500.00	\$ 45,643.92	\$ 31,106.76
BENEFITS	51465	TRAVEL ALLOWANCE	\$ -	\$ 6,000.00	\$ 6,000.00
BENEFITS	51466	CELL PHONE STIPEND	\$ 3,000.00	\$ 4,800.00	\$ 4,200.00
TOTAL BENEFITS			\$ 1,385,318.00	\$ 1,413,644.44	\$ 1,564,815.05

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
1003000 SERVICES & SUPPLIES					
SERVICES & SUPPLIES	52300	MEMBERSHIP DUES/SUBSCRIP.	\$ 15,000.00	\$ 7,000.00	\$ 6,700.00
SERVICES & SUPPLIES	52301	e-OSCAR	\$ 240.00	\$ 120.00	\$ 120.00
SERVICES & SUPPLIES	53340	POP PROGRAM	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
SERVICES & SUPPLIES	54149.1	JACKSON LEASE	\$ 78,000.00	\$ 81,600.00	\$ 92,400.00
SERVICES & SUPPLIES	54149.3	CALAVERAS LEASE	\$ -	\$ -	\$ 11,568.00
SERVICES & SUPPLIES	54149.5	SONORA LEASE	\$ 60,000.00	\$ 60,000.00	\$ 72,000.00
SERVICES & SUPPLIES	54151.1	OTHER FACILITY EXP-JACKSON	\$ 15,000.00	\$ 22,000.00	\$ 22,000.00
SERVICES & SUPPLIES	54151.3	OTHER FACILITY EXP-CALAVERAS	\$ 4,300.00	\$ 8,600.00	\$ -

**CENTRAL SIERRA CHILD SUPPORT AGENCY
EXPENDITURE BUDGET
FISCAL YEAR 2024-2025**

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
SERVICES & SUPPLIES	54151.5	OTHER FACILITY EXP-SONORA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54152.1	COMMUNICATIONS-JACKSON	\$ 9,000.00	\$ 9,000.00	\$ 8,400.00
SERVICES & SUPPLIES	54152.5	COMMUNICATIONS-SONORA	\$ 6,800.00	\$ 7,100.00	\$ 6,000.00
SERVICES & SUPPLIES	54154.1	OTHER OFFICE EXPENSES	\$ 20,000.00	\$ 20,000.00	\$ 12,800.00
SERVICES & SUPPLIES	54155	FACILITY IMPROVEMENTS	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00
SERVICES & SUPPLIES	54157.1	POSTAGE	\$ 15,000.00	\$ 15,000.00	\$ 12,240.00
SERVICES & SUPPLIES	54159	TRAVEL EXPENSES	\$ 10,000.00	\$ 30,000.00	\$ 30,000.00
SERVICES & SUPPLIES	55169.1	OTHER COUNTY AGENCIES - AMADOR	\$ 12,000.00	\$ 7,500.00	\$ -
SERVICES & SUPPLIES	55169.3	OTHER COUNTY AGENCIES - CALAVERAS	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
SERVICES & SUPPLIES	55169.5	OTHER COUNTY AGENCIES - TUOLUMNE	\$ 400.00	\$ -	\$ -
SERVICES & SUPPLIES	55174	OTHER CONSULT/AGENCIES	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00
SERVICES & SUPPLIES	55176	INSURANCE	\$ 105,200.00	\$ 124,900.00	\$ 159,300.00
SERVICES & SUPPLIES	56180	MARKETING & OUTREACH	\$ 15,000.00	\$ 100,000.00	\$ 70,000.00
SERVICES & SUPPLIES	56182	LEGAL SERVICES	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
SERVICES & SUPPLIES	56190.1	SERVICE OF PROCESS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56192	VEHICLE MAINTENANCE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56198	ADMINISTRATION COSTS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	56199.1	OTH SERVICES - IT SERVICES	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
SERVICES & SUPPLIES	56199.2	OTH SERVICES - MISCELLANEOUS	\$ 15,763.00	\$ 7,034.92	\$ 1,186.86
SERVICES & SUPPLIES	57000.1	UTILITIES-JACKSON	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
SERVICES & SUPPLIES	57000.3	UTILITIES-CALAVERAS	\$ 1,100.00	\$ 1,000.00	\$ 600.00
SERVICES & SUPPLIES	57000.5	UTILITIES-SONORA	\$ 8,000.00	\$ 12,500.00	\$ 12,500.00
SERVICES & SUPPLIES	59100	TRAINING	\$ 50,000.00	\$ 100,000.00	\$ 75,000.00
TOTAL SERVICES & SUPPLIES			\$ 623,803.00	\$ 790,854.92	\$ 765,314.86

Line Item Title	Account	Account Title	2022-2023 FINAL	2023-2024 FINAL	2024-2025 PRELIM
1005000		FIXED ASSETS			
FIXED ASSETS	60155	EQUIPMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL FIXED ASSETS			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL ADMIN			\$ 4,149,070.00	\$ 4,296,458.00	\$ 4,396,458.00

1007000	AUTOMATION				
AUTOMATION	80217	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
AUTOMATION	80219	EDP-NON-RECURRING	\$ -	\$ -	\$ -
TOTAL AUTOMATION			\$ 6,830.00	\$ 6,830.00	\$ 6,830.00

GRAND TOTAL			\$ 4,155,900.00	\$ 4,303,288.00	\$ 4,403,288.00
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AGENDA ITEM

VI



MEMORANDUM

DATE: April 11, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Budget Status and Transfer Request 2023/2024 (Agenda Item VI)

CSCSA has experienced several retirements and resignations this fiscal year. While we are working diligently to fill our vacancies, changes to the CalHR hiring process have slowed down our recruitment and hiring timelines. Additionally, recruiting has been challenging due to a reduction of applicants. We are projecting that we will be underspent in salaries and benefits by approximately \$275,000.

As such, CSCSA has salary savings that need to be reallocated so that we can maximize our allocation and fund items and activities that are needed within the Agency. Transfers are requested as follows:

1. Up to \$200,000 to be transferred from Fund 1002000 SALARIES to Fund 1003000 SERVICES & SUPPLIES.
2. Up to \$100,000 to be transferred from fund 1002500 BENEFITS to Fund 1003000 SERVICES & SUPPLIES.
3. These funds will be earmarked for the following projects:
 - a. Facility maintenance & improvements – Examples: Generator maintenance, parking lot signage, window cleaning.
 - b. Vehicle maintenance – Annual service, new tires.
 - c. Training – Examples: Crucial Conversations, Customer Service, Coaching & Mentoring, Conflict Management.
 - d. Marketing & Outreach – Examples: Airing commercials, increasing print ads, boosting social media for caseload increase as well as recruitments, revamping website to allow for tracking and targeting, and other creative advertising.

Recommendation: It is recommended that the Board approve two budget transfers not to exceed \$200,000 and \$100,000 as noted above. In June, staff would transfer only what is needed not to exceed the Board's resolution.

AGENDA ITEM

VII



MEMORANDUM

DATE: April 11, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Executive Report (Agenda Item VII)

I. BUDGET

Financial Summary through March 30, 2024, 75% of the Year

Expenditure Line Description	Approved Budget	Year-to-Date Expenditures	Percent of Budget Expended
Salaries	\$ 2,075,128.64	\$1,345,571.81	64.84%
Benefits	\$ 1,413,644.44	\$1,022,748.83	72.35%
Services & Supplies	\$ 790,854.92	\$606,329.94	76.67%
Fixed Assets	\$ 10,000.00	\$00	00%
Automation	\$ 6,830.00	\$890.16	13.03%
Overall Totals	\$ 4,296,458.00	\$2,975,540.74	69.26%

- a. We are slightly over 75% in services and supplies due to the timing of our insurance payments. Overall, we are on pace and expect no concerns in staying under budget for the fiscal year.

II. PROGRAM REPORT

- a. VACANCIES AND RECRUITMENTS



The Agency continues to work to fill vacancies. We are in the process of hiring one Child Support Specialist for our Tuolumne office and two office assistants, one for Tuolumne and one for Amador. We also have two Child Support Supervisor vacancies, the recruitment for those positions is also in progress.

We are excited to welcome one new staff member since our last report. Shelby Conboy is a Child Support Specialist who onboarded with CSCSA in March and has just begun her training program. While she is new to the child support program, she brings unique talents to the job and has already displayed passion to connect with others. We are excited to have her with us.

b. OUTREACH & MARKETING

CSCSA is working with the State and other Local Child Support Agencies to improve our reach and online visibility to promote the services our program offers for our community members. We are looking to focus our efforts and resources in new and innovative ways when it comes to marketing and social media. Some local agencies are seeing increases in case counts that they contribute to social media and other online advertisements which we are delving deeper into in order to learn and incorporate new marketing initiatives.

We are in the process of rearranging our website to target the services being sought and keeping it in a format that allows us to retarget viewers. We are also implementing a new social media campaign that allows us to better connect with community partners, highlight community events, and capitalize on the services we provide including case opening and the establishment of parentage.

c. PROGRAM UPDATES

The child support program and CSCSA continue to work towards the implementation of former assistance pass through, the FEM Final Rule, uncollectable debt, and the closing of our foster care cases. We are targeting casework to ensure we are ready for these implementations by pulling data reports and conducting data reliability reviews.

We continue to conduct training, offering new training subjects each month that build upon the knowledge gained in the prior month. With so many new staff, we are working towards ensuring we are cross trained so that short-term and long-term vacancies are not so impactful to operations.



We are also very excited to implement our court prep program, which satisfies our requirement to *meet and confer* with our court customers but, more importantly, puts us in a position to provide the education our customers need. We will be contacting each customer prior to the court hearing to explain the action the Agency is taking and provide the detailed data on which we are basing our calculations of child support. The customers will receive calls prior to the hearing until we reach them. If we cannot do so prior to court, we will meet with them one on one at court before the case is called to ensure they are fully informed and that our records contain accurate data before asking for the court to enter a child support order. Customers are informed about what to expect during the court process and after. They are contacted again after court to ensure they understand what transpired in court and explain what their obligations are. Implementing this customer centered approach enhances customer service and seeks to provide comfort to the customer throughout the process. The program is being implemented this month and feedback from the courts has already been positive.

d. STAFFING

STAFFING LEVELS [Filled] - 2023-2024 FISCAL YEAR												
Months	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24
GENERAL UNIT												
Accounting	1	1	1	1	1	1	1	1	1			
Caseworkers	9	9	9	9	13	12	11	11	12			
Child Support Asst/Office Asst	1	1	2	2	2	2	2	1	1			
Legal Clerks	1	1	1	1	1	1	1	1	1			
Subtotal	12	12	13	13	17	16	15	14	15			
M/C/P Unit												
Fiscal	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6			
Staff Specialists	2	2	2	2	2	2	2	2	2			
CS Program Mgr	1	1	1	1	1	1	1	1	1			
CS Supervisors	3	3	3	3	3	2	2	1	1			
Attorneys	1	1	1	1	1	1	1	1	1			
Subtotal	8.6	8.6	8.6	8.6	8.6	7.6	7.6	6.6	6.6			
EXECUTIVE												
Executive Director	1	1	1	1	1	1	1	1	1			
Deputy Director	1	1	1	1	1	1	1	1	1			
Subtotal	2	2	2	2	2	2	2	2	2			
TOTAL	22.6	22.6	23.6	23.6	27.6	25.6	24.6	22.6	23.6			
# of Staff on Leave of Absence	0	1	2	2	2	2	2	2	2			



e. PROGRAM PERFORMANCE: Collections and Federal Performance Measures (FPMs)

MONTHLY SUPPORT DISTRIBUTED – 2023/2024 FEDERAL FISCAL YEAR YEAR TO DATE Agency collection GOAL \$12,500,000			
10/23	\$851,352	4/24	
11/23	\$1,746,703	5/24	
12/23	\$2,570,335	6/24	
1/24	\$3,422,913	7/24	
2/24	\$4,254,116	8/24	
3/24	\$5,203,024	9/24	

FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2023-2024 FEDERAL FISCAL YEAR												
LEGEND: FPM = Federal Performance Measure * = measures where number naturally increases each month												
Activity	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24	9/24
Cases Opened/MO	36	36	40	35	38	30						
Cases Closed/MO	37	45	41	25	26	30						
TOTAL cases open	4401	4394	4391	4404	4419	4426						
FPM 1: IVD Paternity % GOAL 104.7%	93.56%	92.87%	93.87%	94.76%	95.49%	96.49%						
FPM 2: Order % GOAL 97.25%	95.3%	95.24%	95.08%	94.66%	94.39%	94.31%						
FPM 3: Current % GOAL 74.5%	69.10%	69.24%	68.21%	68.45%	67.72%	67.98%						
FPM 4: Arrears % GOAL 75.0%	38.56%	45.43%	48.88%	52.34%	54.55%	57.39%						

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2022/2023

Federal Performance Measure Goals

March 2024

	FFY GOAL	ACTUAL RESULT
FPM 1 IV-D Paternity Establishment	105.00%	96.49%
<i>Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.</i>		
FPM 2 Cases with a Support Order Established	96.70%	94.31%
<i>Measures cases with support orders established compared to total number of cases open at the end of a month.</i>		
FPM 3 Collections on Current Child Support	73.00%	67.98%
<i>Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.</i>		
FPM 4 Cases with Collection on Arrears	72.50%	57.39%
<i>Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.</i>		
		FFY to-date
FPM 5 Distributed Collections	\$12,500,000	\$5,203,024
<i>Measures the total dollar amount of child support collected and distributed based on the CS34/35</i>		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2023/2024

Federal

Performance Measure Report

Data Source: FPM Report

FPM 1 IVT Paternity Establishment 105%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	92.87%	94.08%	95.29%	96.50%	97.71%	98.92%	100.14%	101.36%	102.58%	103.80%	105.00%	97.71%	
Children with Paternity Established	2392	2409	2435	2458	2477	2503	0	0	0	0	0	0	2503	1257 line 6
Children born out of wedlock per year	2594	2594	2594	2594	2594	2594	2594	2594	2594	2594	2594	2594	2594	1257 line 5 PY
FFY 2024 Actual	93.56%	92.87%	93.87%	94.76%	95.49%	96.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	96.49%	
Over/Under (%points)		0.00%	-0.21%	-0.53%	-1.01%	-1.22%	-98.92%	-100.14%	-101.36%	-102.58%	-103.80%	-105.00%	-1.22%	
FFY 2023 Actual	93.56%	95.34%	97.13%	98.95%	99.38%	100.47%	101.32%	102.02%	101.28%	103.88%	104.85%	106.02%		

FPM 2 Cases with Support Orders Established 96.7%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	95.30%	95.43%	95.55%	95.68%	95.81%	95.93%	96.05%	96.18%	96.31%	96.43%	96.56%	96.70%	95.93%	
Cases with a Support Order	4194	4185	4175	4169	4171	4174	0	0	0	0	0	0	4174	1257 Line 2
Total Cases	4401	4394	4391	4404	4419	4426	0	0	0	0	0	0	4426	1257 Line 1
FFY 2024 Actual	95.30%	95.24%	95.08%	94.66%	94.39%	94.31%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	94.31%	
Over/Under (%points)	-0.00%	-0.19%	-0.47%	-1.02%	-1.42%	-1.62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-1.62%	
FFY 2023 Actual	96.91%	96.48%	96.42%	96.06%	96.04%	96.07%	96.11%	96.15%	96.37%	96.52%	96.63%	96.49%		

FPM 3 Collections on Current Support 73.0%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	69.10%	69.45%	69.81%	70.16%	70.52%	70.87%	71.22%	71.58%	71.93%	72.29%	72.64%	73.00%	70.87%	
Current Support Collected	\$647,043.96	\$1,288,096.39	\$1,902,219.39	\$2,539,619.16	\$3,164,537.02	\$3,815,794.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,815,794.29	1257 Line 25
Current Support Due	\$936,321.24	\$1,860,350.13	\$2,788,773.76	\$3,710,199.82	\$4,672,691.55	\$5,613,317.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,613,317.94	1257 Line 24
FFY 2024 Actual	69.10%	69.24%	68.21%	68.45%	67.72%	67.98%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	67.98%	
Over/Under (%points)	0.00%	-0.21%	-1.60%	-1.71%	-2.80%	-2.89%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-2.89%	
FFY 2023 Actual	68.10%	68.14%	69.06%	68.02%	68.13%	68.63%	69.11%	69.21%	69.14%	69.11%	69.26%	69.28%		

FPM 4 Collections on Arrears 72.5%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	38.56%	41.65%	44.73%	47.82%	50.90%	53.98%	57.07%	60.15%	63.24%	66.32%	69.41%	72.50%	53.98%	
Case Paying Arrears	1,128	1,352	1,481	1,609	1,697	1,809	0	0	0	0	0	0	1,809	1257 Line 29
Cases w/Arrears Due	2,925	2,976	3,030	3,074	3,111	3,152	0	0	0	0	0	0	3,152	1257 Line 28
FFY 2024 Actual	38.56%	45.43%	48.88%	52.34%	54.55%	57.39%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	57.39%	
Over/Under (%points)	3.78%	3.78%	4.15%	4.52%	3.65%	3.41%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.41%	
FFY 2023 Actual	40.18%	47.90%	51.89%	54.85%	57.74%	62.13%	63.53%	66.11%	67.33%	67.92%	68.75%	69.68%		

Total Distributed Collections \$12,500,000	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	\$1,041,666	\$2,083,332	\$3,124,998	\$4,166,665	\$5,208,332	\$6,249,999	\$7,291,666	\$8,333,333	\$9,375,000	\$10,416,667	\$11,458,334	\$12,500,000	\$6,249,999	
FFY 2024 Actual	\$851,352	\$1,746,703	\$2,570,335	\$3,422,913	\$4,254,116	\$5,203,024	\$0	\$0	\$0	\$0	\$0	\$0	\$5,203,024	CS 34 line
Over/Under	\$190,314	\$336,629	\$554,663	\$743,752	\$954,216	\$1,046,975	\$7,291,666	\$8,333,333	\$9,375,000	\$10,416,667	\$11,458,334	\$12,500,000	\$1,046,975	4b, 4c, 8 & 11
FFY 2023 Actual	\$824,647	\$1,776,992	\$2,680,964	\$3,549,285	\$4,448,494	\$5,496,279	\$6,484,225	\$7,540,052	\$8,483,806	\$9,422,981	\$10,388,348	\$11,265,000		