



**CENTRAL SIERRA CHILD SUPPORT AGENCY
Board of Directors Meeting**

Location:

Monday, June 24, 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
David Goldemberg – 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
David Goldemberg	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: 819 1354 0934
Passcode: 394326**

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 April 15, 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.*

ADMINISTRATIVE MATTERS

III. Status of Agency Budget: Discussion concerning the current status of the Agency budget and recent program cuts.

IV. Early Retirement Incentive: Discussion and possible action concerning adoption of an early retirement incentive program.

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

ADJOURNMENT

AGENDA ITEM

I

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

MINUTES
April 15, 2024
2:01 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
Gary Tofanelli
Terry Woodrow

Absent:

Ryan Campbell

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 October 23, 2023, Board meeting.

Motion by Director Woodrow and second by Director Kirk to approve the minutes as presented. Motion carries 4-0-2 with Directors Huberty and Tofanelli abstaining and Director Campbell absent for the vote.

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). *Direction given.*

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). *Update given.*

ADMINISTRATIVE MATTERS

IV. Office Assistant Salary Schedule: Executive Director Julie Prado explained that this agenda item was going to be a proposal to increase salary level to at least meet minimum wage. Prado shared that the negotiation meeting planned with the Union for last week was cancelled at the request of the Union where they were supposed to discuss the new Office Assistant Salary Schedule. At this time she would like to remove this item and add it to the agenda once both parties reach agreement. This item has been tabled.

V. 2024-2025 FY Preliminary Budget: Prado provided background and an overview of the preliminary budget that was included in the board packet. She highlighted one change this year which is that the State now allows for a small rollover amount each year known as the Federal Performance Incentive Fund (FPIF). The FPIF is one-time funding and our maximum amount to hold in that account is \$127,000. We did not use this fund last year, but this year we will use our allocation along with \$100,000 of the FPIF in order to balance the budget. Discussion ensued. Prado recommended that the Board approve the proposed 2024-2025 preliminary budget.

Motion made by Director Axe and seconded by Director Woodrow to approve the 2024-2025 FY preliminary budget as presented. Motion carries 5-0-1 with Director Huberty abstaining and Director Campbell absent for the vote.

RESOLUTION NO. 24-004

Resolution approving the adoption of the 2024-2025 FY Preliminary Budget as presented.

VI. 2023-2024 FY Budget Status & Transfer request: Prado shared that CSCSA has experienced several retirements and resignations this fiscal year. She stated that we have worked hard to fill vacancies but still have a few vacancies that are creating salary savings which she would like to transfer to Services and Supplies to maximize this budget. Prado requested that the board approve up to \$200,000 to be transferred from Salaries to Services and Supplies, and up to \$100,000 to be transferred from Benefits to Services and Supplies. These funds will be earmarked for facility maintenance & improvements, vehicle maintenance, training initiatives, and marketing & outreach.

Motion made by Director Tofanelli and seconded by Director Axe to approve the two budget transfers not to exceed \$200,000 and \$100,000. Motion carries 5-0-1 with Director Huberty abstaining and Director Campbell absent for the vote.

RESOLUTION NO. 24-005

Resolution approving two budget transfers not to exceed \$200,000 and \$100,000 for training initiatives, facility improvements, vehicle maintenance, and marketing & outreach.

VII. Executive Report: Review of budget and statistical report for period ending 03/31/24; program and administrative report. *Budget:* Prado reported that the Agency is at 75% of the year and allocation spent is 69.26% through March 31, 2024. *Agency Updates:* Prado reported that we had planned to fill a Child Support Specialist vacancy but the budget for 24/25 does not allow for that position to be filled at this time. We do have an Office Assistant vacancy, an Account Clerk vacancy, and two Supervisor vacancies we are continuing to work to fill. Prado encouraged the board members to view our social media sites if they haven't already and to follow us. She mentioned that we are working to improve our reach and online visibility. We are featuring more footage of our communities and working with our partners to highlight their activities and they are highlighting ours. *Program Updates:* Prado shared that we are still in the middle of the initiatives discussed in previous meetings and that we continue to conduct training to ensure are staff our ready when the initiatives launch. *Staffing:* Prado reported that while reviewing the MOUs and PR&R she discovered that in our personnel ordinance that she is supposed to notify the board anytime there is a leave of absence longer than 7 days; and stated that she has never reported this to the board in the past. She has now added a line to the staffing chart and has backdated and reported the number of staff that are currently on a leave of absence and will continue to report. *Program Performance:* Prado was happy to report that our caseload count has gone up slightly and has no concerns with performance or staffing.

NEXT BOARD MEETING: The next board meeting is scheduled for July 22, 2024, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:54 p.m.

Chair, Board of Directors

JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist

AGENDA ITEM

II

Closed Session

AGENDA ITEM

III



MEMORANDUM

DATE: June 20, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: CSCSA Budget Status (Agenda Item III)

In early June 2024, the Agency was notified that the California Legislature issued a proposed budget which, to our surprise, included a cut to the Child Support Program of \$29.4 million dollars. This cut represents a \$10 million dollar cut from the California general fund and an additional \$19.4 million in Federal Financial Participation (FFP). The child support program is funded by a share of state general fund (1/3) and a federal matching share (2/3). Prior to this proposed legislative budget, the Governor's budget and the May revise both left child support untouched.

As a result of this program cut, DCSS established a methodology to reduce allocation to all LCSAs. CSCSA's cut of 4.42% resulted in a proposed allocation cut of \$194,071 beginning in July 2024. DCSS communicated to LCSAs that they were involved in ongoing discussions with Department of Finance and the Governor's office to educate them on the impacts of child support cuts to families and how FFP impacts LCSA funding. Those discussions were in an effort to encourage a second look at the cuts.

On June 17, 2024, DCSS notified LCSAs that those discussions led to a proposed reduction in cuts from the \$29.4 million down to \$18 million (\$6 million general fund). DCSS modified the methodology to allocation cuts resulting in a 2.53% cut or \$108,657 to CSCSA. This cut remains "proposed" until such time as a junior budget bill is signed; however, DCSS suggests we move forward in building our budget according to these numbers. Additionally, DCSS shared that the legislature's intention is that this cut is a two-year cut, meaning that our allocation is expected to remain the same in 2025/26. In 2026/27, funding is expected to be restored to what it was in 2023/24.

CSCSA presented a proposed budget to the Board in April using the allocation amount previously provided by DCSS. We are currently in the process of analyzing all options to reach a balanced budget which will be presented to the Board in July 2024.

AGENDA ITEM

IV



MEMORANDUM

DATE: June 20, 2024
TO: Board of Directors
FROM: Julie R. Prado, Executive Director
SUBJECT: Early Retirement Incentive (Agenda Item IV)

CSCSA is in the process of analyzing the 2024/25 budget, looking at all options to cut expenses to balance the budget. In addition to the pending cut the child support program is facing, CSCSA is also involved in labor negotiations this year which has potential to increase expenses associated with employee compensation. The gap is likely to be larger than what can be absorbed through service and supply cuts. We are currently looking at cost saving measures including deleting positions and/or placing holds on vacant positions.

In 2020, CSCSA offered early retirement incentives which proved to be a win/win for staff and the Agency alike as it reduced staffing, thereby reducing Agency expenses, without layoffs. Using previous retirement incentive plans as a guide, CSCSA is interested in offering an incentive plan with the following terms:

- Available to Qualified Staff who meet the following requirements: (1) age 65 or older and (2) have a minimum of 20 years of service with the Agency.
- Qualified Staff receive:
 - Compensation of \$1,000 per full year of Agency service and,
 - A monetary amount equal to three times the monthly amount the Agency currently contributes to that Qualified Staff member's health and welfare benefits.
- Qualified Staff would be required to retire by no later than June 30, 2024.

Salary savings for the current year, 2023/24, would be used to fund this incentive program.

Recommendation: CSCSA recommends that the Board approve the early retirement incentive described above to be offered for qualified retirements through June 30, 2024.