

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.

Vice Chair, Board of Directors

JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist