

**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**

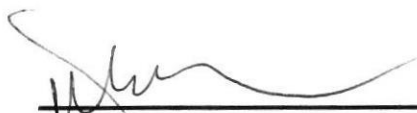
Resolution approving two budget transfers not to exceed \$200,000 and \$100,000 for training initiatives, facility improvements, vehicle maintenance, and marketing & outreach.

**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.

  
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Chair, Board of Directors

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