

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

**MINUTES**  
**July 22, 2024**  
**2:04 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**

David Goldemberg  
Martin Huberty  
Gary Tofanelli  
Terry Woodrow

**Absent:**

Frank Axe  
Jeff Brown  
Anaiah Kirk

**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 and approval of the minutes for the June 24, 2024, Board meeting.

Motion by Director Woodrow and second by Director Tofanelli to approve the minutes as presented. Motion carries 4-0-0 with Directors Axe, Brown, and Kirk absent for the vote.

**CLOSED SESSION:** The Board recessed into closed session at 2:06 p.m. and ended closed session at 2:38 p.m.

**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). *Update given.*

**III. Executive Director Evaluation (Government Code Section 54957(b)).** *Direction given.*

**ADMINISTRATIVE MATTERS**

**IV. Final Budget 2024-2025: Public Hearing:** Director Huberty opened the meeting for public hearing, with no public in attendance public hearing was closed. Executive Director Prado provided the proposed final budget for the 2024-2025 fiscal year and reviewed highlights as presented in the memo. Prado indicated that there was a decrease of salaries and benefits from the preliminary budget to the final version as a result of unfunding a Legal Clerk position, delaying one Child Support Supervisor recruitment, and some salary savings from recent retirements. She shared that the proposed budget also includes the anticipated 3% COLA's. Additionally, the Agency had some insurance decreases since the preliminary budget; the proposed final budget reflects those reduced rates. Prado recommends that the Board approve the proposed final budget for 2024-2025.

Motion by Director Goldemberg and second by Director Tofanelli to approve the final 2024-2025 fiscal year budget as presented. Motion carries 4-0-0 with Directors Axe, Brown, and Kirk absent for the vote.

**RESOLUTION NO. 24-007**

Resolution approving the adoption of the FY 2024-2025 FY Final Budget.

**V. Office Assistant Salary Schedule:** Prado shared that she discussed the proposed salary schedule with the Union to be sure we were in agreement. Prado requests that the Board increase the salary schedule for the Office Assistant classification as proposed in the supporting memorandum and suggests the salary change be effective July 23, 2024. Discussion ensued and board agreed that the change be effective today, July 22, 2024.

Motion by Director Tofanelli and second by Director Woodrow to approve the proposed salary schedule and to be effective today, July 22, 2024. Motion carries 4-0-0 with Directors Axe, Brown, and Kirk absent for the vote.

**RESOLUTION NO. 24-008**

Resolution approving revision to the salary schedule for Office Assistant I/II classification.

**VI. Ratification of Collective Bargaining Agreement with General Unit.** The General Unit has reached a Tentative Agreement for a three-year contract which was ratified by members on July 9, 2024. The agreement includes updates to terminology and miscellaneous clarifications of Agency practices along with the correction of various typographical error,

the details of which are included in the Tentative Agreement (TA) presented in the meeting materials. Below is a summary of material changes:

- A. Change the term of the contract such that the contract expires on June 30, allowing negotiations to occur in time to incorporate COLA's into the budget build. For this contract, the term will be October 1, 2024-June 30, 2027.
- B. Salary increases – 3% salary schedule adjustment effective October 1, 2024; 3% salary schedule adjustment effective July 1, 2025; 3% salary schedule adjustment effective July 1, 2026.
- C. Wellness stipend – Increase annual wellness stipend from \$150 to \$250 and eliminating the receipt and claims process; employees will be required to sign a statement indicating that they will or have used the wellness funds for items identified as qualifying for wellness.
- D. In Lieu – Increase of cash in lieu of major medical coverage from \$350 to \$400.
- E. Deferred Compensation Match – Broadening the match program of up to \$55.00 per month to extend to all employees in the unit. Previously this benefit was provided only to employees hired by the Agency prior to October 2018.

Prado recommends that the Board ratify the Tentative Agreement with the General Unit.

Motion by Director Woodrow and second by Director Goldemberg to approve the ratification of the collective bargaining agreement with OE3 for the General Unit. Motion carries 4-0-0 with Directors Axe, Brown, and Kirk absent for the vote.

### **RESOLUTION NO. 24-009**

Resolution for the ratification of the collective bargaining agreement with OE3 for the General Unit.

**VII. Ratification of Collective Bargaining Agreement with MCP Unit.** The MCP Unit has reached a Tentative Agreement for a three-year contract which was ratified by members on July 17, 2024. The agreement includes updates to terminology and miscellaneous clarifications of Agency practices along with the correction of various typographical error, the details of which are included in the Tentative Agreement (TA) presented in the meeting materials. Below is a summary of material changes:

- A. Change the term of the contract such that the contract expires on June 30, allowing negotiations to occur in time to incorporate COLA's into the budget build. For this contract, the term will be October 1, 2024-June 30, 2027.
- B. Salary increases – 3% salary schedule adjustment effective October 1, 2024; 3% salary schedule adjustment effective July 1, 2025; 3% salary schedule adjustment effective July 1, 2026.
- C. Wellness stipend – Increase annual wellness stipend from \$300 to \$350 and eliminating the receipt and claims process; employees will be required to sign a statement

indicating that they will or have used the wellness funds for items identified as qualifying for wellness.

- D. Deferred Compensation Match – Broadening the match program of up to \$100.00 per month to extend to all employees in the unit. Previously this benefit was provided only to employees hired by the Agency prior to October 2018.
- E. Time off less than one full day – Striking of the language that indicates employees may not be charged from their leave balances any time off less than one day and insert language that says leave balances must be used for time off of work unless the employee has received advanced approval by their supervisor to make up or otherwise exchange the time worked on another day.
- F. Increase of Professional & Management Leave from 24 hours per year to 32 hours per year.

Prado recommends that the Board ratify the Tentative Agreement with the MCP Unit.

Motion by Director Woodrow and second by Director Tofanelli to approve the ratification of the collective bargaining agreement with OE3 for the MCP Unit. Motion carries 4-0-0 with Directors Axe, Brown, and Kirk absent for the vote.

#### **RESOLUTION NO. 24-010**

Resolution for the ratification of the collective bargaining agreement with OE3 for the MCP Unit.

**VIII. Executive Report:** Review of budget and statistical report for period ending 06/30/24; program and administrative report. Budget: Prado reported that the Agency is at 100% of the year and allocation spent is 93.77% through June 30, 2024. Agency Updates: Prado reported on our current vacancy and recruitment efforts and shared that we have extended an offer of employment for the Office Assistant position for our Sonora office and she has tentatively accepted and we will now start the background process. We are recruiting for two Child Support Specialists and interviews will start soon and for our Supervisor vacancies, we want to fill one right away and the other as soon as our budget allows. We currently have two temporary employees who are helping us bridge the gap as we train and fill vacancies. They are working out well and come to us with more than 20 years' experience; we are able to keep them for 5 months and 29 days. Prado announced that August is Child Support Awareness Month and she let the board know the dates that we will be attending each Board of Supervisor meetings. Prado let the Board know that on the next agenda she will add the item to discuss the Executive (Unrepresented) Class Employment Terms. Program Updates: Prado shared that we continue to work on the initiatives discussed in previous meetings and that we are on track for the things we need to do. Prado shared with the board that the office suffered water damage on July 6, 2024 due to an air conditioner failure that caused the sprinkler system to engage. The 649 side of the building flooded with the roof tiles and insulation collapsing in some areas. The area is currently being assessed for damage by the landlord and their insurance provider and we are waiting to hear next steps. The 639

side of the building where most of the staff sit and where we have public access has no damage or impact. Staffing: Prado reported that last time we meet we had two employees out on a leave of absence and since then one has retired, and we now have just the one on a leave of absence due to return to work on November 1, 2024. Program Performance: Prado shared we are a little over \$8,000,000 in collections and are really proud of the staff in terms of where we are at with our goals. Kim Britt added that with many of our staff being new to the child support program they are doing really well. Kim shared that she keeps track of how we rank in comparison with other counties within the State and reported that our performance is one of the top 10.

**NEXT BOARD MEETING:** The next board meeting is scheduled for September 9, 2024, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

**ADJOURNMENT:** The meeting was adjourned at 3:10 p.m.

 11/25/24  
Chair, Board of Directors

  
JULIE R. PRADO  
Executive Director

By: Lisa L. Bispham, Staff Services Specialist