



CENTRAL SIERRA CHILD SUPPORT AGENCY

Board of Directors Meeting

Location:

Monday, May 19, 2025, 2:00 PM
Central Sierra Child Support Agency
639 New York Ranch Rd., Jackson, California

Teleconference:

Autumn Andahl – 891 Mountain Ranch Rd, San Andreas, CA 95249
Steve Grierfer – 2 S. Green St, Sonora, CA 95370
Anaiah Kirk – 2 S. Green St, Sonora, CA 95370
Gary Tofanelli – 891 Mountain Ranch Rd, San Andreas, CA 95249
Terry Woodrow – 367 Creekside Dr, Bear Valley, CA 95223

BOARD OF DIRECTORS

Autumn Andahl	Anaiah Kirk
Jeff Brown, Chair	Gary Tofanelli
Logan Carnell	Terry Woodrow, Vice Chair
Steve Grierfer	

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: 832 0871 4878
Passcode: 395905

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 28, 2025, 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. Public Employment (Government Code Section 54957); Title: Executive Director. Discussion.

ADMINISTRATIVE MATTERS

III. Public Employee Contract: Discussion and possible action to approve a new contract for Executive Director.

NEXT REGULARLY SCHEDULED BOARD MEETING: July 28, 2025, 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 28, 2025
2:02 p.m.

The Board of Directors of the Central Sierra Child Support Agency met on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Directors present: Roll call

Jeff Brown
Steve Griefer
Gary Tofanelli
Terry Woodrow

Absent:

Autumn Andahl
Logan Carnell
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 of the minutes of the January 27, 2025, Board meeting.

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

CLOSED SESSION: The Board recessed into closed session at 2:03 pm and ended closed session at 2:14 pm.

II. Public Employment (Government Code Section 54957): Title: Executive Director.
No action taken.

ADMINISTRATIVE MATTERS

III. 2025-2026 FY Preliminary Budget: Executive Director Prado provided an overview of the preliminary budget that was included in the board packet. Prado highlighted the changes in budget line items between this year and last year's budget. Prado stated that we hope to get previously reduced funding restored for this next budget cycle; more details will follow in the May revise. She reported that we must budget our FPIF balance in order to balance this budget. We budgeted the use of the FPIF for the 24/25 budget, but we did not need to use those funds this year as a result of salary savings.

Motion by Director Tofanelli and second by Director Woodrow to approve the 2025-2026 FY preliminary budget as presented. Motion carries 4-0-0 with Directors Andahl, Carnell, and Kirk absent for the vote.

RESOLUTION NO. 25-004

Resolution approving the 2025-2026 FY Preliminary Budget.

IV. 2024-2025 FY Budget Status & Transfer Request: Prado reported that we are projecting to be underspent in salaries and benefits by approximately \$350,000. We are working hard to fill all of our vacancies (other than the vacancy we are holding until January 2026 or sooner if budget allows) and to be fully staffed by the end of this fiscal year. Prado requests that the board approve up to \$100,000 to be transferred from Salaries to Services & Supplies. These funds will be earmarked for staff training, travel related to training, the upgrade of security cameras, and marketing efforts.

Motion by Director Woodrow and second by Director Grier to approve a budget transfer not to exceed \$100,000. Motion carries 4-0-0 with Directors Andahl, Carnell, and Kirk absent for the vote.

RESOLUTION NO. 25-005

Resolution approving a budget transfer not to exceed \$100,000 to be transferred from Fund 1002000 SALARIES to Fund 1003000 SERVICES & SUPPLIES.

V. Public Employee Contract: *Item pulled from the agenda.*

VI. Deputy Director Position: Prado is requesting a temporary double fill of the Deputy Director position to ensure continuity of operations and minimize disruptions during this critical transition. Prado shared that it is unlikely that we will get someone onboard before June 1, but even a short overlap will be beneficial. The Agency has the ability to fund this added position using current year salary savings. Prado's recommendation is for the Board to approve a double fill of the Deputy Director position starting June 1 through July 4, 2025.

Motion by Director Woodrow and second by Director Grier to approve the double fill of the Deputy Director position through July 4, 2025. Motion carries 4-0-0 with Directors Andahl, Carnell, and Kirk absent for the vote.

RESOLUTION NO. 25-006

Resolution for the approval to double fill the Deputy Director position through July 4, 2025.

VII. Executive Report: Prado reviewed the following highlights and opportunities from each division to the Board. *Fiscal:* Prado reported that the Agency is at 75% of the year and allocation spent is 64% through March 31, 2025, and we remain underspent due to high vacancy rates. We are at 57% of Agency payments being made electronically; we are working diligently to transition to automated payments where possible. *Human Resources:* Prado stated that we are grateful to Amador County HR for working with us to create a process where our job recruitments are being posted to their website. We have welcomed four new staff who have joined us (1-Office Assistant, 2-Child Support Specialist I, and 1-Child Support Specialist II) and we will have three new Child Support Specialists and one new Accounting Technician who will be joining us on May 12th, and a Child Support Supervisor who will be starting on May 19th. The Deputy Director recruitment is currently in process and closes on May 12th. *Technology & Security:* We have completed all of our required annual staff security training. New security cameras will be installed in both the Jackson and Sonora offices. We are also working on key management and replacing keys with badge fobs that are currently being installed. We continually analyze our contracts and make sure that we are up to date. *Program Updates:* Approximately 50% of our staff remain in training, either learning the program as a new employee or participating in cross-training to expand staff's program knowledge. CSCSA was recognized by the CA Department of Child Support Services for achieving 100% compliance on the 2024 Federal Self-Assessment. We are behind in our performance goals, although we set stretch goals. We are currently at \$4,995,435 in distributed collections, and although we are behind, we are doing quite well in relation to the rest of the State. *Marketing & Outreach:* This time of year is usually slower for outreach events and we currently don't have the staff capacity to do outreach events right now. We continue to work on our social media and tracking of our website traffic. We continue to partner with Amador, Tuolumne, and Calaveras Transit to advertise on the local buses. The ads are helping us connect with the community while raising awareness of our services.

NEXT BOARD MEETING: The next board meeting is scheduled for May 19, 2025, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:46 p.m.

Chair, Board of Directors

JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist

DRAFT

AGENDA ITEM

II

Closed Session

AGENDA ITEM

III



MEMORANDUM

DATE: May 19, 2025
TO: Board of Directors
FROM: Shannon DeNatale Boyd, General Counsel
SUBJECT: Public Employee Contract: Executive Director Contract – Britt

(AGENDA ITEM III)

At its October 28, 2024 Board meeting, the Board enacted Resolution No. 24-013, approving the conditional appointment of Kim Britt as Executive Director contingent upon both the retirement of Executive Director Prado and the successful negotiation of a contract with Kim Britt. In light of current Executive Director Julie Prado’s official announcement that her retirement will take effect at the end of the last pay period on July 4, 2025, the Board will now take action at open session of a regularly scheduled Board meeting to discuss and vote on the terms of Ms. Britt’s contract as Executive Director.

Recommendation: That the Board publicly vote on and approve the compensation and other material terms of the employment contract for the incoming Executive Director Kim Britt, and authorize the Board President to execute a contract with Ms. Britt containing the approved material terms.