

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

MINUTES
October 28, 2024
2:06 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

Frank Axe
Jeff Brown
David Goldemberg
Martin Huberty
Terry Woodrow

Absent:

Anaiah Kirk
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: *None*

CONSENT AGENDA:

- I. Minutes:** Review and approval of the minutes for the July 22, 2024 and September 9, 2024, Board meetings.

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

CLOSED SESSION: The Board recessed into closed session at 2:08 p.m. and ended closed session at 2:21 p.m.

- II. Conference with Labor Negotiators (Government Code § 54957.6) – Unrepresented Executive Class.** Agency representatives: General Counsel Shannon Boyd, Executive Director Julie Prado. *Update given.*

III. Public Employee Contract (Government Code Section 54957). *Update given.*

IV. Public Employee Appointment; Title: Executive Director (Government Code Section 54957). *Update given.*

ADMINISTRATIVE MATTERS

V. Unrepresented Executive Class: Executive Director Prado reviewed the following recommended modifications to the Executive Class Compensation and Employment Terms:

- 1) Term dates of the Compensation and Employment Terms as follows:
October 1, 2024 – June 30, 2027.
- 2) COLA - 3% increase effective 10/1/2024; a 3% COLA effective 7/1/2025; a 3% COLA effective 7/1/2026.
- 3) Health Benefits - modify the health terms to clarify that all Executive (Unrepresented) Class employees contribute 20% and the Agency contributes 80% toward the employee's election of medical, dental and vision plans; contribution amounts for the Agency shall be based on PERS Platinum rates.
- 4) Wellness - increase of \$50 to the annual wellness program stipend.
- 5) Executive Leave - increase from 24 hours to 32 hours of executive leave for the Staff Services Specialist position.

Motion by Director Woodrow and second by Director Goldemberg to approve the modified terms as recommended. Motion carries 5-0-0 with Directors Kirk and Tofanelli absent for the vote.

RESOLUTION NO. 24-011

Resolution approving the Executive (unrepresented) Class Terms of Employment.

VI. Public Employee Contract (Government Code Section 54957): Prado requested the Board review and discuss the following contract terms and consider modifications to the Executive Director Contract.

- 1) COLA for the period 10/1/24 through 7/1/26
- 2) Wellness stipend for the period 10/1/24 through 6/30/27

Motion by Director Axe and second by Director Woodrow to modify the Executive Director contract terms as follows:

- 1) COLA for the period 10/1/24 through 7/1/26.
3% increase effective 10/1/2024; 3% COLA effective 7/1/2025; 3% COLA effective 7/1/2026.
- 2) Wellness stipend for the period 10/1/24 through 6/30/27
Increase of \$50 to the annual wellness program stipend.

Motion carries 5-0-0 with Directors Kirk and Tofanelli absent for the vote.

RESOLUTION NO. 24-012

Resolution approving revisions to the Executive Director Contract Terms.

VII. Conditional Appointment of Executive Director: Prado recommended the Board consider appointing an Executive Director contingent upon Prado's retirement. Prado discussed with the Board the need to establish and implement a transition plan in advance of Prado's retirement and offered her insights and recommendations to appoint Deputy Director Kim Britt based on her knowledge and experience.

Motion by Director Woodrow and second by Director Brown to appoint Kim Britt as Executive Director contingent upon both the retirement of Executive Director Prado and the successful negotiation of a contract with Kim Britt. Shannon DeNatale Boyd to work with Kim Britt to create a draft contract that shall be brought back before the Board for review and approval in an open session of a future Board Meeting. Motion carries 5-0-0 with Directors Kirk and Tofanelli absent for the vote.

RESOLUTION NO. 24-013

Resolution approving the conditional appointment of Executive Director.

VIII. Personnel Rules and Regulations: Prado stated that the CSCSA Personnel Rules and Regulations (PR&R) are reviewed annually to ensure the Rules are consistent and appropriate. Union negotiations and miscellaneous Agency changes have resulted in needed changes to the PR&R to Section 1402.14 and Section 1405.1. The following are the proposed changes and recommendations:

1402.14 – This section describes how absences for less than a full day for exempt staff are handled. Union negotiations with MCP for the new contract period beginning October 1, 2024 resulted in the deletion of this process. Instead, exempt employees must use leave banks for absences less than a full day unless other arrangements to account for the time are agreed upon in advance with the supervisor.

Recommendation: Delete reference to absences less than one full day for exempt staff. This provision is no longer applicable.

1405.1 – This section outlines the use of per diem for travel. The meal rates are codified in each of the MOU's for GU and MCP. This detail is not codified in any other policy and not all staff are covered under these MOU's. Additionally, CSCSA per diem rates are low and have not been adjusted since 2016. The rate for meal reimbursement is currently \$54 per day (\$13 breakfast, \$15 lunch, and \$26 dinner) with a \$5 per day incidental rate.

Recommendation: Add per diem rates to the Rules in this section and increase the per diem rates to \$74.00 per day (\$18 breakfast, \$21 lunch, and \$35 dinner), keeping the \$5 per day incidental rate. CSCSA staff will work with the union to negotiate a side letter to the existing contract to allow all staff to access the increased rates.

Motion by Director Woodrow and second by Director Brown to approve the proposed changes to the CSCSA Personnel Rules and Regulations as stated above. Motion carries 5-0-0 with Directors Kirk and Tofanelli absent for the vote.

RESOLUTION NO. 24-014

Resolution approving the adoption of the revisions to the Personnel Rules and Regulations.

IX. Travel Policy 1-200: Prado explained that the supplemental travel policy was added to the Travel Policy 1-200 in October 2023, regarding temporary office assignments which allows the Agency to reimburse staff for mileage who are temporarily reassigned to another office. The policy was approved to exist for one year and would be reevaluated for impact and need for a continued policy. Prado recommended that the Board permanently amend the Travel Policy 1-200 to include the Supplemental Policy as a permanent addition to the Board Policy.

Motion by Director Axe and second by Director Goldemberg to permanently amend Travel Policy 1-200 to include the Supplemental Policy as a permanent addition to the Board Policy. Motion carries 5-0-0 with Directors Kirk and Tofanelli absent for the vote.

RESOLUTION NO. 24-015

Resolution approving the adoption to amend Travel Policy 1-200.

X. Executive Report: Review of budget and statistical report for period ending 09/30/24; program and administrative report. *Budget:* Prado reported that the Agency is at 25% of the year and allocation spent is 28.53% through September 30, 2024. *Agency Updates:* Prado reported on current vacancies and recruitment efforts; there are currently active recruitments for Special Programs Coordinator and Program Manager; a recruitment for Child Support Specialist will be released soon. Prado announced that we have welcomed one new staff member since our last board meeting. Travis Wayne is a Child Support Specialist in our Tuolumne office who started in September and is currently in training and we are excited to have him onboard. We currently have one temporary employee whose temporary agreement expires soon but we are creating a new six-month agreement to help us bridge the gap as we continue to train staff and fill vacancies. Prado updated the Board on the various community outreach events we have participated in this past quarter and stated that our partners are reaching out more and more to extend invites to these and other events. *Program Updates:* Prado shared that we continue to work towards

the implementation for the changes required in the FEM Final Rule, uncollectable debt, and the closing of the foster care cases and that we are on track for the things we need to do. We are just concluding our 2023/24 single audit which started in July. The Board will receive the final report from the auditor in January. Prado updated the Board that the office repairs due to the water damage in July are completed and the building is fully open with the exception of Prado's office which needs office furniture. Prado is in discussions with the landlord for partial rent credit for the time period of construction. If this is successful it will help offset the costs of the personal property loss that we incurred. *Staffing*: Prado briefed the Board on staffing levels and recruitment efforts. *Program Performance*: Prado reported that we ended our Federal Fiscal Year with our collections at \$10,657,819. Prado shared that she is comfortable with where we ended the year and shared that we expect to remain in the Top 10 across the State. Prado shared that the executive team has been talking about hiring and recruitment incentives and think this might be something we need to contemplate if we continue to experience unsuccessful recruitments. Before we bring this to the Board for further discussion, Prado is ensuring we do our due diligence by making sure we are using the recruiting process to the fullest, recruiting for the right positions and extending our advertising reach. If Prado feels that a recruitment incentive program is necessary, she will schedule a Board Meeting or bring the issue to a future scheduled meeting.

NEXT BOARD MEETING: The next board meeting is scheduled for January 27, 2025, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

ADJOURNMENT: The meeting was adjourned at 2:55 p.m.

Signed by:



2/6/2025

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Chair, Board of Directors

Signed by:



2/5/2025

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JULIE R. PRADO

Executive Director

By: Lisa L. Bispham, Staff Services Specialist