

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

**MINUTES**  
**October 27, 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**

Autumn Andahl  
Jeff Brown  
Logan Carnell  
Anaiah Kirk (arrived late)  
Terry Woodrow

**Absent:**

Steve Grierfer  
Gary Tofanelli

**Staff present:**

Kim Britt, Executive Director  
Daniel Padilla, 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 July 28, 2025, Board meeting.

Motion by Director Woodrow and second by Director Carnell to approve the minutes as presented. Motion carries 5-0-0 with Directors Grierfer and Tofanelli absent for the vote.

**ADMINISTRATIVE MATTERS**

**II. Executive Report:** Executive Director Kim Britt reviewed the highlights and opportunities from each of the following divisions to the Board.

*Fiscal:* The Agency is at 25% of the year and allocation spending was at 30% of our budget through September 30, 2025. Britt stated that our budget is looking good. Even though the Agency appears to be over budget, as the year progresses, the spending will level out and

align with our overall budget projections. Our Fiscal Manager has just completed our annual FTE Survey for DCSS. This Survey is a very detailed process of reporting all of our employee expenses and is time sensitive for inclusion in the Governor's Proposed Budget. She did a wonderful job getting this completed and we will see how it pans out with the Governor's budget. Britt reviewed the fiscal dashboard and stated that under the annual projects the Fiscal Manager is currently working on the FY 24/25 Single Fiscal Audit, which is another big project for her.

*Human Resources:* Britt was excited to report that we have filled our Child Support Supervisor position that has been vacant for almost 2 years. We were very happy to bring on board Ashley Hullen, who was a Child Support Supervisor with San Joaquin County Department of Child Support Services. She comes to us with a lot of experience in a lot of the areas we desire. In addition, we also welcome Sammantha McArthur, who is our Office Assistant in the Jackson office. We are thrilled to have them join our team and both have been doing very well with their training. We only have one vacancy for a Child Support Specialist and will be keeping that position vacant until we can see our budget status in 2026.

Britt reported that our open enrollment for health benefits closed on October 10, 2025. While there was a general increase in insurance premiums, we are happy to report that, thanks to the Agency's 80/20 contribution based on the highest plan, medical, dental, and vision coverage remains free for almost all employees except for those that enrolled in the highest plan. PERS Platinum, the Agency's highest plan, saw an increase of about \$45 per month.

*Technology & Security:* Britt reported that we have been able to finalize all of our contracts with the birthing hospitals (we have three) for completion of Voluntary Declaration of Parentage (VDOP), which establishes parentage at the time of birth. The birthing hospitals can submit an invoice for \$10 to us per VDOP they complete. We are happy to be working with them. Britt reported that all of our staff remain in compliance with all of our security training and we make it a point to hold a quarterly refresher about our information security. We have been doing very well with our staff's attentiveness in maintaining information security.

*Program Performance:* Deputy Director Daniel Padilla reviewed the FFY 2024/2025 Program Dashboard Summary provided in the board packet and went over each of the federal performance measures. Padilla stated that although we didn't meet our stretch goals, we did very well statewide. He shared that the FEM changes taking place on January 1, 2026, will influence these goals and we are preparing for the changes. He also shared that we have launched a new "Quick App" which enables caseworkers to get the necessary documentation and makes the process easier and more streamlined for the customer. Lastly, he highlighted that our Court Team is expanding, and we are actively reviewing our processes and focusing on improving efficiencies and reducing delays in getting cases to court.

Supervisor Carnell asked what happens with the order when the obligor is incarcerated? Padilla stated that legislation says that if the obligor is incarcerated for more than 90 days with no other evidence of income, we would need to modify the order to zero and then 10 months after release the child support obligation would resume. If there is back child support

owed, the interest would still accrue on the arrears. Britt stated that we do have some new programs coming up, like the uncollectible debt program, where we look at reducing the back child support accrued depending on if it is owed to the state or owed to the parent.

Marketing & Outreach: Britt reported that we were able to attend a couple events in Tuolumne County; we participated in the ICES 40<sup>th</sup> Children's Fair and the Roots Community Resource Fair. Unfortunately, there have not been as many event opportunities in Calaveras and Amador, but Britt stated we have a new system in place to help track the various events that are happening in the different communities. She shared that we are looking to participate in a Christmas parade in either Calaveras or Amador. Supervisor Andahl suggested the Calaveras Fair and said she would send Britt information about participating. Britt requested if the board has any recommendations of events that we can participate in to share those with us.

Britt shared that this year we are going to start a new campaign to educate the importance of establishing parentage. There is so much misinformation, and our goal is to better educate the communities, clarify misconceptions and highlight how establishing parentage supports the well-being and rights of all family members. Our goal is to create materials and get them to our target audience in locations we think will benefit from this information.

**NEXT BOARD MEETING:** The next board meeting is scheduled for January 26, 2026 at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

**ADJOURNMENT:** The meeting was adjourned at 2:23 p.m.

Signed by:  
Terry Woodrow 1/30/2026  
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Chair, Board of Directors

Signed by:  
Kimberly Britt 1/30/2026  
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KIMBERLY BRITT  
Executive Director  
By: Lisa L. Bispham, Staff Services Specialist