

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

MINUTES
January 27, 2025
2:04 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
Steve Griefer
Anaiah Kirk
Gary Tofanelli
Terry Woodrow

Absent:

None

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 October 28, 2024, Board meeting.
- II. Audit for Fiscal Year 2023/2024:** Report on audit of financial statements for the year ended on June 30, 2024, as completed by Bowman & Company, LLP.

Motion by Director Woodrow and second by Director Tofanelli to approve the minutes and audit report as presented. Motion carries 7-0-0.

ADMINISTRATIVE MATTERS

III. Annual Business Matters – Board Officers:

- a. **Chair** – Nomination made for Director Brown to serve as Chair for 2025.

- b. **Vice Chair** – Nomination made for Director Woodrow to serve as Vice Chair for 2025.
- c. **Secretary** – Recommendation that Agency staff, Lisa Bispham, be appointed as Secretary for 2025.

Motion by Director Tofanelli and second by Director Andahl to approve the above recommendations. Motion carries 7-0-0.

IV. Establishment of Meeting Schedule for 2025: Executive Director Prado reviewed the proposed meeting schedule for February 2025 through January 2026, with meetings scheduled generally on the 4th Monday of the month, with in-person quarterly meetings, with a virtual option, to occur regularly and monthly meetings to occur as needed. Prado highlighted that the May 19th standby meeting is scheduled for the 3rd Monday of the month due to the Memorial Day holiday and the rest of the meetings are scheduled for the 4th Monday of the month.

Motion by Director Grier and second by Director Woodrow to approve the proposed 2025 Board Meeting Schedule. Motion carries 7-0-0.

RESOLUTION NO. 25-001

Resolution approving the 2025 Board meeting schedule.

V. CSCSA Personnel Rules & Regulations: Prado reported that the Personnel Rules and Regulations (PRR) are reviewed on an annual basis and recent changes were updated in October 2024, but a couple minor errors have recently been found, and she proposes that the PRR be updated. The proposed changes are to remove language from Section 1001 related to longevity pay, which is an obsolete program and to remove from the Table of Contents the reference to the previous longevity Section 1311.

Motion by Director Kirk and second by Director Andahl to approve the proposed changes to the CSCSA Personnel Rules & Regulations. Motion carries 7-0-0.

RESOLUTION NO. 25-002

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

VI. Public Employee Contract: Prado reported that in preparation to draft a contract for the new Executive Director, an analysis was conducted of the Executive Director contracts for Executive Director Prado and prior Executive Director Henderickson. The review revealed a discrepancy between past practice of the Agency and the wording of the existing Executive Director contract for Prado regarding the sick leave conversion program. Prado shared that Executive Director Hendrickson negotiated a change in leave accruals so that she accrued “annual leave” in one bucket as opposed to accruing sick

leave and vacation separately. Prado agreed to sick leave and vacation accrual separately, however the provision for the sick leave conversion was not added back into the contracted language. General Counsel Shannon DeNatale Boyd shared that the sick leave conversion program is codified in both the General and MCP unit MOU's as well as in the Executive Class Employment Terms, a combination of these documents covers all employees except for Executive Director Prado. The recommendation is that the Board approve a resolution clarifying that Executive Director Prado is eligible for the sick leave conversion program afforded to all Agency employees.

Motion by Director Kirk and second by Director Grier to approve that Executive Director Prado is eligible for the sick leave conversion program afforded to all Agency employees as outlined in the union agreements, in the Executive Class Employment Terms, and in the meeting memorandum of the meeting for this Board meeting from the Executive Director. Motion carries 7-0-0.

RESOLUTION NO. 25-003

Resolution for the approval of the revisions to the Executive Director contract.

- VII. Executive Report:** Prado introduced and reviewed the new format of the executive report with the narrative that includes the highlights and opportunities followed by the division dashboard reports. The change was created to build internal accountability and to track how each division is doing. There are five administrative divisions: Fiscal, Human Resources, Technology & Security, Child Support Program, and Marketing & Outreach. Prado reviewed the following highlights and opportunities to the board. Fiscal: Prado reported that the Agency is at 50% of the year and allocation spent is 46% through December 31, 2024, and stated we are underspent due to a high vacancy rate. Fiscal is on target with project goals and Prado has no concerns with the budget. Prado shared that each division is working hard on creating Policies and Standard Operating Procedures (SOPs) since the majority of our staff is new. Human Resources: Prado reported that as of December 31, 2024, we have 18 positions filled out of our 27 positions. We currently have the following recruitments open for Child Support Specialists, Office Assistant, and Child Support Supervisor. Technology & Security: Prado highlighted that the new State requirements including the annual security recertification of all employees are on target to be completed in January. Program Updates: Prado explained the program dashboard is the bulk of what we do in child support, and the other reports are administrative. She reviewed the summary that gives an overview of the five federal performance measurements; paternity established, court orders established, current support collections, collections on arrears, and distributed collections. Prado shared that there are 47 local child support agencies in the State of California and that we generally do well, ranking usually 4th or 5th in the State. Prado stated that this year we are going to slip in our ranking due to reduction in staffing levels over the past few years. The performance numbers come out in February and Prado will report the numbers at the next meeting.

Prado shared that our five-year strategic plan will be extended another year through

December 2025. It was created in 2019 to start in 2020 and was intended to run through 2024. She stated that we have opted to not create another five-year strategic plan at this time because we have so many leadership positions vacant. We feel that it is more important to have a full leadership team to help develop the plan so that we have full buy-in and understanding of what we want to do. For the one-year extended plan the four major goals will remain the same and are still appropriate. Prado shared that our major issues that we are facing right now are filling vacancies, training staff, and getting all of our processes documented.

Prado shared that Tuolumne County does help us by posting our recruitments on their website, we don't have the same partnership yet with Amador or Calaveras. Prado requested that the board assist, if possible, in opening up the lines of communication in Calaveras and Amador to see if there is an opportunity for us to partner in this regard.

CLOSED SESSION: The Board recessed into closed session at 2:35 pm and ended closed session at 2:59 pm.

VIII. Public Employment (Government Code Section 54957); Title: Executive Director.
Direction given.


NEXT BOARD MEETING: The next board meeting is scheduled for April 28, 2025, at 2:00 pm at 639 New York Ranch Rd., Jackson, California.

ADJOURNMENT: The meeting was adjourned at 3:04 p.m.

Signed by:

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Chair, Board of Directors

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