

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 Grier
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.

Signed by:

Jeff Brown

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8/21/2025

Chair, Board of Directors

Signed by:

Kimberly Britt

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8/21/2025

KIMBERLY BRITT (signing on behalf of Julie R. Prado)

Executive Director

By: Lisa L. Bispham, Staff Services Specialist