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

MINUTES
April 27, 2026

I. OPENING BUSINESS

A. **Call to Order:** Chair Woodrow called the meeting to order at 2:00 pm.

B. Roll Call:

Directors present:
Terry Woodrow, Chair
Gary Tofanelli, Vice Chair
Autumn Andahl, Director
Jeff Brown, Director
Logan Carnell, Director
Daniel Anaiah Kirk, Director (arrived late)

Absent:
Stephen Griefer, Director

Staff present:
Kim Britt, Executive Director
Daniel Padilla, Deputy Director
Lisa Bispham, Staff Services Specialist
Shannon DeNatale Boyd, General Counsel

II. PUBLIC COMMENT PERIOD REGARDING MATTERS NOT ON THE AGENDA:

None

III. CONSENT AGENDA

A. Minutes: Review of the minutes of the January 26, 2026, Board meeting.

Motion by Director Brown and second by Director Tofanelli to approve the minutes as presented. Motion carries 6-0-0 with Director Griefer absent for the vote.

IV. ADMINISTRATIVE MATTERS

A. 2026-2027 FY Preliminary Budget: Executive Director Kim Britt reported that the agency received its initial allocation letter from the State DCSS. The allocation amount remains unchanged from the prior two fiscal years. Britt noted that any adjustments resulting from the Governor's May Revision will be incorporated into the final budget, which will be presented at the July board meeting. Britt reminded the board that the program experienced a budget reduction back in the 2024/2025 budget cycle of $17.65 million with the intention to restore those funds this fiscal year. If the restoration of funds is approved, DCSS decided that it will reallocate the $17.65 million to counties identified as underfunded. Although CSCSA is considered underfunded, it falls just above the eligibility threshold and will not receive restored funds. The absence of these funds has significantly impacted the agency's budget.

Britt reviewed end-of-year funding requirements, noting that unspent funds must be returned to the State; however, Local Child Support Agencies (LCSAs) under the Federal Performance Incentive Funds (FPIF) may retain up to 3 percent or $200,000 (whichever is greater) to use in a future year. The agency has budgeted its FPIF for the past two years but has not needed to utilize those funds. It is a common practice among LCSAs to use their FPIF or at least include in their budgets.

Britt presented the preliminary budget and highlighted the following:

- Staffing costs are anticipated to increase in order to maintain 25 employees, including cost-of-living adjustments and step advancements.
- Benefit costs, including retirement and tax obligations, are projected to rise, partly due to anticipated retirements.
- Services and supplies show an overall decrease driven by budget constraints.
- Lease contracts in place through next July with expenses continuing to increase each year.
- No facility improvements are planned, and that budget line remains at zero.
- Postage and travel allocations have been reduced, with travel restricted to essential needs only.
- Insurance costs are decreasing based on projected premiums we have received.
- Marketing and outreach funding will be reduced but will continue to be a priority and we will be using no to low-cost approaches.
- Service and process related expenses are expected to increase.
- Training budget decreased but will focus on no-cost opportunities.
- No changes but small cushion will remain in fixed assets.
- No changes are planned for the automation fund.

Britt stated that the agency will need to utilize its FPIF funds in order to balance the budget. DCSS has confirmed that they will issue a mid-year allocation of $120,000 to be used to balance the budget and provide support for unexpected costs.

Britt reported that the agency is reviewing office operational expenses and exploring potential alternative facility options to reduce costs. Both the Sonora and Jackson office locations will be evaluated. Britt noted that DCSS has agreed to cover moving costs and necessary improvements should relocation occur.

Britt reported that she and the Staff Services (Fiscal) Manager will begin to develop a three-year projected budget. This will allow us to be able to identify gaps sooner while looking at current year plus future years to stay on track.

Britt's recommendation is that the Board approves the proposed Preliminary Budget for FY 2026-2027.

Motion by Director Tofanelli and second by Director Carnell to approve the 2026-2027 Preliminary Budget as presented. Motion carries 6-0-0 with Director Griefer absent for the vote.

RESOLUTION NO. 26-002

Resolution approving the 2026-2027 FY Preliminary Budget.

B. 2025-2026 FY Budget Status & Transfer Request: Britt reported a projected underspend of $87,000 and explained that the team is identifying costs that can be incurred this year to help alleviate anticipated expenses in next year's budget. Britt requests that the Board approves up to $3,000 to be transferred from Fund 1002000 SALARIES to Fund 1005000 FIXED ASSETS and $50,000 from Fund 1002500 BENEFITS to Fund 1003000 SERVICES & SUPPLIES. These funds will be earmarked for a fiscal software upgrade, vehicle maintenance, ergonomic equipment, and marketing efforts. Britt explained that the remaining underspent funds of approximately $34,000 remains as surplus within the Services and Supplies line item and is factored into the $87,000.

Motion by Director Brown and second by Director Tofanelli to approve a budget transfer not to exceed $53,000. Motion carries 6-0-0 with Director Griefer absent for the vote.

RESOLUTION NO. 26-003

Resolution approving two budget transfers not to exceed $3,000 to be transferred from Fund 1002000 SALARIES to Fund 1005000 FIXED ASSETS and $50,000 from Fund 1002500 BENEFITS to Fund 1003000 SERVICES & SUPPLIES.

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

Fiscal: Britt reported that as of March 31, 2026, the Agency has completed 75% of the fiscal year. Allocation spending is on track and aligned with expectations for the remaining quarter. Based on current expenditure levels, the Agency does not anticipate the need to use FPIF funds this fiscal year.

Britt also stated that financial reporting, audit preparation, and budget activities remain on schedule for the second half of the fiscal year. With both the preliminary budget and the Government Compensation Report finalized this month, the Staff Services (Fiscal) Manager will now begin work on the Transparent California Report and the final budget.

Human Resources: Britt reported that staffing levels remain stable at 25 employees, with one Child Support Specialist position intentionally left unfunded for budgetary reasons. Britt highlighted the length-of-service graph included in the report, noting that it reflects increasing staff longevity over recent years. By May, only three employees will have one year of service or less, demonstrating continued workforce stability.

The Agency remains focused on staff retention by prioritizing growth, engagement, and connection. Staff continue to receive both job-specific training and broader professional development opportunities. This year, the child support program has undergone significant legislative changes. The leadership team has thoroughly evaluated these updates and has provided comprehensive training to ensure staff are well-prepared. Staff have demonstrated resilience, flexibility, and adaptability as they navigate these changes.

In February, all staff participated in a communication training. This was the second part of a series that began in June and July 2025, which focused on navigating workplace changes as we were having a lot of changes in our leadership at the time, and this was intended to support staff through the transition. Staff feedback was positive, with many expressing appreciation for the opportunity.

Additionally, the Agency recently launched a staff-led committee dedicated to strengthening organizational culture, morale, and values. There was a committee in the past and we decided it was time for some changes. Based off of feedback from staff and hearing what they are looking for, this committee was fully developed by them and what they were looking for in a staff-led committee. We appreciate the engagement that they are currently showing and it is fun to see their excitement in something other than their daily work.

Technology & Security: Britt reported that the Staff Services Specialist successfully received all annual security forms on time and without issue. Timely completion is essential to ensure staff maintain uninterrupted access to IRS data, DMV information, child support enforcement systems, and other critical resources.

Britt also shared that State DCSS will soon begin an equipment refresh to replace outdated or non-functional electronic equipment. The refresh will include laptops, printers, scanners, and related devices and will be provided at no cost to the Agency. The project is expected to begin within the next month.

Marketing & Outreach: Britt reported that on April 11, 2026, the Agency participated in the Calaveras Children's Fair in Angels Camp. She expressed appreciation to Director Andahl for facilitating this opportunity, which allowed staff to connect with new community members. Despite the wet weather, the event had strong attendance, and staff were able to assist existing customers as well as engage with individuals who were previously unaware of our services.

Britt also shared upcoming outreach activities, including participation in the Amador Tattoo Removal Clinics and hosting a Creative Feature Booth at the Calaveras County Fair, which was another community connection made possible through Director Andahl.

Britt shared that Deputy Director Daniel Padilla recently presented the new Quick App during the quarterly AB 1058 meetings with the courts. This tool offers another fast and accessible entry point for individuals seeking our services. Britt noted that the courts remain highly supportive of our program and expressed appreciation for the commissioners and court staff in each of our counties for their ongoing partnership and collaboration.

Program Performance: Deputy Director Daniel Padilla provided an overview of program performance, highlighting both progress and areas of opportunity as reflected in the performance dashboard at the halfway point of the fiscal year. Padilla shared that since his arrival in July 2025, he acknowledges that the Agency has made meaningful forward movement, and there is strong positive momentum within the organization. He recognized and gave credit to staff, leadership, and the program manager for their collective contributions to this progress.

Padilla reported that State DCSS conducts required annual self-assessment reviews, including case reviews focused on establishment, distribution of collections, Intergovernmental case evaluations, and legal processing compliance. He was pleased to announce that the Agency achieved 100% compliance in the cases reviewed. This is a testament to our high standards upheld by staff and leaders and the quality of services provided to customers.

Padilla addressed several statewide changes affecting program operations. One significant change relates to the new FEM (Flexibility, Efficiency and Modernization). In November 2025, it was identified that the guideline calculator was no longer aligned with certification requirements. As a result, LCSAs statewide were required to use an alternate calculator, XSpouse, until the guideline calculator is recertified by the Judicial Council (JCC). Staff completed all necessary training, and the Agency continues to collaborate with other LCSAs as adjustments unfold. At this time, it is unknown when the guideline calculator will receive certification.

Padilla reported that over the past year, CSCSA has made improving the customer experience a priority, particularly improvements in case-opening timeliness. He would like to highlight that while the federal compliance is 20 days, the Agency is currently averaging just 5 days to open a case, an improvement that significantly benefits customers.

Padilla reviewed the Program Dashboard metrics as of March 2026 that were provided in the board packet. He stated that we look at the past performance and current trends when setting our stretch goals.

V. **CLOSED SESSION:** The Board recessed into closed session at 2:47 pm and ended closed session at 3:02 pm.

A. **Public Employee Performance Evaluation (Government Code § 54957)** Title: Executive Director. Direction was given.

NEXT REGULARLY SCHEDULED BOARD MEETING: July 27, 2026, at 2:00 pm – CSCSA, 639 New York Ranch Rd., Jackson, CA

ADJOURNMENT: The meeting was adjourned at 3:03 pm.

Signed by:
Terry Woodrow
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8/1/2026

Chair, Board of Directors

Signed by:
Kimberly Britt
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8/3/2026

KIMBERLY BRITT
Executive Director
By: Lisa L. Bispham, Staff Services Specialist