

**CENTRAL SIERRA CHILD SUPPORT AGENCY**

**Board of Directors Meeting**

*DATE & TIME:* Monday, July 26, 2021, 2:00 pm

*PLACE:*

***639 New York Ranch Rd, Jackson Ca 95642 – See below for online location***

**BOARD OF DIRECTORS**

Frank Axe, Chair  
Jaron Brandon  
Jeff Brown  
Merita Callaway

Anaiah Kirk  
Gary Tofanelli  
Terry Woodrow, Vice Chair

**PLEASE NOTE**

*All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 209-223-6449. All inquiries must be made at least 48 hours prior to the meeting. Public hearing items will commence no sooner than the times listed on the agenda.*

**NOTE:** The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID19 (aka the “Coronavirus”). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The Public’s health and well-being are the top priority for the Board of Central Sierra Child Support Agency (CSCSA) and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

**Join By Phone: (US) +1 669 900 6833, Meeting ID 821 9490 3547**

**Participant ID: Enter #**

Members of the public who wish to address the Board during the Board Meeting can email their name, phone number, and a description of their topic/questions to [Homuth.Leslie@centralsierra.cse.ca.gov](mailto:Homuth.Leslie@centralsierra.cse.ca.gov). CSCSA staff will make all attempts to share and record any submissions received prior to or during the Board Meeting. However, depending on timing, late submissions will be provided to the Board after the conclusion of the Board Meeting. ***Any member of the public who wishes to attend in person will be required to wear a face mask and maintain social distancing.***

**REGULAR MEETING AGENDA**

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the Central Sierra Child Support Agency Board of Directors; however, any matter that requires action may be referred to staff for a report and recommendation for possible action at a subsequent Board meeting. Please note - there is a five (5) minute limit per topic.

**CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one (1) motion. Any item(s) may be removed for discussion and made a part of the regular agenda at the request of a Board member(s)

1. **Minutes:** Review and approval of the minutes for the April 26, 2021 Board meeting.
2. **Audit for fiscal year 2019-2020;** Report on audit of financial statements for the year ended on June 30, 2020, as completed by Grant Bennett Associates (previously Izabal, Bernaciak & Company)
  - 2a. Prado Memorandum re Audit Report

**ADMINISTRATIVE MATTERS**

3. **Final Budget 2021-2022; Public Hearing:** Discussion and possible action concerning adoption of the 2021-2022 Budget.
  - 3a. Prado Memorandum re FY 2021-2022 Final Budget
  - 3b. FY 2021-2022 Final Revenues
  - 3c. FY 2021-2022 Final Expenditures
4. **General Counsel Contract:** Revision of General Counsel contract per previous Board direction and direction for Board Chair to sign
5. **Executive Report:** Review of budget & statistical report for period ending 6/30/2021; program and administrative report.
6. **Public employment contract (Government Code Section 54957)** Title: Executive Director. *Possible action*

**CLOSED SESSION** may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

7. **Conference with labor negotiators (Government Code § 54957.6) -- General Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).
8. **Conference with labor negotiators (Government Code § 54957.6) -- MCP Unit.** Agency representatives: General Counsel Timothy M. Cary, Executive Director Julie Prado. Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3).

**NEXT BOARD MEETING:** *August 23, 2021 –Central Sierra Child Support Agency - ZOOM*

**ADJOURNMENT**

# **AGENDA ITEM**

**#1**

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

**MINUTES**  
**April 26, 2021**  
**2:00 p.m.**

The Board of Directors of the Central Sierra Child Support Agency met via Zoom on the above date pursuant to adjournment, and the following proceedings were had, to wit:

**Directors present: Roll call**

Frank Axe, Chair  
Terry Woodrow, Vice Chair  
Jaron Brandon  
Jeff Brown  
Merita Callaway  
Anaiah Kirk  
Gary Tofanelli

**Absent:** None

**Staff present:**

Julie Prado, Executive Director  
Liane Peck, Deputy Director  
Timothy M. Cary, General Counsel  
Leslie Homuth, Staff Services Specialist

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**CONSENT AGENDA:**

**1. Minutes from meeting January 25, 2021**

Review of minutes from January 25, 2021. Motion by Director Brandon and second by Director Kirk to approve the minutes as presented. Motion carries 7-0-0.

## **ADMINISTRATIVE MATTERS**

### **2. 2021-2022 FY Preliminary Budget:**

Executive Director Prado provided an overview of the preliminary budget. Discussion ensued. Motion by Director Woodrow and second by Director Brown to approve the preliminary budget with corrections to column headings as identified. Motion carried 7-0-0.

### **RESOLUTION NO. 21-004**

Resolution approving the adoption of the FY 2021-2022 Preliminary Budget.

**3. Executive Director's Report:** Budget: Executive Director Prado reported that the Agency is at 75% of the year and allocation spent is 67.04% through March 30, 2021. Reporting on checks between \$5,000 and \$10,000 other than lease payments: None. Agency Updates: Melody Martin, who was with the Agency for over 20 years, retired on March 31, 2021. Melody contributed greatly to the Agency and she will be missed. The payroll conversion to ADP is complete. This transition will greatly streamline the payroll process. The Agency offices in Jackson and Sonora continue to be open to the public on Tuesday and Thursday and by appointment on Wednesday. The Agency is in the process of completing the annual single audit which was delayed due to the pandemic. In May 2021, State DCSS will begin a financial audit. The Agency is in the process of hiring a part-time Account Technician position. Program Report: Staffing level remains at 28. Review of collections and Federal Performance Measures (FPM).

**CLOSED SESSION:** The Board recessed into closed session at 2:52 p.m. and ended closed session at 3:16 p.m.

**4. Conference with labor negotiators (Government Code Section 54957.6) – General Unit.**  
Agency Representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.  
Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3)

**5. Conference with labor negotiators (Government Code Section 54957.6) – MCP Unit.**  
Agency Representatives: General Counsel Timothy M. Cary and Executive Director Julie Prado.  
Represented Employees: General Unit (SEIU Local 1021 & Operating Engineers Local 3)

### **REPORT OUT ON CLOSED SESSION:**

Direction given to appoint General Counsel Tim M. Cary and Executive Director Julie Prado as labor negotiators.

**NEXT BOARD MEETING:** The next meeting is scheduled for Monday, July 26, 2021.

**ADJOURNMENT:** The meeting was adjourned at 3:19 p.m.

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Chair, Board of Directors

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JULIE R. PRADO

Executive Director

By: Leslie Homuth, Staff Services Specialist

# **AGENDA ITEM**

**#2**



# MEMORANDUM

**DATE:** July 20, 2021  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** 2019-2020 FY Audit Report

**(Agenda Item # 2)**

The annual audit of the financial statements of the Agency performed by Grant Bennett Associates, previously Izabal, Bernaciak & Company, for FY 2019-20 resulted in no irregularities, misstatements, or negative findings.

The **Report on the schedule of expenditures of federal awards as required by OMB Circular A-133** disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. See pages 30 *et seq.* of the Audit Report.

This Audit Report is being placed on the consent calendar. If the Board wishes to have a presentation of the report, the matter can be placed on the calendar for discussion at a future meeting of the Board.



# **CENTRAL SIERRA CHILD SUPPORT AGENCY**

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## **AUDITED BASIC FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2020**

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
AUDITED BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2020**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors

**Central Sierra Child Support Agency**

Jackson, California

We have audited the accompanying basic financial statements of Central Sierra Child Support Agency (the Agency) as of and for the year then ended June 30, 2020, and the related notes to the financials, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8 and supplementary information on pages 26 through 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires with management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated July 14, 2021, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

*Grant Bennett Associates*

GRANT BENNETT ASSOCIATES  
A PROFESSIONAL CORPORATION  
Certified Public Accountants

Rancho Cordova, California  
July 14, 2021



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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

This section of the Central Sierra Child Support Agency ("Agency") annual financial report represents management's discussion and analysis of the Agency's financial performance during the fiscal year that ended on June 30, 2020. Please read it in conjunction with the transmittal letter and the basic financial statements.

**Financial Highlights**

This annual report consists of three parts – *management's discussion and analysis* (this section), the *basic financial statements*, and *supplementary information* that present *combining statements* for the various funds.

Ø The basic financial statements are *combining statements* of all fund types that provide both long-term and short-term information about the Agency's overall financial status. The basic financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data for the reader.

Ø The supplementary statements are combining *fund financial statements* that focus on individual parts of the Agency, reporting upon the Agency's operations in more detail than the basic statements.

The statements are followed by *required supplementary information* that further supports the information in the financial statements. Notably, this would be the budget to actual comparison information.

The agency adopted Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The GASB requires that the governmental agencies provide two years of financial information so that the reader will be able to draw comparisons on the results of operations and the financial position from year-to-year.

**Government-wide Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Agency's financial statements. The Agency's annual report includes two government-wide financial statements. These statements are designed by GASB Statement No. 34 to change the way in which government financial statements are presented. It provides readers a concise "entity-wide" Statement of Net Assets and Statement of Activities to provide a broad overview of the Agency's financial position and results of operation in a manner similar to a private-sector business. The Government-wide Financial Statements include two documents as set forth below:

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

- The Agency Governmental Funds Balance Sheet/Statement of Net Assets, June 30, 2020 – presents information on the Agency's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between the assets and liabilities is reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Agency is improving or weakening.
- The Agency Statement of Governmental Fund Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities for the Fiscal Year Ended June 30, 2020 – presents information showing how the Agency's net assets change during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

**Government-wide Financial Analysis**

The Agency's assets exceeded its liabilities at the close of the most recent fiscal year. A portion of the assets reflects its investment in capital assets (e.g., building, equipment, furniture, etc.). The Agency uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. At the end of the current fiscal year, the Agency is able to report positive balances in both categories of net assets.

<b>Table 1 Net Assets Governmental Activities</b>		
	<b>June 30, 2019</b>	<b>June 30, 2020</b>
<b>Total Current Assets</b>	\$1,328,263	\$ 814,874
<b>Total Net Capital Assets</b>	\$ 0	\$ 0
<b>Total Deferred Outflows</b>	\$1,527,068	\$1,204,756
<b>Total Liabilities</b>	\$4,450,374	\$ 3,806,706
<b>Total Deferred Inflows</b>	\$211,710	\$159,180
<b>Total Fund Balance/Net Assets</b>	(\$1,806,753)	(\$ 1,946,256)

**Comparative Statement of Activities**

The Governmental Activities of the Central Sierra Child Support Agency include the establishment, enforcement, collection, and distribution of child support and medical support and the establishment of paternity. These functions are funded 67% by Federal funds and 33% by State funds.

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

<b>Table 2</b> <b>Changes in Net Assets</b> <b>For the year ended June 30, 2019 and 2018</b>			
<b>Revenues</b>	<b>2019</b>	<b>2020</b>	<b>% Change</b>
State Administered Grant	\$4,907,979	\$4,598,814	-6.30%
Other Revenue, Interest Fund: 100, 105, 110	\$5,556	\$13,746	59.59%
<b>Total Revenue</b>	<b>\$ 4,913,535</b>	<b>\$ 4,612,560</b>	<b>-6.13%</b>
<b>Expenditures</b>	<b>2019</b>	<b>2020</b>	<b>% Change</b>
Personnel Costs	\$4,049,844	\$3,904,788	-3.58%
Building Lease	\$216,886	\$219,818	1.33%
Other Facility Expenses	\$59,717	\$51,498	-13.76%
Memberships & Subscriptions	\$15,243	\$20,126	24.26%
POP Program	\$2,280	\$3,470	34.30%
Communications	\$37,791	\$14,266	-62.25%
Postage	\$19,439	\$24,528	20.75%
Travel & Meetings & Conventions	\$32,293	\$22,127	-31.48%
Facility Improvements	\$7,275	\$43,428	83.25%
Other Office Expenses & eOscar	\$45,798	\$61,743	25.82%
Other County Agency Expenses	\$200	\$0	-100.00%
Legal Services	\$39,594	\$39,038	1.44%
Investigator Services	\$0	0	0%
Service of Process	\$13,719	\$9,994	-27.15%



**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

<b>Expenditures - continued</b>	<b>2019</b>	<b>2020</b>	<b>% Change</b>
Laboratory Services	\$3,192	\$456	-85.71%
Other Consult/Agencies & Other Services & Admin	\$65,833	\$125,792	47.67%
Vehicle Maintenance	\$2,436	\$4,164	41.50%
Insurance	\$77,443	\$80,596	3.91%
Major Equipment and Assets	\$43,261	\$28,759	-33.52%
EDP Expenses	\$4,402	\$1,370	-68.88%
Utilities	\$38,209	\$36,852	-3.55%
Training	\$78,041	\$6,680	-91.44%
Depreciation	\$0	\$0	-%
<b>Total Expenditures</b>	<b>\$ 4,849,895</b>	<b>\$ 4,699,493</b>	<b>-3.10%</b>

**Budget Comparison**

Each year the Agency budget is prepared and presented using known costs, historical use, and estimated increases (some known and some based on anticipated cost-of-living adjustments). These estimated costs are projected for each line item within the budget and are then adjusted because of unexpected costs in some line items that necessitate a reduction in a line item that may not have the anticipated expenditures. The State monitors our budget only in the single amount for administrative funding and a separate amount for EDP (computer-related expenses).

Although well within our total State allocation, there were some line items that were over or under originally anticipated expenditures. Prior to the end of the fiscal year, journal adjustments are made to assure a balanced budget that stays within the guidelines of the State allocation.

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. This Agency, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Because of the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for government funds with similar information presented by governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Agency is given an allocation at the beginning of the fiscal year. This allocation is provided to the Agency by a percentage each month. Expenditures are reported to the State on a monthly basis through the Administrative Claim process and on-going monthly allocations are adjusted to stay within the overall allocation. If all of the allocation is not expended by the end of the fourth quarter, the balance remains with the State.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

**Other Supplementary Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplemental information.

Included in the notes to the financial statement is the required supplementary information for the Schedule of Funding Progress on the California Public Employees' Retirement System.

Also included in the supplementary information are a Budgetary Comparison Schedule and Special Revenue Fund for the Fiscal Year Ended June 30, 2020. This sets out actual budget expenditures as budgeted and adjusted throughout the fiscal year. Variances between budgeted and actual amounts for expenditures are largely due to over and under estimations of accounts payable at year-end.

**Capital Assets**

The Agency's investment in capital assets for its governmental activities as of June 30, 2020 was \$0.

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

**Economic Factors and Next Year's Budget**

The following factors will be considered in preparing the Agency budget for the 2020-2021 Fiscal Year:

Revenue will reduce from the total 2019-2020 allocation of \$4,947,609 to \$4,255,900.

Expenditures for personnel-related matters will be impacted by labor unit bargaining and increased benefit costs. Some expenditures will increase due to increases in costs for building leases, postage, utilities and service of process. Due to the reduction in revenue, any discretionary expenditures will reduce in order to balance the budget.

**Requests for Information**

This financial report is designated to provide a general overview of the Agency's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Julie R. Prado, Executive Director  
Central Sierra Child Support Agency  
639 New York Ranch Road  
Jackson, California 95642

Management Discussion and Analysis prepared by:  
Julie R. Prado, Executive Director

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS**

**AND**

**FUND FINANCIAL STATEMENTS**

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
GOVERNMENTAL FUNDS BALANCE SHEET /  
STATEMENT OF NET POSITION  
JUNE 30, 2020**

	<b>GOVERNMENTAL FUND</b>		<b>ADJUSTMENTS NOTE A</b>	<b>STATEMENT OF NET POSITION</b>
	<b>Special Revenue Fund</b>			
<b>ASSETS</b>				
Current Assets				
Cash (Note B)	\$ 446,347	\$ -		\$ 446,347
Restricted Cash - Tuolumne Leave Liability	211,323	-		211,323
Restricted Cash - CSCSA Leave Liability	683	-		683
Funding Allocation Receivable	156,521	112,830		269,351
Other Assets	-	-		-
Total Current Assets	814,874	112,830		927,704
Net Capital Assets	-	-		-
Total Capital Assets	-	-		-
<b>TOTAL ASSETS</b>	814,874	112,830		927,704
<b>DEFERRED OUTFLOW OF RESOURCES RELATED TO PENSIONS</b>	1,204,756	(67,671)		1,137,085
<b>LIABILITIES</b>				
Current Liabilities:				
Accounts Payable	6,388	-		6,388
Non-current Liabilities:				
Tuolumne Leave Liability	210,900	-		210,900
CSCSA Leave Liability	683	-		683
Accrued Employee Leave	309,273	(35,579)		273,694
Net Pension Liability	3,279,462	283,510		3,562,972
Sub-total non-current liabilities	3,800,318	247,931		4,048,249
<b>TOTAL LIABILITIES</b>	3,806,706	247,931		4,054,637
<b>DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS</b>	159,180	66,237		225,417
<b>FUND BALANCE / NET POSITION</b>				
Unreserved, Undesignated	(1,946,256)	(269,009)		(2,215,265)
Investment in Fixed Assets	-	-		-
<b>TOTAL FUND BALANCE / NET POSITION</b>	\$ (1,946,256)	\$ (269,009)		\$ (2,215,265)

See notes to the financial statements

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**STATEMENT OF GOVERNMENTAL FUND REVENUE, EXPENDITURES,**  
**and CHANGES IN FUND BALANCE / STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	<b>GOVERNMENTAL FUND</b>		
	<b>Special Revenue Fund</b>	<b>ADJUSTMENTS NOTE A</b>	<b>STATEMENT OF ACTIVITIES</b>
<b>EXPENDITURES/EXPENSES</b>			
Personnel Costs	\$ 3,904,788	\$ 381,839	\$ 4,286,627
Building Lease	219,818	-	219,818
Utilities	36,852	-	36,852
Other Facility Expenses	51,498	-	51,498
Facilities Improvements	43,428	-	43,428
Membership & Subscriptions	20,126	-	20,126
POP Program	3,470	-	3,470
Communications	14,266	-	14,266
Postage	24,528	-	24,528
Travel	22,127	-	22,127
Other Office Expenses & eOscar	61,743	-	61,743
Legal Services	39,038	-	39,038
Training	6,680	-	6,680
Service of Process	9,994	-	9,994
Laboratory Services	456	-	456
Other Consultant Agencies & Other Services	125,792	-	125,792
Vehicle Maintenance	4,164	-	4,164
Insurance	80,596	-	80,596
Major Equipment and Assets	28,759	-	28,759
EDP Expenses	1,370	-	1,370
Total Expenditures/Expenses	<u>4,699,493</u>	<u>381,839</u>	<u>5,081,332</u>
<b>GENERAL REVENUES</b>			
State Administered Grant	4,598,814	112,830	4,711,644
Interest Earnings and Other Revenue	13,746	-	13,746
Total General Revenues	<u>4,612,560</u>	<u>112,830</u>	<u>4,725,390</u>
Excess (Deficiency) of Revenues Over Expenditures/ Change in Net Position	(86,933)	(269,009)	(355,942)
<b>FUND BALANCE / NET POSITION</b>			
<b>Beginning of the Year</b>	(1,859,323)	-	(1,859,323)
<b>End of the Year</b>	<u>\$ (1,946,256)</u>	<u>\$ (269,009)</u>	<u>\$ (2,215,265)</u>

See notes to the financial statements

## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

Central Sierra Child Support Agency (the Agency) acts as the local child support agency for Amador, Alpine, Calaveras, and Tuolumne counties. The Agency operates under a Joint Powers Agreement between Amador, Alpine, Calaveras, and Tuolumne counties and in compliance with the applicable standards and regulations set forth by the State of California. The Agency has an independent governing board including members from the Board of Supervisors of Amador, Alpine, Calaveras, and Tuolumne counties. The Agency is a public agency, which is separate and apart from its constituent county. The Agency's financial statements include the accounts of all the Agency's operations.

**Basic Financial Statements – Government-Wide Statements**

The Agency's basic financial statements include both government-wide (reporting the Agency as a whole) and fund financial statements (reporting the Agency's funds). Both the government-wide and fund financial statements are presented on the same page with the column "Adjustments" to reconcile the fund financial statements to the government-wide financial statements. Adjustments include fixed assets and related depreciation and accrual of employee leave.

The column labeled Statement of Net Position on page 9 and the column labeled Statement of Activities on page 10 are the government-wide financial statements, which display the information about the Agency as a whole. These statements are reported on a full accrual, economic resource basis, which recognizes all assets and receivables as well as all debts and obligations. This government-wide focus is more on the sustainability of the Agency as an entity and the change in the Agency's net assets resulting from the current year's activities.

**Basic Financial Statements - Fund Financial Statements**

The column labeled Governmental Fund on page 9 and page 10 are the Agency's fund financial statements, which report the Agency's financial transactions in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The funds presented in the financial statements are described as follows:



**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Basic Financial Statements – Fund Financial Statements – Continued**

**Governmental Fund Type - Special Revenue Fund**

The special revenue fund consists of administrative allocation from California Department of Child Support Services to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

**Basis of Accounting / Measurement Focus**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**Accrual**

Both governmental activities in the column labeled Statement of Net Position on page 9 and column labeled Statement of Activities on page 10 are presented on the accrual basis of accounting and use the economic resources measurement focus. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified Accrual**

The column labeled Governmental Fund on page 9 and on page 10 are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 90 days after year end.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. Costs of accumulated unpaid vacation are reported in the period due and payable rather than the period earned by the employees. Costs of fixed assets are reported as expenditures in the period due and payable rather than reporting the costs as fixed assets and depreciating it over its useful life.

All governmental funds are accounted for using current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Adjustments**

The reconciliation of the balance sheet governmental funds to the statement of net position is as follows:

Total Net Position for Government Fund	
– Special Revenue Fund June 30, 2020:	\$ (1,946,256)

Total Net Position reported for governmental activities in the statement of position is different because:

Increase in Funding Allocation Receivable	112,830
Decrease of Deferred Outflows Related to Pension	(67,671)
Decrease in Accrued Leave Liability	35,579
Increase in Deferred Inflows Related to Pension	(66,237)
Increase in Net Pension Liability	<u>(283,510)</u>
Total Net Position at June 30, 2020	\$ <u>(2,215,265)</u>

The reconciliation of the statement of revenues, expenditures, and changes in fund balances – governmental fund to the statement of activities is as follows:

Net Change in Net Position for Government Fund	
– Special Revenue Fund at June 30, 2020:	\$ (86,933)

Amounts reported for governmental activities in the statement of activities are different because:

Increase in Funding Allocation Receivable	112,830
Amortization of Deferred Outflows/Inflows related to Pension	607,165
Increase in Accrued Leave Liability	35,579
Proportional Share of Total Pension Plan Expense	<u>(1,024,583)</u>
Change in Net Position at June 30, 2020	\$ <u>(355,942)</u>

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Budgets and Budgetary Accounting**

The Agency adopts an annual budget for its special fund. The budget is presented on the modified accrual basis of accounting, which is consistent with accounting principles generally accepted in the United States of America.

The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. Each year at the beginning of the calendar year, a work program for the work of the Agency is prepared.
2. A preliminary budget for carrying out the work program, including reasonable contingency, in an amount to be approved by the Board is prepared by April 1<sup>st</sup> of the preceding fiscal year. The preliminary budget includes proposed expenditures at the account level and is prepared by taking into consideration the State initial planning allocation sent by California Department of Child Support Services (DCSS).
3. Prior to June 1<sup>st</sup> of the preceding fiscal year, the Board reviews and adopts the budget based upon its approved work program and after public hearing.
4. The adopted preliminary budget is contingent on the receipt of the Agency's final state allocation of funds.
5. The budget becomes final after the Board approves the adjustments necessary to respond to or bring the budget into conformity with the final State allocation of funds.
6. The final State allocation includes the following budget categories: a) non-EDP administrative allocation, and b) EDP allocation that include specific claiming account numbers.
7. The Executive Director is authorized to transfer budgeted amounts at the account level. However, the Agency cannot exceed the total appropriation nor can it shift funds between the two budget categories. Further, the Agency cannot exceed the allocation assigned to specific claiming account numbers. There is no budget category control placed on the components of non-EDP administrative allocation, however, the use of this fund is governed by DCSS policy directives and the Agency is expected to have all the different functions in place.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

**Compensated Absences**

The Agency accrues accumulated unpaid vacation when earned by the employee. The accumulated balance represents an adjustment or reconciling item between the fund and government-wide presentations.

Regular full-time and regular part-time employees shall earn and accrued paid vacation leave in accordance with the following provisions:

Annual Vacation	
<u>Accrual Rate</u>	<u>Years of Service</u>
88 Hours	0 to less than 3 years
128 Hours	3 years to less than 10 years
168 Hours	10 years and above

The Agency has the following policies related to sick leave:

There are no restrictions regarding accumulation of sick leave. On termination an employee may:

- a) elect to apply all accumulated sick leave towards PERS service credit for retirement purposes, or
- b) be compensated for accrued sick leave. The rate of compensation shall be the full amount of the employee's current hourly rate of pay for the first two hundred forty (240) hours and fifty percent (50%) of all additional hours of sick leave accrued up to five hundred (500) hours.

**Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives, which vary from 3 to 5 years. Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Concluded**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Agency has deferred outflows related to pensions. This includes pension contributions subsequent to the measurement date of the net pension liability and other amounts (see Note E), which are amortized by an actuarial determined period. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Agency has deferred inflows related to pensions. These amounts (see Note E) are amortized by an actuarial determined period.

**Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Agency's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pursuant to GASB statement 68, the accompanying financial statements present net pension liabilities. For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

GASB 68 requires that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used.

Valuation Date (VD)	June 30, 2018
Measurement Date (MD)	June 30, 2019
Measurement Period (MP)	July 1, 2018 to June 30, 2019

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note B: CASH IN BANK**

Deposits

The table below is designed to disclose the level of custody credit risk assumed by the Agency based upon how its deposits were insured or secured with collateral at June 30, 2020. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized with securities held by the Agency or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Agency's name.

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Agency's name; or collateralized with no written or approved collateral agreement.

<u>Type of Deposits</u>	<u>Custody Credit Risk Category</u>			Total Carrying Value
	<u>1</u>	<u>2</u>	<u>3</u>	
Demand Deposits	\$ 250,000	\$ 0	\$ 408,353	\$ 658,353

**Note C: FUNDING ALLOCATION RECEIVABLE**

Funding Allocation Receivable represents the expenditures for the year ended June 30, 2020 that is not yet reimbursed from the federal and state administered allocation. All amounts are expected to be collected within the next year from California Department of Child Support Services.

**Note D: CAPITAL ASSETS**

A summary of changes in capital assets for the year ended June 30, 2020 are as follows:

	<u>Balance</u> <u>6/30/2019</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>6/30/2020</u>
Computer Equipment	\$ 12,926	\$ -	\$ -	\$ 12,926
Furniture & Other Equip.	72,204	-	-	72,204
Vehicles	105,614	-	-	105,614
Total Fixed Assets	190,744	-	-	190,744
Accumulated Depreciation	(190,744)	-	-	(190,744)
Net Fixed Assets	\$ -	\$ -	\$ -	\$ -

Depreciation expense charged to governmental functions for the year ended June 30, 2020 was \$0.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN**

The Agency participates in a cost sharing multiple-employer defined benefit plan through the California Public Employees' Retirement System (CalPERS) which covers substantially all regular full-time employees of the Agency. CalPERS acts as a common investment and administrative agent for participating public entities with the state of California and reports information to the Agency in accordance with reporting standards established by the Governmental Accounting Standards Board (GASB).

As of June 30, 2020, the Agency's proportionate share of the net pension liability, pension expense and deferred inflows of resources and deferred outflows of resources for the above plans is as follows:

<u>Pension Plan</u>	<u>Proportionate Share of Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Proportionate Share of Pension Expense</u>
CalPERS	\$ 3,562,972	\$ 1,137,085	\$ 225,417	\$ 1,024,583

Plan Description

The Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (the Plan or PERF C) is administered by the California Public Employees' Retirement System (CalPERS). Qualified employees are eligible to participate in the Plan. The Plan consists of a Miscellaneous Risk Pool and a Safety Risk Pool, which are comprised of individual employer miscellaneous and safety rate plans, respectively. Individual employers may sponsor more than one Miscellaneous or Safety plan. Each individual employer rate plan generally has less than 100 active members.

The Plan was established to provide retirement, death, and disability benefits to public agency rate plans with generally less than 100 active members. The benefit provisions for PERF C employees are established by statute. A full description regarding the number of employees covered, benefit provisions, assumptions (for funding, but not accounting purposes), and member information for the respective rate plan is listed in the respective rate plan's June 30, 2018 Annual Valuation Report (funding valuation). Details of the benefits provided can be obtained in Appendix B of the funding valuation report. This report and CalPERS' audited financial statements are publicly available reports that can be found on CalPERS' website at <https://www.calpers.ca.gov/page/forms-publications>.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN – Continued**

The Plan provisions and benefits in effect at June 30, 2020, are summarized as follows:

	Miscellaneous Risk Pool	
	Misc. Risk Plan	PEPRA Misc. Plan
	On or Before	On or After
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age (earliest)	50	52

Contributions

Section 20814c of the California Public Employees' Retirement law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined annually through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. Total Agency pension contributions were \$607,165.

Pension Liabilities, Pension Expense, and Deferred outflows of Resources and Deferred Inflows of Resources Related to Pensions

As of June 30, 2020, the Agency reported net pension liabilities for its proportionate share of the Miscellaneous Risk Pool net pension liability totaling \$3,562,972. The net pension liability was measured as of June 30, 2019.

The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At the June 30, 2019 measurement date, the Agency's proportional share of Net Pension Liability/(Asset) was 0.03477%, which is an increase of 0.00074% from the prior year's proportional share (measurement date June 30, 2018) of 0.03403%



**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN – Continued**

For the year ended June 30, 2020, the Agency recognized pension expense of \$1,024,583. At June 30, 2020, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between actual and expected experience	\$ 247,463	\$ (19,173)
Changes of Assumptions	169,899	(60,228)
Net differences between projected and actual earnings on plan investments	-	(62,292)
Change in employer's proportion	112,558	(1,042)
Differences between contributions and proportionate share of contributions	-	(82,682)
Pension contributions subsequent to measurement date	607,165	-
	<u>\$ 1,137,085</u>	<u>\$ (225,417)</u>

The deferred outflow of resources related to pensions resulting from Agency contributions subsequent to the measurement date will be recognized as pension expense in the year ended June 30, 2020.

The net differences between projected and actual earnings on plan investments is amortized over a five-year period on a straight-line basis. One-fifth is recognized as pension expense during the measurement period and the remaining amount is deferred and will be amortized over the remaining four-year period. The remaining net differences between the projected and actual earnings on plan investments shown above represents the unamortized balance relating to the current measurement period and the prior measurement period on a net basis.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN – Continued**

All other deferred inflows or resources and deferred outflows of resources are amortized over the expected average remaining service life (EARSL) of the plan participants. The EARSL for the miscellaneous Plan for the June 30, 2019 measurement date is 3.8 years.

The deferred inflows of resources and outflows of resources will be recognized in pension expense as follows:

Year Ended June 30	Amortization
2021	\$ 281,441
2022	(11,381)
2023	21,857
2024	12,586
2025	-
Thereafter	-

**Net Pension Liability Assumptions**

Total pension liability for the June 30, 2019 measurement period was determined by an actuarial valuation as of June 30, 2018 with update procedures used to roll forward the total pension liability to June 30, 2019. The collective total pension liability was based on the following assumptions:

Valuation date	June 30, 2018
Measurement date	June 30, 2019
Actuarial cost method	Entry age normal
Discount rate	7.15%
Consumer price inflation	2.50%
Salary growth	Varies by Entry Age and Service

Mortality assumptions are derived using CalPERS' Membership Data for all funds. The mortality rates include 15 years of projected on-going mortality improvement using 90% Scale MP 2016 published by the Society of Actuaries.

Post-retirement benefit increase assumptions are derived using the Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power Applies.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN – Continued**

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the Plan's asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are summarized in the following table:

Asset Class	Current Target Allocation	Real Return Years 1-10	Real Return Years 11+
Global equity	50%	4.8%	5.98%
Fixed income	28%	1.0%	2.62%
Inflation assets	-	.77%	1.81%
Private equity	8.0%	6.3%	7.23%
Real estate	13%	3.75%	4.93%
Liquidity	1.0%	-	(0.92%)

Discount Rate

The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutory required rates, actuarially determined. Based on these assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine total pension liability.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note E: PENSION PLAN – Concluded**

The following presents the Agency's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

	Discount Rate		
	6.15% (1% Decrease)	7.15% (Current Rate)	8.15% (1% Increase)
Measurement Date	6/30/2019		
Fiscal Year End	6/30/2020		
Net Pension Liability	\$ 6,269,995	\$ 3,562,972	\$ 1,328,516

Plan Fiduciary Net Position

Detailed information about CalPERS Miscellaneous Risk Plan fiduciary net position is available in a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

**Note F: FUND BALANCE**

The Agency utilizes reserves to denote that portion of fund balance, which cannot be appropriated for expenditures or is legally segregated for specific use. Reserves are as indicated on the balance sheet.

Unreserved fund balance represents financial resources available to finance expenditures. Portions of unreserved fund balance may be designated to indicate tentative plans for financial resource utilization in the future period.

Undesignated fund balance in the accompanying financial statements represents accumulated surplus, which, as specified in the California Government Code, is restricted to the following uses: to meet cash requirements before the proceeds from revenues are available, to meet emergency expenditures and at the end of the fiscal year to meet current year operating or subsequent year budget deficits.

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note G: COMMITMENTS**

The Agency leases its office building at 639 New York Ranch Road, Jackson, CA for a term of five (5) years with early termination provision upon 30 days prior written notice in the event the Agency fails to receive an allocation from the State of California Department of Child Support Services. The monthly future rent on this building is \$9,726 with a provision for an annual adjustment based on the Consumer Price Index. The Agency also leases office space located at 975 Morning Star Drive, Suite A, Sonora, CA for a term of five (5) years ending on June 30, 2021 unless renewed or extended. The monthly future rent on this office is \$8,307. The total rent expense for the Agency for fiscal year ended June 30, 2020 is \$219,818.

**Note H: CONTINGENCIES**

The Agency received substantial support from state and federal funds for the administration and enforcement of child support services. A significant reduction in the level of this support, if this were to occur, may have an effect on the Agency's program and activities.

This support from state and federal funds is subject to review and audit by grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, management believes that the Agency will not incur significant losses from possible grant disallowances.

As of June 30, 2020, the Agency did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

**Note I: RISK MANAGEMENT**

The Agency is exposed to various risks of loss related to torts, damage to, and theft or destruction of assets; errors and omissions; injuries to employees and natural disaster. The Agency has a Memorandum of Understanding with California Public Entity Insurance Authority (CPEIA), a sister joint power authority (JPA) of CSAC Excess Insurance Authority, which is a joint powers insurance pool that provides its members with numerous risk management and insurance programs. The Agency participated in the following insurance and pooled coverage for the fiscal year 2020:

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note I: RISK MANAGEMENT - Continued**

Primary workers' compensation	\$ 125,000
Excess workers' compensation	Statutory
General liability	\$ 25,000,000
Property (All Risk and Flood)	
All Risk	\$ 800,000,000
Flood	\$ 600,000,000
Crime Bond	\$ 15,000,000
Cyber Liability (per policy)	\$ 5,000,000

The Agency has had no significant reduction in insurance coverage from prior year. The Agency has had no settlements exceed insurance coverage for the prior year.

The Agency contracted with CalPERS to administer its employee medical insurance coverage. The Agency also carries dental and vision insurance coverage for its employees.

**Note J: SUBSEQUENT EVENTS**

The Agency's management has evaluated its subsequent events through July 14, 2021, the date the financial statements were available to be issued.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2020**

**Schedule of the Proportionate Share of the Net Pension Liability**

	<b>Fiscal Year End</b>					
	<b>6/30/2020</b>	<b>6/30/2019</b>	<b>6/30/2018</b>	<b>6/30/2017</b>	<b>6/30/2016</b>	<b>6/30/2015</b>
Measurement Date	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
Proportion of the net pension liability (assets)	0.03477%	0.03403%	0.03613%	0.03605%	0.03429%	0.03619%
Proportionate share of the net pension liability (asset)	\$ 3,562,972	\$ 3,279,462	\$ 3,583,514	\$ 3,119,812	\$ 2,353,369	\$ 2,252,132
Covered-employee payroll	\$ 2,485,520	\$ 2,678,234	\$ 2,719,966	\$ 2,723,187	\$ 2,735,446	\$ 2,794,794
Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	143.35%	122.45%	131.75%	114.56%	86.03%	80.58%
Plan fiduciary net position as a percentage of the total pension liability	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

**Schedule of Contributions**

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Contractually required contribution	\$ 457,165	\$ 432,606	\$ 394,384	\$ 367,658	\$ 357,954	\$ 348,053
Contributions in relation to the contractually required contribution	(607,165)	(582,606)	(594,384)	(517,658)	(507,954)	(348,053)
Contribution deficiency (excess)	(150,000)	(150,000)	(200,000)	(150,000)	(150,000)	-
Covered-employee payroll	\$ 2,213,606	\$ 2,485,520	\$ 2,678,234	\$ 2,719,966	\$ 2,723,187	\$ 2,735,446
Contributions as a percentage of covered employee payroll	27.43%	23.44%	22.19%	19.03%	18.65%	12.72%

Note: accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

Amounts for covered payroll are reported as of the previous fiscal year to align with the measurement date of the net pension liability.



**CENTRAL SIERRA CHILD SUPPORT AGENCY  
BUDGETARY COMPARISON SCHEDULE  
SPECIAL REVENUE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	<b>Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>REVENUES</b>			
State Administered Grants	\$ 4,947,609	\$ 4,598,814	\$ (348,795)
Interest Income and Other Revenue	-	13,746	13,746
Total Revenues	4,947,609	4,612,560	(335,049)
<b>EXPENDITURES</b>			
Personnel Costs	4,012,586	3,904,788	107,798
Building Lease	222,232	219,818	2,414
Utilities	43,500	36,852	6,648
Other Facility Expenses	44,500	51,498	(6,998)
Facility Improvements	10,000	43,428	(33,428)
Membership & Subscriptions	27,000	20,126	6,874
POP Program	3,500	3,470	30
Communications	42,800	14,266	28,534
Postage	25,500	24,528	972
Travel	35,000	22,127	12,873
Other Office Expenses & eOscar	58,240	61,743	(3,503)
Other County Agency Expenses	600	-	600
Legal Services	45,000	39,038	5,962
Training	100,000	6,680	93,320
Service of Process	23,500	9,994	13,506
Laboratory Services	7,600	456	7,144
Other Consultant Agencies & Other Services	98,832	125,792	(26,960)
Vehicle Maintenance	10,000	4,164	5,836
Insurance	100,389	80,596	19,793
Equipment	30,000	28,759	1,241
EDP Expenses	6,830	1,370	5,460
Total Expenditures	4,947,609	4,699,493	248,116
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	-	(86,933)	(86,933)
<b>Fund Balance, Beginning of Year</b>	-	(1,859,323)	(1,859,323)
<b>FUND BALANCE, END OF YEAR</b>	\$ -	\$ (1,946,256)	\$ (1,946,256)

See notes to the financial statements

## **UNIFORM GUIDANCE REPORTS**

## REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors

**Central Sierra Child Support Agency**

Jackson, California

We have audited the financial statements of Central Sierra Child Support Agency as of and for the year ended June 30, 2020, and have issued our report thereon dated July 14, 2021, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and their records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.



GRANT BENNETT ASSOCIATES  
A PROFESSIONAL CORPORATION  
Certified Public Accountants

Rancho Cordova, California

July 14, 2021



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**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

<u><b>Grantor</b></u>	<u><b>Federal CFDA Number</b></u>	<u><b>Expenditures</b></u>
Department of Health and Human Services		
Pass-through from California Department of Child Support Services		
Child Support Enforcement	93.563	\$ 2,925,898
		<hr/>
<b>Total Expenditures of Federal Awards</b>		\$ <u><u>2,925,898</u></u>

**NOTE A - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Central Sierra Child Support Agency under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Central Sierra Child Support Agency, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Central Sierra Child Support Agency.

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Central Sierra Child Support Agency has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
**Central Sierra Child Support Agency**  
Jackson, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Sierra Child Support Agency, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated July 14, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Central Sierra Child Support Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Grant Bennett Associates*

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Certified Public Accountants

Rancho Cordova, California  
July 14, 2021



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## **INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors

**Central Sierra Child Support Agency**

Jackson, California

### **Report on Compliance for Each Major Federal Program**

We have audited Central Sierra Child Support Agency's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Central Sierra Child Support Agency's major federal programs for the year ended June 30, 2020. Central Sierra Child Support Agency's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### **Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of Central Sierra Child Support Agency's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types compliance requirements referred to above that could have a direct and material effect on the major federal programs occurred. An audit includes examining, on a test basis, evidence about Central Sierra Child Support Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with each major program. However, our audit does not provide a legal determination of Central Sierra Child Support Agency's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, Central Sierra Child Support Agency complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs identified above for the year ended June 30, 2020.

## Report on Internal Control Over Compliance

Management of Central Sierra Child Support Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Sierra Child Support Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Central Sierra Child Support Agency's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirements of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a *material weakness* in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be *material weaknesses* or *significant deficiencies*. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of our testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Grant Bennett Associates*

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Rancho Cordova, California  
July 14, 2021



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**CENTRAL SIERRA CHILD SUPPORT AGENCY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

<b>A. SUMMARY OF AUDITOR'S RESULTS</b>	
<i>Financial Statements</i>	
1. Type of Auditors' Report Issued	UNMODIFIED
2. Internal Control Over Financial Reporting: Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE NONE REPORTED
3. Noncompliance Material to Financial Statements	NONE
<i>Federal Awards</i>	
1. Internal Control Over Major Programs : Material Weakness(es) Identified Significant Deficiency(ies) Identified	NONE NONE REPORTED
2. Type of Auditor's Report Issued on Compliance for Major Programs	UNMODIFIED
3. Uniform Guidance Audit Finding Disclosed by Audit in accordance with 2 CFR 200.516(a)	NONE REPORTED
4. Major Programs:	93.563 Child Support Enforcement
5. Dollar Threshold for Type A Programs	\$750,000
6. Auditee Qualification	LOW RISK
<b>B. Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS</b>	NONE REPORTED
<b>C. Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in the Uniform Guidance</b>	NONE REPORTED

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

There were no prior year audit findings.

# **AGENDA ITEM**

**#3**



# MEMORANDUM

**DATE:** July 20, 2021  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** 2021/2022 FY Final Budget (Agenda Item # 3)

---

Enclosed is the proposed Final Budget for the 2021-2022 fiscal year which is to be submitted to the Board for adoption after a public hearing each year, pursuant to **Section 8** of the *Amended and Restated Joint Powers Agreement*. Notices of the budget hearing to be held July 26, 2021 were published in all four member counties for the Amador/Zoom meeting.

**General information:** Note the following regarding funding and accounting of the Agency's costs:

1. The primary sources of revenue for funding the Agency are State & Federal monies (34/66), all administered by the State Department of Child Support Services. No member county contributes revenue to the Agency. Occasionally additional revenue is received for special purposes, such as insurance monies.
2. The State advances the revenue on a monthly basis, beginning with 1/12 of the annual allocation. Every month, a claim for expenditures from the allocation is submitted to the State, which reviews the expenditures and adjusts the subsequent monthly advance if the full monies which had been advanced during that month had not been spent.
3. At the end of the state fiscal year, any amount not spent from the annual allocation is retained by the State: it cannot be "rolled over" into the next fiscal year.
4. Each budget is created to "balance" to the allocation. In each year of the history of the Agency, the allocation has not been spent 100%. In SFY 2021, the Agency's expenditures were 86.05% of the Agency's budget.

**Background:** The final local administration allocation & EDP letters have been received from the State Department of Child Support Services. See enclosure: *CSSI Letter 21-06*. While future funding for Central Sierra is expected to be further reduced based on the State funding methodology, final funding for 2021-2022 remains the same as the reduced amount received in



2020-2021 year.

**Revenues:** The Final budget includes the following revenues:

Administration of the local agency:	\$4,249,070.00
Electronic Data Processing (EDP):	6,830.00
<b>TOTAL:</b>	<b>\$4,255,900.00</b>

**Expenditures:** The Board adopted a Preliminary Budget for fiscal year 2021-22 at its April 26, 2021 meeting. No changes have been made to that Preliminary Budget.

**RECOMMENDATION:**

It is recommended that the Board approve the Final budget for 2021-2022 as proposed.

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



July 7, 2021

CSSI LETTER: 21-06

ALL IV-D DIRECTORS  
ALL LCSA POLICY COORDINATORS

**SUBJECT: ADMINISTRATIVE AND ELECTRONIC DATA PROCESSING FINAL  
ALLOCATIONS FOR STATE FISCAL YEAR 2021-22**

**PURPOSE:** To provide local child support agencies (LCSAs) with their state fiscal year (SFY) 2021-22 final administrative and electronic data processing (EDP) allocations upon the enactment of the 2021 Budget Act.

**INFORMATION/BACKGROUND:** The SFY 2021-22 LCSA administrative and EDP allocations is \$807.5 million. This total includes the recommencement of the \$56 million funding augmentation, continuation of \$18.7 million in Revenue Stabilization funding, and the LCSA additional funding of \$8.8 million. All LCSAs are reminded to carefully monitor their expenditures and make appropriate adjustments throughout the year to remain within their total administrative and EDP allocations.

**RELEVANT MATERIAL/ATTACHMENTS:**

- Attachment I: Provides the final Administrative allocation for each LCSA and the various funding components.
- Attachment II: Provides the final EDP allocation for each LCSA.
- Attachment III: Displays the Regional Administrator and LCSA Fiscal Administrative Analyst assignments.

If necessary, please update your administrative and EDP annual budget requests and any accompanying budget adjustment, such as, Reallocation Request(s) or an Additional FFP Request.

**Reason for this Transmittal**

- ☐ State Law, Regulation and/or Change  
☐ Federal Law, Regulation Change  
☐ Court Order or Settlement Change  
☐ Clarification requested by One or More Counties  
☒ Initiated by DCSS

Budget updates or new submissions should be entered into the Budget and Expenditure Claiming Application (BECA) by July 16, 2021.

**CONTACT:** If you have any questions or concerns regarding the final administrative or EDP allocations, please contact Vicky Brundige at (916) 464-5015 or your assigned LCSA Fiscal and Administrative Analyst.

Sincerely,

*o/s*

**IRENE BRIGGS**  
Deputy Director  
Administrative Services Division

**Attachments**

## Attachment I

## SFY 2021-22 Final Administrative Allocation

	SFY 2021-22 Base Admin Allocation	Revenue Stabilization Augmentation	LCSA Additional Funding	LCSA SFY 2019-20 Augmentation	SFY 2020-21 COVID-19 Reduction
<b>Statewide Total</b>	<b>697,637,887</b>	<b>18,735,000</b>	<b>8,823,531</b>	<b>56,039,054</b>	<b>-56,039,054</b>
Alameda	25,016,301	768,634	65,116	1,451,768	(1,509,646)
Butte	8,855,398	225,252		-	(544,839)
Central Sierra	4,749,501	191,278		-	(691,709)
Colusa	665,622	16,698		-	(40,146)
Contra Costa	17,870,997	460,647	161,917	901,976	(1,141,195)
Del Norte	2,157,387	91,754		-	(314,880)
Eastern Sierra	1,363,820	25,775		-	(83,376)
El Dorado	4,578,589	168,530		-	(531,836)
Fresno	20,871,646	710,470	920,488	5,821,381	(1,572,197)
Glenn	761,109	29,624	6,991	75,714	(45,561)
Humboldt	4,937,924	213,326		-	(721,175)
Imperial	4,258,337	121,409	69,690	368,462	(283,476)
Kern	21,018,814	551,506	831,116	4,545,278	(1,455,364)
Kings	4,013,652	120,015	20,082	40,356	(246,773)
Lake	2,541,178	97,559		-	(369,423)
Lassen	1,015,898	22,124		-	(62,281)
Los Angeles	139,551,887	2,888,017	1,940,316	17,838,512	(9,133,700)
Madera	2,691,383	151,013	30,367	247,694	(172,823)
Marin	3,578,279	94,986		-	(514,257)
Mariposa	682,132	20,311		-	(98,342)
Mendocino	2,940,024	87,172		-	(423,807)
Merced	9,154,067	222,820	114,795	211,053	(546,436)
Monterey	10,489,652	321,278		223,931	(662,092)
Napa	3,913,793	107,984		-	(563,049)
Orange	52,116,912	1,390,597		-	(4,515,619)
Placer	5,915,331	115,644	12,773	153,829	(328,165)
Plumas	816,661	23,405		-	(50,404)
Riverside	32,983,516	908,997	1,299,389	5,434,914	(2,390,401)
Sacramento	31,072,429	801,557	1,174,960	4,706,219	(2,118,217)
San Bernardino	37,001,874	1,142,037	1,493,201	8,160,909	(2,659,638)
San Diego	44,283,452	950,624		1,119,595	(2,591,469)
San Francisco	11,688,070	349,323		-	(667,071)
San Joaquin	14,079,980	409,049	505,849	3,080,361	(1,002,178)
San Luis Obispo	4,293,262	145,859		-	(621,477)
San Mateo	10,529,142	487,328		-	(1,486,215)
Santa Barbara	8,652,935	318,981		-	(527,890)
Santa Clara	34,790,654	747,875		-	(4,975,394)
Santa Cruz/San Benito	8,293,240	196,462		-	(1,188,558)
Shasta	7,039,899	278,954		-	(408,351)
Sierra/Nevada	3,963,179	88,368	15,160	-	(569,339)
Siskiyou/Modoc	2,727,858	122,409	1,397	-	(399,233)
Solano	11,573,328	301,313		104,477	(704,828)



**Attachment II  
SFY 2021-22 EDP Final M&O Allocation**

<b>County</b>	<b>Final EDP Allocation</b>
<b>Statewide Total</b>	<b>26,279,216</b>
Alameda	1,146,487
Alpine	0
Amador	0
Butte	364,663
Calaveras	0
Colusa	0
Contra Costa	437,449
Del Norte	53,000
El Dorado	265,283
Fresno	1,197,928
Glenn	2,500
Humboldt	0
Imperial	104,042
Inyo	1,500
Kern	688,851
Kings	59,160
Lake	54,575
Lassen	12,850
Los Angeles	4,431,509
Madera	119,204
Marin	146,722
Mariposa	700
Mendocino	70,836
Merced	233,052
Modoc	900
Mono	350
Monterey	183,659
Napa	132,478
Nevada	167,542
Orange	2,013,403
Placer	279,911
Plumas	2,892
Riverside	1,294,960
Sacramento	1,431,235
San Benito	1,300
San Bernardino	1,365,927
San Diego	2,302,427
San Francisco	739,889
San Joaquin	524,412
San Luis Obispo	215,192
San Mateo	397,605
Santa Barbara	416,202
Santa Clara	1,535,985
Santa Cruz	232,012
Shasta	343,543
Sierra	29,591
Siskiyou	51,230
Solano	450,241
Sonoma	694,600
Stanislaus	620,042
Sutter	6,714
Tehama	5,730
Trinity	0
Tulare	543,830
Tuolumne	6,830
Ventura	620,515
Yolo	205,192

**DEPARTMENT OF CHILD SUPPORT SERVICES**  
**Administrative Services Division**  
**Financial Services Branch**  
**LCSA Fiscal and Administrative Support Section**

**Vicky Brundige, Manager**  
[vicky.brundige@dcss.ca.gov](mailto:vicky.brundige@dcss.ca.gov)  
**(916) 464-5015**

**LCSA Assignments as of 5/6/2021**

Regional Administrators	
<b>Anne Stadther</b> <a href="mailto:Anne.Stadther@dcss.ca.gov">Anne.Stadther@dcss.ca.gov</a> <b>(916) 464-5510</b>	<b>Emily Jernigan</b> <a href="mailto:Emily.Jernigan@dcss.ca.gov">Emily.Jernigan@dcss.ca.gov</a> <b>(916) 464-5259</b>

LCSA Fiscal Analyst List and LCSA Assignment			
Rashelle Acosta	Nancy Bejines	Jessica Bauer	Jené Wolfe
<a href="mailto:Rashelle.Acosta@dcss.ca.gov">Rashelle.Acosta@dcss.ca.gov</a>	<a href="mailto:Nancy.Bejines@dcss.ca.gov">Nancy.Bejines@dcss.ca.gov</a>	<a href="mailto:Jessica.Bauer@dcss.ca.gov">Jessica.Bauer@dcss.ca.gov</a>	<a href="mailto:Jene.Wolfe@dcss.ca.gov">Jene.Wolfe@dcss.ca.gov</a>
<b>(916) 464-5093</b>	<b>(916) 464-5012</b>	<b>(916) 464-0184</b>	<b>(916) 464-1729</b>
Imperial	Central Sierra <sup>1</sup>	Butte	Alameda
Los Angeles	Eastern Sierra <sup>2</sup>	Contra Costa	Kern
Orange	El Dorado	Del Norte	Lake
Riverside	Fresno	Glenn	Lassen
Ventura	Kings	Marin	Monterey
	Madera	Mendocino	San Bernardino
	Merced/Mariposa <sup>3</sup>	Napa	San Diego
	Sacramento	North Coast <sup>4</sup>	San Luis Obispo
	San Francisco	Placer	Santa Barbara
	San Joaquin	Plumas	Santa Cruz/San Benito <sup>5</sup>
	Sonoma	San Mateo	Shasta
	Stanislaus	Santa Clara	Siskiyou/Modoc <sup>7</sup>
	Colusa, Sutter, and Yolo <sup>8</sup>	Sierra/Nevada <sup>6</sup>	Solano
	Tulare	Tehama	Yuba

**Regionalized LCSAs**

- <sup>1</sup> Central Sierra - Amador/Alpine/Calaveras/Tuolumne (Amador is lead)
- <sup>2</sup> Eastern Sierra – Inyo/Mono (Inyo is lead)
- <sup>3</sup> Merced/Mariposa – (Merced is lead)
- <sup>4</sup> North Coast – Humboldt/Trinity (Humboldt is lead)
- <sup>5</sup> Santa Cruz/San Benito - (Santa Cruz is lead)
- <sup>6</sup> Sierra/Nevada - (Nevada is lead)
- <sup>7</sup> Siskiyou/Modoc - (Siskiyou is lead)
- <sup>8</sup> Colusa, Sutter, Yolo – (Yolo is lead)

**CENTRAL SIERRA CHILD SUPPORT AGENCY - PRELIMINARY REVENUE BUDGET  
FISCAL YEAR 2021 - 2022**

Line Item Title	Account	Account Title	2020-2021 FINAL	2021-2022 FINAL
<b>FUND 100</b>				
GENERAL FUND	40100	STATE/COUNTY REVENUES	\$ 1,541,523.20	\$ 1,541,523.20
GENERAL FUND	40200	FEDERAL REVENUES	\$ 2,707,546.80	\$ 2,707,546.80
GENERAL FUND	40300	FEDERAL INCENTIVE		
GENERAL FUND	40400	STATE SPECIAL PROJECTS		
GENERAL FUND	41100	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00
GENERAL FUND	41200	EDP-NON-RECURRING		
<b>TOTAL REVENUES</b>			<b>\$ 4,255,900.00</b>	<b>\$ 4,255,900.00</b>

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
PRELIMINARY EXPENDITURE BUDGET  
FISCAL YEAR 2021-2022**

Line Item Title	Account	Account Title	2020-2021	2021-2022	2021-2022
			FINAL	PRELIMINARY 04/26/2021	FINAL 07/26/2021
<b>1002000</b>					
SALARIES	51005	CASEWORKERS	\$ 781,975.82	\$ 750,835.00	\$ 750,835.00
SALARIES	51010	CSS STAFF SUPERVISORS	\$ 333,309.60	\$ 235,685.00	\$ 235,685.00
SALARIES	51015	CS CLERICAL	\$ 141,070.80	\$ 147,189.00	\$ 147,189.00
SALARIES	51035	ATTORNEYS	\$ 252,238.94	\$ 257,712.00	\$ 257,712.00
SALARIES	51060	CFW	\$ 109,460.00	\$ 112,653.00	\$ 112,653.00
SALARIES	51067	OVERTIME	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
SALARIES	51078	ADMINISTRATORS	\$ 291,589.55	\$ 313,802.00	\$ 313,802.00
SALARIES	51088	ADMINISTRATION SUPPORT	\$ 162,307.60	\$ 331,885.00	\$ 331,885.00
<b>TOTAL SALARIES</b>			<b>\$ 2,074,452.31</b>	<b>\$ 2,152,261.00</b>	<b>\$ 2,152,261.00</b>

Line Item Title	Account	Account Title	2020-2021	2021-2022	2021-2022
			FINAL	PRELIMINARY 04-26-21	FINAL 07/26/2021
<b>1002500</b>					
BENEFITS	51330	LEAVE CASHOUTS	\$ 20,000.00	\$ -	\$ -
BENEFITS	51340	LEAVE LIABILITY FUND	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
BENEFITS	51451	1959-EMPLOYER	\$ 300.00	\$ 300.00	\$ 300.00
BENEFITS	51452	1959-EMPLOYEE	\$ 100.80	\$ 101.00	\$ 101.00
BENEFITS	51453	FICA	\$ 111,160.67	\$ 116,420.00	\$ 116,420.00
BENEFITS	51454	MEDICARE	\$ 29,200.71	\$ 30,364.00	\$ 30,364.00
BENEFITS	51455	PERS-EMPLOYER	\$ 484,963.76	\$ 535,158.00	\$ 535,158.00
BENEFITS	51457	PERS-PEPRA	\$ 15,957.78	\$ 16,704.00	\$ 16,704.00
BENEFITS	51458	LONG TERM DISABILITY (LTD)	\$ 8,065.92	\$ 7,254.00	\$ 7,254.00
BENEFITS	51459	WORKERS COMPENSATION	\$ 65,000.00	\$ 52,000.00	\$ 52,000.00
BENEFITS	51460	UNEMPLOYMENT (UI) & ETT	\$ 4,851.00	\$ 3,248.00	\$ 3,248.00
BENEFITS	51461.1	HEALTH BENEFITS - INSURANCE	\$ 443,469.24	\$ 475,299.00	\$ 475,299.00
BENEFITS	51461.2	HEALTH BENEFITS - IN LIEU	\$ 23,400.00	\$ 27,600.00	\$ 27,600.00
BENEFITS	51461.3	INS RETIRED PREMIUMS	\$ 9,744.00	\$ 7,371.00	\$ 7,371.00
BENEFITS	51462	LIFE INSURANCE/AD&D	\$ 6,043.64	\$ 5,037.00	\$ 5,037.00
BENEFITS	51463	WELLNESS PROGRAM	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
BENEFITS	51464	DEFERRED COMPENSATION	\$ 27,600.00	\$ 25,620.00	\$ 25,620.00
BENEFITS	51465	TRAVEL ALLOWANCE	\$ -	\$ -	\$ -
BENEFITS	51466	CELL PHONE STIPEND	\$ 1,200.00	\$ 2,400.00	\$ 2,400.00
<b>TOTAL BENEFITS</b>			<b>\$ 1,327,057.52</b>	<b>\$ 1,380,876.00</b>	<b>\$ 1,380,876.00</b>

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
PRELIMINARY EXPENDITURE BUDGET  
FISCAL YEAR 2021-2022**

Line Item Title	Account	Account Title	2020-2021	2021-2022	2021-2022
			FINAL	PRELIMINARY 04-26-21	FINAL 07/26/2021
1003000					
SERVICES & SUPPLIES	52300	MEMBERSHIP DUES/SUBSCRIP.	\$ 27,000.00	\$ 20,000.00	\$ 20,000.00
SERVICES & SUPPLIES	52301	e-OSCAR	\$ 240.00	\$ 240.00	\$ 240.00
SERVICES & SUPPLIES	53340	POP PROGRAM	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
SERVICES & SUPPLIES	54149.1	JACKSON LEASE	\$122,946.00	\$ 107,690.00	\$ 107,690.00
SERVICES & SUPPLIES	54149.5	SONORA LEASE	\$ 100,919.04	\$ 99,038.00	\$ 99,038.00
SERVICES & SUPPLIES	54151.1	OTHER FACILITY EXP-JACKSON	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54151.3	OTHER FACILITY EXP-CALAVERAS	\$ -	\$ 9,168.00	\$ 9,168.00
SERVICES & SUPPLIES	54151.5	OTHER FACILITY EXP-SONORA	\$ 7,700.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54152.1	COMMUNICATIONS-JACKSON	\$ 10,000.00	\$ 13,000.00	\$ 13,000.00
SERVICES & SUPPLIES	54152.3	COMMUNICATIONS-CALAVERAS	\$ 800.00		
SERVICES & SUPPLIES	54152.4	COMMUNICATIONS-ALPINE	\$ -	\$ 50.00	\$ 50.00
SERVICES & SUPPLIES	54152.5	COMMUNICATIONS-SONORA	\$ 25,000.00	\$ 8,000.00	\$ 8,000.00
SERVICES & SUPPLIES	54154.1	OTHER OFFICE EXPENSES-JACKSON	\$ 22,000.00	\$ 35,000.00	\$ 35,000.00
SERVICES & SUPPLIES	54154.3	OTHER OFFICE EXPENSES-CALAVERAS	\$ 300.00	\$ -	\$ -
SERVICES & SUPPLIES	54154.4	OTHER OFFICE EXPENSES-ALPINE	\$ 130.00	\$ -	\$ -
SERVICES & SUPPLIES	54154.5	OTHER OFFICE EXPENSES-SONORA	\$ 20,000.00	\$ -	\$ -
SERVICES & SUPPLIES	54155	FACILITY IMPROVEMENTS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	54157.1	POSTAGE	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	54157.5	POSTAGE-SONORA	\$ 12,000.00		
SERVICES & SUPPLIES	54159	TRAVEL EXPENSES	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	55169.1	OTHER COUNTY AGENCIES - AMADOR	\$ 20,000.00	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	55169.3	OTHER COUNTY AGENCIES - CALAVERAS	\$ 15,000.00	\$ 1,500.00	\$ 1,500.00
SERVICES & SUPPLIES	55169.4	OTHER COUNTY AGENCIES - ALPINE	\$ 3,285.00	\$ -	\$ -
SERVICES & SUPPLIES	55169.5	OTHER COUNTY AGENCIES - TUOLUMNE	\$ 5,400.00	\$ 400.00	\$ 400.00
SERVICES & SUPPLIES	55174	OTHER CONSULT/AGENCIES	\$ 70,000.00	\$ 50,000.00	\$ 50,000.00
SERVICES & SUPPLIES	55176	INSURANCE	\$ 100,389.00	\$ 90,000.00	\$ 90,000.00
SERVICES & SUPPLIES	56180	MARKETING & OUTREACH	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56182	LEGAL SERVICES	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
SERVICES & SUPPLIES	56190.1	SERVICE OF PROCESS-JACKSON	\$ 7,000.00	\$ 15,000.00	\$ 15,000.00
SERVICES & SUPPLIES	56190.3	SERVICE OF PROCESS-CALAVERAS	\$ 8,000.00		
SERVICES & SUPPLIES	56190.4	SERVICE OF PROCESS-ALPINE	\$ 500.00		
SERVICES & SUPPLIES	56190.5	SERVICE OF PROCESS-SONORA	\$ 8,000.00		
SERVICES & SUPPLIES	56192	VEHICLE MAINTENANCE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
SERVICES & SUPPLIES	56198	ADMINISTRATION COSTS	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
SERVICES & SUPPLIES	56199.1	OTH SERVICES - IT SERVICES	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
SERVICES & SUPPLIES	56199.2	OTH SERVICES - MISCELLANEOUS	\$ 13,451.13	\$ 12,347.00	\$ 12,347.00
SERVICES & SUPPLIES	57000.1	UTILITIES-JACKSON	\$ 26,000.00	\$ 28,500.00	\$ 28,500.00
SERVICES & SUPPLIES	57000.3	UTILITIES-CALAVERAS	\$ -	\$ 1,100.00	\$ 1,100.00
SERVICES & SUPPLIES	57000.4	UTILITIES-ALPINE	\$ -	\$ 2,400.00	\$ 2,400.00
SERVICES & SUPPLIES	57000.5	UTILITIES-TUOLUMNE	\$ 14,000.00	\$ 8,000.00	\$ 8,000.00
SERVICES & SUPPLIES	59100	TRAINING	\$ 50,000.00	\$ 45,000.00	\$ 45,000.00
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>\$ 827,560.17</b>	<b>\$ 705,933.00</b>	<b>\$ 705,933.00</b>

**CENTRAL SIERRA CHILD SUPPORT AGENCY  
PRELIMINARY EXPENDITURE BUDGET  
FISCAL YEAR 2021-2022**

Line Item Title	Account	Account Title	2020-2021	2021-2022	2021-2022
			FINAL	PRELIMINARY 04-26-21	FINAL 07/26/2021
1005000					
FIXED ASSETS	60155	EQUIPMENT	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL FIXED ASSETS			\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL ADMIN			\$ 4,249,070.00	\$ 4,249,070.00	\$ 4,249,070.00
			\$ 4,249,070.00	\$ 4,249,070.00	\$ 4,249,070.00

Line Item Title	Account	Account Title	2020-2021	2021-2022	2021-2022
			FINAL	PRELIMINARY 04-26-21	FINAL 07/26/2021
1007000					
AUTOMATION	80217	EDP-RECURRING	\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
AUTOMATION	80219	EDP-NON-RECURRING	\$ -	\$ -	\$ -
TOTAL AUTOMATION			\$ 6,830.00	\$ 6,830.00	\$ 6,830.00
GRAND TOTAL			\$ 4,255,900.00	\$ 4,255,900.00	\$ 4,255,900.00

# **AGENDA ITEM**

**#4**





# MEMORANDUM

**DATE:** July 20, 2021

**TO:** Board of Directors

**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Appointment of General Counsel **(Agenda Item # 4)**

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Attached please find an updated contract from Price, Postel & Parma for review and approval by the Board. The content of the contract, including fees, remains the same as in the prior contract and the expiration date has been removed as previously instructed by the Board.

**Recommendation:** It is recommended that the Board approve and authorize the Chair to sign the contract.



**LEGAL SERVICES AGREEMENT BETWEEN THE  
CENTRAL SIERRA CHILD SUPPORT AGENCY, A JOINT POWERS AUTHORITY, AND  
TIMOTHY M. CARY AND PRICE, POSTEL & PARMA LLP**

This Legal Services Agreement (hereinafter "the Agreement") is entered into by and between the Central Sierra Child Support Agency (hereinafter "CSCSA") and Timothy M. Cary and PRICE, POSTEL & PARMA LLP (hereinafter collectively "GENERAL COUNSEL"). CSCSA and General Counsel are hereinafter collectively referred to as "the Parties". This Agreement is intended to authorize CSCSA to pay from any available funds fees and costs associated with legal services furnished by General Counsel in accordance with the terms and provisions of this Agreement. The Parties intend this Agreement to be effective as of February 1, 2019, and continue until terminated under its terms.

Now, therefore, CSCSA and GENERAL COUNSEL agree as follows:

1. GENERAL COUNSEL will provide legal services to CSCSA as CSCSA's General Counsel upon CSCSA's request. GENERAL COUNSEL will provide primary general counsel services to advise the Board and CSCSA Executive Director concerning matters related to the administration of the CSCSA Joint Powers Authority (JPA), personnel matters, contracts, claims, labor negotiations and general legal matters. Any legal services work performed by GENERAL COUNSEL will be at the rates specified in paragraph 5 below.
2. Legal services shall be provided as requested by CSCSA and according to CSCSA's direction, subject to the exercise of GENERAL COUNSEL's professional judgment. These legal services include, but are not limited to, legal services pertaining to the general operation of CSCSA. Legal services to be provided include services incident to Board Meetings; judicial, arbitration, mediation, or negotiation proceedings, and labor negotiations.
3. GENERAL COUNSEL agrees to confer with staff of CSCSA and with the Board, give required legal advice and prepare all necessary documents as maybe requested by CSCSA from time to time relative to legal services.
4. GENERAL COUNSEL may be assisted by other attorneys or professional consultants who are not employed by or affiliated with GENERAL COUNSEL. Such other attorneys or professional consultants may contract directly with CSCSA or may contract with General Counsel, subject to approval of the Board of CSCSA. For example, GENERAL COUNSEL or may contract for legal services from other attorneys in specialized areas needed by CSCSA, subject to such approval of the Board. To the extent General Counsel contracts directly with other attorneys or professional consultants, CSCSA will compensate GENERAL COUNSEL for such specialized services according to the cost at which the services are billed.
5. Work performed for litigation and special projects as stated in paragraph 1 above will be billed at a regular rate. (See paragraph 5 below).

GENERAL COUNSEL asks CSCSA to communicate requests for the provision of services for particular matters in writing only or electronically when possible, or orally or telephonically when necessary or advisable. GENERAL COUNSEL will endeavor to confirm assignments in writing or electronically, whether such assignments are given in writing, electronically, orally, telephonically, or otherwise. By approving this Agreement, the Board hereby authorizes and directs GENERAL COUNSEL to engage in the activities and tasks on behalf of CSCSA as agreed to by GENERAL COUNSEL and CSCSA.

GENERAL COUNSEL at all times in the performance of the Agreement is an agent of the Board and an independent contractor, and not an employee of CSCSA.

GENERAL COUNSEL's billings for fees are calculated on a straight hourly basis according to the hourly rates for the persons performing the work, as follows, including litigation and special projects:

- a. CSCSA will compensate GENERAL COUNSEL for services rendered at a rate of \$230.00 per hour, in minimum .1 hour increments (6 minutes), for services provided to CSCSA by attorneys who are Shareholders, Of Counsel, Senior Associate Attorneys or Associate Attorneys, for services rendered.
  - b. CSCSA will compensate GENERAL COUNSEL for Senior Law Clerk and/or Law Clerk services rendered if GENERAL COUNSEL decides to use such services, subject to GENERAL COUNSEL's supervision. CSCSA will pay \$150.00 per hour for services provided to CSCSA by Senior Law Clerks and \$140.00 for Law Clerks.
  - c. CSCSA will compensate GENERAL COUNSEL for Paralegal services rendered if GENERAL COUNSEL decides to use such services, subject to GENERAL COUNSEL's supervision. CSCSA will pay \$125.00 per hour for services provided to CSCSA by Paralegals.
  - d. CSCSA will compensate GENERAL COUNSEL for Information Technology Specialist services rendered if GENERAL COUNSEL decides to use such services, subject to GENERAL COUNSEL's supervision. CSCSA will pay \$90.00 per hour for services provided to CSCSA by Information Technology Specialists.
  - e. CSCSA will compensate GENERAL COUNSEL for Document Clerk services rendered if GENERAL COUNSEL decides to use such services, subject to GENERAL COUNSEL's supervision. CSCSA will pay \$60.00 per hour for services provided to CSCSA by Document Clerks.
6. CSCSA will reimburse GENERAL COUNSEL for reasonable costs, fees, and expenses incurred in providing legal services to CSCSA. These shall include, but not be limited to, copy costs at \$0.20 per page, computer-assisted legal research at cost, messenger charges, court filing fees, travel costs (with mileage charged at the standard IRS mileage rate), meals and lodging, expert witness fees, or other costs that are a necessary and reasonable part of providing legal services to CSCSA. CSCSA shall reimburse such costs as they are submitted to CSCSA by GENERAL COUNSEL.
  7. GENERAL COUNSEL will bill for attorney travel time at a reduced hourly rate of \$190.00, as opposed to the rates stated in paragraph 5 above. This includes travel to the four counties for Board Meetings as well as necessary meetings at the CSCSA offices in either Jackson or Sonora. Mileage will be charged at the standard IRS mileage rate in addition to the reduced hourly rate.
  8. GENERAL COUNSEL will send CSCSA monthly statements for fees and costs incurred. Each statement will be due and payable within thirty days of mailing. GENERAL COUNSEL will provide a statement within 45 days of the end of each month in which services are rendered.

The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be identified by item and amount.

9. CSCSA shall send payment to GENERAL COUNSEL for billed fees and expenses as soon as reasonably practicable after receiving the statement. Should GENERAL COUNSEL not receive payment in full within 30 days of the mailing date, GENERAL COUNSEL shall charge simple interest at the rate of twelve percent (12%) per annum on the balance for all overdue amounts, until paid.
10. GENERAL COUNSEL commits that the rates set forth in the agreement for 2017-2018 will not be increased prior to February 1, 2018. This agreement may not be amended or modified without the express consent of CSCSA and GENERAL COUNSEL.
11. GENERAL COUNSEL has, and shall maintain, professional liability insurance in the amount of not less than \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate. CSCSA will not be named as an additional insured in any such professional liability policy.
12. CSCSA agrees to cooperate with GENERAL COUNSEL, to keep GENERAL COUNSEL fully informed of any information or development that may come to CSCSA's attention and that may be pertinent to any matter in which GENERAL COUNSEL is representing or advising CSCSA. CSCSA also agrees to abide by this Agreement and to cooperate with and assist GENERAL COUNSEL in all matters related to GENERAL COUNSEL's representation of CSCSA, including but not limited to providing necessary information and documents and having CSCSA personnel appear when necessary.
13. GENERAL COUNSEL will take reasonable steps to keep CSCSA informed about significant developments relating to the representation, including promptly complying with reasonable requests for information and/or for copies of significant documents when necessary to keep CSCSA reasonably informed.
14. CSCSA may terminate this Agreement at any time. GENERAL COUNSEL may withdraw with CSCSA's consent, for good cause or as permitted by law. Good cause includes, without limitation, CSCSA's breach of this Agreement, CSCSA's refusal to cooperate on a material matter, or any fact or circumstance that would reasonably constitute good cause for withdrawal or otherwise provide grounds for withdrawal under the law or the Rules of Professional Conduct governing attorneys in California.
15. When GENERAL COUNSEL's services conclude, all unpaid charges based on legal services provided and expenses incurred by GENERAL COUNSEL prior to the effective date of the termination, will immediately become due and payable. After services conclude, GENERAL COUNSEL will refund any portion of any advance deposits that has not been earned, and upon CSCSA's request, will deliver CSCSA's files and property in GENERAL COUNSEL's possession, whether or not CSCSA has paid for all services.
16. After services conclude, Attorney will, upon Client's request, deliver the legally required files to Client, along with any funds or property of Client's in Attorney's possession. If Client requests the files, Attorney will retain a copy of the file at the Client's expense. If Client does not request the files, Attorney will retain the files for a period of five (5) years after the

representation ends. If Client does not request delivery of the files before the end of the five (5) year period, Attorney will have no further obligation to retain the files and may, at Attorney's discretion, destroy the files without further notice to Client. At any point during the five (5) year period, Client may request delivery of the files. Client will be responsible for the cost of transporting any stored files to a new location.

17. In the event of a dispute regarding legal services provided or fees or costs owed under the Agreement, the prevailing party will be entitled to recovery of its reasonable costs and attorneys' fees whether or not a lawsuit or other proceeding is commenced as a part of the collection process. If a dispute arises between GENERAL COUNSEL and CSCSA regarding GENERAL COUNSEL's fees or costs under this Agreement, and GENERAL COUNSEL files suit in any court, or begins an arbitration proceeding other than through the State Bar or a local bar association, CSCSA will have the right to stay that suit or arbitration proceeding by timely electing to arbitrate through the State Bar or a local bar association under Business and Professions Code sections 6200-6206, in which event GENERAL COUNSEL must submit the matter to that arbitration, subject to sections 6200-6206.
18. If any provision of the Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
19. GENERAL COUNSEL makes no promises or guarantees about any matter or about the outcome of any matter. Any comments by GENERAL COUNSEL (before or after the effective date of this Agreement) about any matter or the potential outcome of any matter are expressions of opinion only, are not intended as promises or guarantees, and shall not be deemed to be promises or guarantees. Similarly, any estimate of fees given by GENERAL COUNSEL shall not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of the estimate. Actual fees may vary significantly from any estimates given.
20. All notices, letters or other communications, electronic or otherwise, authorized or required by the Agreement shall be deemed transmitted, served and effective for all purposes on the date they are reduced to writing, deposited in the United States mail, postage prepaid, and addressed as follows:

Timothy M. Cary PRICE, POSTEL & PARMA LLP 3300 Cameron Park Drive, Suite 100 Cameron Park, CA 95682	Frank Axe Chair, Board of Directors Central Sierra Child Support Agency 639 New York Ranch Road Jackson, CA 95642
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DATED: \_\_\_\_\_

\_\_\_\_\_  
Frank Axe , Chair  
CSCSA Board of Directors

REPRESENTATION ACCEPTED

TIMOTHY M. CARY  
PRICE, POSTEL & PARMA

DATED: 7/1/2021 \_\_\_\_\_

  
\_\_\_\_\_  
By Timothy M. Cary  
General Counsel

# **AGENDA ITEM**

**#5**

**CENTRAL SIERRA CHILD SUPPORT AGENCY**  
**639 New York Ranch Road**  
**Jackson, California 95642**

**MEMORANDUM**

DATE: July 20, 2021

TO: Board of Directors

FROM: Julie Prado, Executive Director

SUBJECT: Executive Report

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**I. BUDGET**

**Financial Summary through June 30, 2021 100% of the year**

<b>Expenditure line description</b>	<b>Approved Budget</b>	<b>Year-to-Date Expenditures</b>	<b>Percent of budget expended</b>
Salaries	<b>\$ 2,074,452.31</b>	\$2,022,528.30	97.5%
Benefits	<b>\$ 1,327,057.52</b>	\$1,127,552.56	84.97%
Services & Supplies	<b>\$ 827,560.17</b>	\$511,810.02	61.85%
Fixed Assets	<b>\$ 20,000.00</b>	\$0	0%
Automation	<b>\$ 6,830.00</b>	\$238.01	3.48%
<b>Overall Totals</b>	<b>\$ 4,255,900.00</b>	<b>\$ 3,662,128.89</b>	<b>86.05%</b>

**A. Report on checks written between \$5,000 and \$10,000 in June, other than lease payments:** A check was written to Bank of America for \$5,877.16 for the credit card bill which included the purchase of new chairs needed for some staff as well as the cost of staff training, in addition to regular monthly supply costs.

## **II. PROGRAM REPORT**

### **A. Agency Updates**

The offices in Sonora and Jackson continue to be open to customers with or without an appointment on Tuesdays and Thursdays, and by appointment only on Wednesdays. Beginning September 1, 2021 both offices will be open on Tuesdays, Wednesdays, and Thursdays; customers will be welcome to walk in or schedule an appointment for an interview.

The Agency will soon implement Virtual Interview Booths in Jackson and Sonora. This effort has been in the works for quite some time. Equipment was delivered and installed on July 15, 2021 and training and implementation is underway. This new process will allow customers to have face to face interviews with caseworkers in any location through a video application. This solution provides the Agency with additional flexibility and offers customers a safe and convenient option to telephone and in-person interviews.

August is Child Support Awareness Month. CSCSA will be conducting our 2<sup>nd</sup> Annual Partnership Awareness Forum on August 24, 2021 at 9:30am. This year's theme is "Partners Supporting Partners". The forum will allow agencies and organizations that provide services to children and families within our communities to come together to share information, foster relationships, and identify areas where we can support each other for the greater good of families.

The annual single audit is finally complete. State DCSS will soon begin an Administrative Audit for 2019/2020 which includes all aspects of funding, accounting, and fiscal claims. Additionally, the Agency was selected as an audit agency for the 2019/2020 CalPERS audit which will also begin in August.



## B. Staffing

STAFFING LEVELS [Filled] - 2020-2021 FISCAL YEAR												
Months	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
<b>GENERAL UNIT</b>												
Accounting	2	2	2	2	2	2	2	2	2	2	2	2
Caseworkers	13	13	13	13	13	13	13	13	13	12	12	12
Child Support Assistant	2	2	2	2	2	2	2	2	2	2	2	2
Legal Clerks	1	1	1	1	1	1	1	1	1	1	1	1
<b>Subtotal</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>M/C/P Unit</b>												
Business Office	1	2	2	2	2	2	2	2	2	2	2.6	2.6
CS Attorneys	2	2	2	2	2	2	2	2	2	2	2	2
Supervisors/Leaders	4	4	4	4	4	4	4	4	4	4	4	4
<b>Subtotal</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8.6</b>	<b>8.6</b>
<b>EXECUTIVE</b>												
Executive Director	1	1	1	1	1	1	1	1	1	1	1	1
Deputy Director	1	1	1	1	1	1	1	1	1	1	1	1
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>27</b>	<b>27.6</b>	<b>27.6</b>

## C. Program performance: Collections and federal performance measures (FPMs) COLLECTIONS

MONTHLY SUPPORT DISTRIBUTED – 2020/2021 FEDERAL FISCAL YEAR; In parens: YTD 2021 Federal Fiscal Year: <b>Agency collection GOAL \$13,300,000</b>			
10/20	\$965,177 (\$965,177)	4/21	\$1,266,476 (\$7,087,128)
11/20	\$906,742 (\$1,871,919)	5/21	\$1,005,404 (\$8,072,531)
12/20	\$1,153,964 (\$3,025,883)	6/21	\$1,164,595 (\$9,237,126)
1/21	\$861,913 (\$3,887,796)	7/21	
2/21	\$866,509 (\$4,752,305)	8/21	
3/21	\$1,068,347 (\$5,820,652)	9/21	

## FEDERAL PERFORMANCE MEASURES (FPM)

MONTHLY STATISTICS - 2020-2021 FEDERAL FISCAL YEAR												
<b>LEGEND: FPM = Federal Performance Measure;</b> <b>* = measures where number naturally increases each month</b> <b>[in brackets] = Goal for Federal fiscal year (October through September)</b>												
Activity	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21
Cases Opened/MO	43	33	27	47	51	37	40	20	19			
Cases Closed/MO	78	77	44	67	69	61	62	83	63			
TOTAL cases open	4789	4749	4739	4726	4727	4699	4525	4501	4481			
FPM 1: IVD Paternity % [105%]*	93.56%	97.11%	94.93%	96.27%	97.50%	98.48%	99.31%	99.78%	100.47%			
FPM 2: Orders % [97%]	96.58%	96.72%	96.69%	96.64%	96.66%	96.62%	96.65%	96.92%	97.05%			
FPM 3: Current % [80.5%]	74.32%	72.87%	74.25%	73.02%	72.76%	73.26%	73.92%	73.69%	73.90%			
FPM 3: Arrears % [80%]*	48.95%	55.82%	61.71%	64.23%	66.33%	70.04%	73.02%	74.11%	76.02%			

# CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2020/2021

## Federal Performance Measure Goals

**June 2021**

	FFY GOAL	ACTUAL RESULT
<b>FPM 1 IV-D Paternity Establishment</b>	<b>105.00%</b>	<b>100.47%</b>
<i>Measures the total number of children in the IV-D caseload in the fiscal year who have been born out-of-wedlock and for whom paternity has been established, compared to the total number of children in the IV-D caseload as of the end of the prior fiscal year who were born out-of-wedlock.</i>		
<b>FPM 2 Cases with a Support Order Established</b>	<b>97.00%</b>	<b>97.05%</b>
<i>Measures cases with support orders established compared to total number of cases open at the end of a month.</i>		
<b>FPM 3 Collections on Current Child Support</b>	<b>80.50%</b>	<b>73.90%</b>
<i>Measures the amount of current support, collected and distributed, compared to the total amount of current support owed.</i>		
<b>FPM 4 Cases with Collection on Arrears</b>	<b>80.00%</b>	<b>76.02%</b>
<i>Measures the number of cases with at least one payment made towards arrears compared with the number of cases owing arrears during the FFY.</i>		
		<b>FFY to-date</b>
<b>FPM 5 Distributed Collections</b>	<b>\$13,300,000</b>	<b>\$9,237,126</b>
<i>Measures the total dollar amount of child support collected and distributed based on the CS34/35</i>		

CENTRAL SIERRA CHILD SUPPORT AGENCY FFY 2020/2021

Performance Measure Report

Federal

Data Source: FPM Report

FPM 1 IVD Paternity Establishment 105%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	97.82%	98.53%	99.24%	99.95%	100.66%	101.37%	102.08%	102.79%	103.50%	104.21%	105.00%	102.79%	
Children with Paterniy Established	2586	2605	2624	2661	2695	2722	2745	2758	2777	0	0	0	2777	1257 line 6
Children born out of wedlock per year	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	2764	1257 line 5 PY
FFY 2021 Actual	93.56%	94.25%	94.93%	96.27%	97.50%	98.48%	99.31%	99.78%	100.47%	0.00%	0.00%	0.00%	100.47%	
Over/Under (%points)		-3.57%	-3.60%	-2.97%	-2.45%	-2.18%	-2.06%	-2.30%	-2.32%	-103.50%	-104.21%	-105.00%	-2.32%	
FFY 2020 Actual	94.08%	95.41%	96.48%	98.05%	99.34%	99.16%	98.29%	101.74%	102.54%	103.20%	104.00%	104.63%	1.0463	

FPM 2 Cases with Support Orders Established 97.00%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	96.65%	96.68%	96.71%	96.74%	96.77%	96.80%	96.83%	96.86%	96.89%	96.91%	96.94%	97.00%	96.89%	
Cases with a Support Order	4625	4593	4582	4567	4569	4540	4525	4501	4481	0	0	0	4,481	1257 Line 2
Total Cases	4789	4749	4739	4726	4727	4699	4682	4644	4617	0	0	0	4617	1257 Line 1
FFY 2021 Actual	96.58%	96.72%	96.69%	96.64%	96.66%	96.62%	96.65%	96.92%	97.05%	#DIV/0!	#DIV/0!	#DIV/0!	97.05%	
Over/Under (%points)	-0.07%	0.04%	-0.02%	-0.10%	-0.11%	-0.18%	-0.18%	0.06%	0.16%	#DIV/0!	#DIV/0!	#DIV/0!	0.16%	
FFY 2020 Actual	96.51%	96.53%	96.38%	95.94%	96.30%	96.21%	96.13%	96.31%	96.34%	96.50%	96.65%	96.62%		

FPM 3 Collections on Current Support 80.5%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	75.14%	75.62%	76.10%	76.58%	77.06%	77.54%	78.02%	78.50%	78.98%	79.46%	79.94%	80.50%	78.98%	
Current Support Collected	\$670,574.27	\$1,318,081.08	\$2,014,549.25	\$2,646,532.46	\$3,292,298.71	\$3,978,784.83	\$4,681,604.15	\$5,332,919.76	\$6,025,849.93	\$0.00	\$0.00	\$0.00	\$6,025,849.93	1257 Line 25
Current Support Due	\$902,235.22	\$1,808,766.54	\$2,713,354.35	\$3,624,378.13	\$4,525,004.37	\$5,431,066.47	\$6,333,589.43	\$7,237,038.13	\$8,154,535.77	\$0.00	\$0.00	\$0.00	\$8,154,535.77	1257 Line 24
FFY 2021 Actual	74.32%	72.87%	74.25%	73.02%	72.76%	73.26%	73.92%	73.69%	73.90%	#DIV/0!	#DIV/0!	#DIV/0!	73.90%	
Over/Under (%points)	-0.82%	-2.75%	-1.85%	-3.56%	-4.30%	-4.28%	-4.10%	-4.81%	-5.08%	#DIV/0!	#DIV/0!	#DIV/0!	-5.08%	
FFY 2020 Actual	77.12%	74.02%	75.19%	75.33%	75.20%	75.28%	74.69%	75.01%	75.23%	84.25%	74.82%	75.14%		

FPM 4 Collections on Arrears 80.0%	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	baseline	51.77%	54.59%	57.41%	60.23%	63.05%	65.87%	68.69%	71.51%	74.33%	77.15%	80.00%	71.51%	
Case Paying Arrears	1,522	1,784	2,021	2,142	2,240	2,408	2,542	2,610	2,710	0	0	0	2,710	1257 Line 29
Cases w/Arrears Due	3,109	3,196	3,275	3,335	3,377	3438	3,481	3,522	3,565	0	0	0	3,565	1257 Line 28
FFY 2021 Actual	48.95%	55.82%	61.71%	64.23%	66.33%	70.04%	73.02%	74.11%	76.02%	#DIV/0!	#DIV/0!	#DIV/0!	76.02%	
Over/Under (%points)		4.05%	7.12%	6.82%	6.10%	6.99%	7.15%	5.42%	4.51%	#DIV/0!	#DIV/0!	#DIV/0!	4.51%	
FFY 2020 Actual	44.36%	49.94%	55.68%	58.28%	60.78%	62.75%	64.39%	71.77%	76.10%	78.82%	82.83%	82.51%		

Total Distributed Collections \$13,300,000	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Point in Time	Data Source
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Goal	\$1,108,333	\$2,216,666	\$3,324,999	\$4,433,832	\$5,542,165	\$6,650,998	\$7,759,331	\$8,867,664	\$9,976,497	\$11,084,830	\$12,193,663	\$13,300,000	\$9,976,497	
FFY 2021 Actual	\$965,177	\$1,871,919	\$3,025,883	\$3,887,796	\$4,752,305	\$5,820,652	\$7,087,128	\$8,072,531	\$9,237,126	\$0	\$0	\$0	\$9,237,126	CS 34 line 4b,4c, 8 & 11
Over/Under	\$143,156	\$344,747	\$299,116	\$546,036	\$789,860	\$830,346	\$672,203	\$795,133	\$739,371	\$11,084,830	\$12,193,663	\$13,300,000	\$739,371	
FFY 2020 Actual	\$1,000,789	\$1,845,449	\$2,844,621	\$3,786,150	\$4,719,664	\$5,754,335	\$6,756,745	\$8,225,259	\$9,741,046	\$10,951,585	\$11,974,998	\$13,095,080		



# CSCSA IN-sider

*Invest, Innovate, Inspire*

May 2021

Volume 2, Issue 5

## THE IN-SIDE SCOOP – JULIE

Hello All and happy May; I hope you are all enjoying the beautiful spring weather! I want to thank you all for your participation and engagement in our April all-staff meeting. It was a great day of learning and laughter; kudos to all of you that were involved in the planning and presentations. Great work and collaboration! If you would love to get involved in planning or presenting at our next all-staff meeting, give a shout out to Liane and she will be sure to include you. Here are just a few updates for May:

### ADP

As you know, we have finally fully transitioned to ADP. You have been trained on the time off and time sheet processes and will soon learn more about the incredible features your portal has to offer. As you play around in the system and discover new tools, be sure to inquire with your supervisor on how we are implementing those tools. We are working as quickly as we can toward full functionality but your patience is appreciated.

### Office Schedule

Just a reminder that we are now open for customer appointments on Wednesdays. If you have a customer with a need for a Wednesday appointment, your supervisor will assist you in making that happen. We will continue to revisit our office schedule and will provide updates to you as things change. Based on what we know today, we are likely to maintain our current schedule through the summer months.

### New News in the Newsletter

The Newsletter will now contain a section which will highlight anything new that has been posted to SharePoint and/or CA Central in terms of policy or desk aids. Be sure you are always IN-the know by checking out this section every month! Help us keep the newsletter fresh and in alignment with *YOUR* needs by giving your feedback and recommendations. Carey and Gina would love to hear from you!

That's all for now; hope you have a great May!

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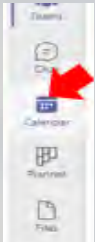
## The Support Report - Dalaine

Pat EST: 96.0%  
Order EST: 96.6%  
Current Support: 73.5%  
Payment on Arrears: 70.1%  
New Never cases Opened: 16  
Cost Effectiveness: \$4.06

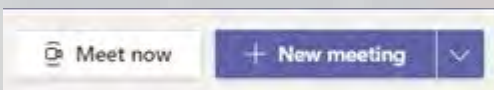
## IN-NOVATION & TECH TIPS - REESA

How to schedule a meeting in Teams:

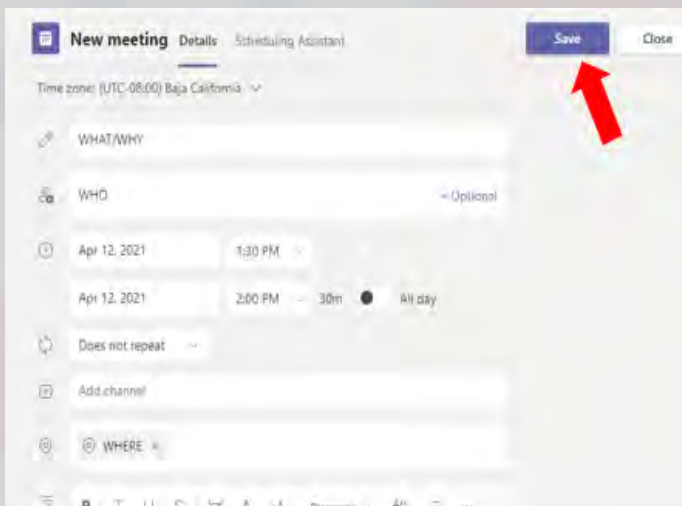
1. Open Teams
2. Click on the calendar icon on the left hand side



3. Click on “new meeting” in the upper right hand corner



4. Fill in the who/what/when/where/why of the meeting – then hit “Save” in the upper righthand corner (it will automatically pop up as a Teams meeting since you are in Teams when scheduling)



5. Once you hit save, it will appear on your calendar in Outlook

## Traditional Sopita Recipe

### Ingredients

- 1 7oz pkg of dried pasta - Pagasa Brand is preferred, aka Alphabet pasta.
- 2 Tbsp vegetable oil
- 1 14.5 oz Diced Tomatoes
- ½ medium onion chopped
- ¼ cup cilantro washed and chopped
- 3 cups chicken broth
- 1 tsp salt
- 1 tsp pepper



### Instructions

1. In a blender add tomatoes, onion, cilantro and chicken broth; blend until smooth. Heat oil over medium high heat in a medium saucepan; add pasta and sauté until lightly browned, about 4-5 minutes.
2. Pour in tomato puree; season with salt and pepper and bring to a boil. Reduce heat, cover saucepan and continue to cook until almost all the liquid is absorbed, about 10 minutes.
3. Remove lid, taste for seasoning: add more salt and pepper if needed.
4. Ladle into bowls served alongside warm corn tortillas with a slice of queso fresco inside the tortilla. Take a spoonful of sopita, and take a bite of your folded tortilla with a slice of queso fresco in it. Feel free to add a pickled jalapeno or two into your sopita to give it some heat.
5. Enjoy!





## LIFE IN COLORS - GINA

As we look deeper into the Blue personality remember that different is neither better or worse, nor right or wrong. For every instance where we might look at a Color and think someone is being too...(fill in the blank); others may be looking at us thinking that we are not being very...(fill in the blank). Understanding the personalities of each of the Colors pushes us to look for the good in others and to appreciate their strengths and value. No one is better at doing this than a Blue! While some may see a Blue as unrealistic, too soft hearted, or too trusting; their gift is seeing and affirming strengths in others. They are often seen as “cheerleaders” or “Polly Annas” because of their contagious and enthusiastic optimism to find the good in everyone.

Blues biggest challenge is to set appropriate boundaries. Although they understand the need to say “no” they often do not think it is the “right” thing to do. Blues will likely not make their own needs known and will attempt to comply, even when the request is not in the Blues’ best interest. They will seldom say no, refuse to lend a hand, or make their work more important than someone else’s. Other colors need to check in with Blues often to make sure they are not feeling taken advantage of and are not just “going along to get along”.

Blues are strong communicators and have extra strong listening skills, often hearing what others are not saying. They prefer open ended questions and love collaboration. However, they need to understand the whole concept before they can deal with specific tasks. Blues do not react well to cutting humor, insincere, or abrasive language which can send them into self-doubt. Too often they take on someone else’s failure as their own and ask themselves if they had done more or cared more would there have been a better outcome? Blues are always the most successful when free of conflict, even when the conflict is not about them.

An excerpt from the book Life in Colors by George J. Boelchi, CCP is a quote from a self-identified Blue: “I believe that my most important goal in life is to build relationships with others and contribute to making this a better world for all of us. I am unique and authentic. I value my relationships and reach out to others through my warmth, compassion, and caring. I am an idealist and quite intuitive. I look for unity and harmony and love teamwork. I am passionate in my caring and sharing with others in order to help them realize their dreams and unlimited potential, and I value playing a small part in helping them grow”.

I know you are waiting expectantly to find out what CAPT (Center for Applications of Psychological Type) has to say about Blues, so here is their data: Blues make up approximately 16.5% of the population with the vast majority being extroverts (duh!), 19.4% are female and 13.4% are males.



## IN Our Own Words—Liane

In addition to goal setting and affirmations, journaling can benefit our overall health and well-being. We have all heard the saying “an apple a day keeps the doctor away” but what about a journal entry a day keeping the doctor away? It’s true! Journaling has proven health benefits, some of which you may not have even considered. Let’s explore this a little deeper, just in case you need yet another reason to pick up the pen and start writing.

Journaling can enhance our memory and elevate our moods, especially when we are journaling about positivity or fond memories. This helps to forge strong mental health and can assist with battling those bummed moods that sometimes bring us down. Putting words to paper also reduces stress and anxiety by allowing you to prioritize your thoughts and identify triggers that may be causing you angst.

So, there you have it...a prescription to start writing! Next month, we will look at some easy prompts that will make it hard to resist putting those thoughts down on paper, and filling those empty journal pages.



## IN PERFORMANCE—LIANE

Goal #3 of the Performance Management Plan is a broad goal...enhance program performance. With such a broad goal, we focused on a key objective: implement organization and program efficiencies. With a little more focus in such a broad goal, our tactics align quite nicely with program performance and efficiencies. Let's focus on 2 of the tactics of this goal this month, and the other 2 next month...this is how writers keep their readers coming back for more...suspense!



The first tactic we are working on is in the administration side of the house. Review administrative and payroll processes and determine best practices and implement efficiencies is a tactic that will continue well past the end of 2020/2021 Federal Fiscal Year. One of the biggest projects under this tactic was that of our payroll conversion to ADP. While this took a little longer than originally expected, the result is a streamlined, efficient, and intuitive process for both staff when processing their timecard as well as Ginger and Leslie when processing payroll. For this year, we have a goal to identify and implement 3 process changes. Cross 1 off the list!! Stay tuned for updates on the other 2 processes before 9/30/2021.

Next up is the soft phone solution for teleworking. We started looking into this tactic long before it was on our Performance Management Plan and after researching and testing a variety of options, landed on a solution through AT&T. All staff are now up and running with this feature and area able to make and receive calls through their computer. CSCSA is innovative and exceeds with technological advances in our day to day work!



### Permission Granted Puzzle—Veronica



MAY  
CONSENT  
ACQUIESCE  
SANCTION  
APPROVE  
LEAVE  
ACCEPT  
ALLOW  
ADMISSION  
GRANT  
INDULGE  
LICENSE  
ASSENT  
BLESSING  
ENDORSE  
OKAY  
PERMIT  
CONCEDE  
RATIFY  
LET





***Inquiring Minds Want to Know*** remotely-roving-reporter asked staff members the following question: *Is there something that your mother said or did when you were young that you promised yourself you would never say or do?*

**Veronica:**

Whenever I did something that did not meet my mother's expectations, she would ask me "What were you thinking?" When I said I didn't know she responded "That is the problem! You were not thinking!" I have successfully avoided saying this to my children.

**Liane:**

Dianne always picked my hairstyle as a child...needless to say Dorothy Hammil was all the rage in my household. I vowed never to choose my kids' haircuts or nag them to cut their hair.

"Because I said so"...but now I understand why she said it.

"There are starving children in Africa who would eat that"...my response was always, we can send it to them if you want...that never worked.

She would clean my face by licking her finger and I always thought that was so gross...I may have done this once or twice with my own kiddos.

When I was in trouble and she said my name, she never used my middle name rather, she divided my first name into 2 names (LEE ANN!). I opted for the middle name approach with my kids.

**Rhonda:**

When I was a kid, we were members of the "clean plate club". We couldn't get up from the table until we had eaten everything on our plate because "there were people all over the world starving". I can't say I was perfect at not doing this (at some point, every mother is afraid their child is not eating enough), but I did not go to the extreme that my mother did.

One other thing I learned to do the opposite of my mother was teaching my teenagers to drive. I paid someone to do that and it was worth EVERY penny.

**Mona:**

Growing up, my mother would tell me "Never get married." She would say it every time we got to go out together for as long as I can remember! I laugh about it now, but I was terrified to tell her I was engaged when the time came. I thought "Why would you ever say that? It's so exciting to be engaged and plan a wedding! I would never say that to someone!". We often tell ourselves how we will NEVER grow up to be like our mothers, but alas, we hear our mothers coming out of our mouths at the least expected moments and I too heard her last week when I told my child....." Don't ever get married!"

**Gina:**

My mother was famous for saying, with a very judgmental tone, "Are you wearing THAT?" I vowed I would never say it to my children and, although I have often questioned their choices of attire, I have NEVER said THAT to my kids.

Something my mother frequently said to me was that if I "kept making that face and it would freeze that way". She said it often and I would run and go look in the mirror as fast as I could, but my face didn't look any different than it always did. I guess she was right.

Probably the thing my mother did that I NEVER EVER wanted to repeat was to name a child a name you have no intentions of calling them, except when they (me) were in very serious trouble.

**Lauren B:** One thing that actually both my parents would tell me was that going to college was my only option after High School. I have always told myself that I would not put that kind of pressure on my kids since there are many options besides college. We always tell the kids they won't get to live at home for free and they need to have a plan which is either college, trade school or the military. We also remind them that it is okay if they take the time to figure it out but meanwhile, they will have to hold some sort of job.





## IN-The-Know - Marlene

Beginning with this newsletter, we have added a section to provide updates about letters/policy changes received during each month from DCSS and our CSCSA desk aids which have been added or updated. Hopefully, this will be of assistance to everyone.

### Desk Aids:

The following desk aids were added or updated to SharePoint:

Case Management - ***Custody Change*** desk aid has been updated with a new section on Account Hold.

Incarcerated Obligors – ***How to Apply Family Code 4007.5*** desk aid has been updated with the changes to 4007.5 based upon Assembly Bill 2325.

Enforcement – ***How to Process a Title Company Demand*** desk aid has been added. Demands will begin being worked by Melissa and Shellie in mid-May.

Interstate – ***Referring Case for Interstate Enforcement or Modification*** desk aid has been updated with the attached QC Review Checklist.

### DCSS Letters and Update:

Two CSSP Letters were reviewed this month and are located on CA Central/Reference Material/Program Policy and Regulations/Child Support Services Policy Letters:

**CSSP Letter 21-01** Issued 2-10-21 re Assembly Bill 2325 – Reenactment of Family Code Section 4007.5 This letter outlines the policy and process for incarcerated obligors and administrative adjustments. We have already updated our desk aid Incarcerated Obligors – How to Apply Family Code 4007.5 to meet these requirements.

**CSSP Letter 21-03** Issued 04-13-2021 re Date of Receipt Obligations and Receivables This letter clarifies the DOR payment and that LCSA's should not attempt to enforce or collect this prior to case closure. Our agency has been following this practice for some time.

Two E-Communications which are located on CA Central/Reference Material/Program Policy and Regulations.

**4-7-21 Way to Go Companion Card.** This was an informational notice that primary card holders can request additional cards and give them to a babysitter, children, or grandparents and make payments/transfer money onto the companion card for use by "companions".

**4-14-21 Income Withholding Orders, Terminations, and Refunds to Social Security Administration.** This was another informational notice advising LCSAs to send SSA IWOs to the SSA office where the Obligor resides. The appropriate office can be located by entering Obligor's SSN into the Social Security Office Locator. Refunds and overpayments are to be sent to the SSA Mid-Atlantic Program Service Center, PO Box 3430, Philadelphia, PA 19122-0430.



### Calendar of Events

May 5 - Cinco de Mayo

May 9 - Mother's Day

May 13 - National Frog Jumping Day


May 31 - Memorial Day - office closure

### Birthdays

May 1 - Dalaine

May 13 - Crissie

May 16 - Mona





## Travel-IN with CSCSA - Melissa

Fifteen years ago, a few months before our wedding, Randy and I were looking for a place to honeymoon. Hawaii was first to come to mind but he had already been there on another honeymoon so...

We went to the Sportsman's Expo in Sacramento and while he checked out all the good hunting and fishing booths I



went in search of a cool place to go after the wedding. Alaska was the highest on our radar. There were A LOT of great Alaska trips being offered that were in the budget but then I saw AFRICA!

The trip cost was about the same if not a little less than Alaska so I thought why not visit another country when we can visit another state any time?

Didn't take much to convince Randy to join me on a trip to

Africa of course! Book it Dano!

After 24 hours of travel we arrived at our lodge and settled in to an awesome chalet. Our personal hunter (PH), David, took us on a little ride that evening to show us the land and we saw a giraffe! Not in a zoo or on safari, just right off the path!

Randy went out the next day with our PH and I was greeted by staff offering an amazing breakfast.

Randy hunted pretty much every day and I hung out learning the running's of the lodge and the African history. I did go out with the guys once and got a few pics of the wildlife. Randy's a better photographer so his pics are stellar.



Our hosts, Jacque and Lori, treated us like royalty from the start. Lori was gracious enough to let me go in to town with her on her errands as I wanted to see how things worked there outside of the tourist spots. It was an all day excursion because she had to go to different places for almost everything on her list. Made me appreciate WalMart and Costco!



Our PH, David, and his wife Stephanie joined us for a dinner we cooked for everyone and by the end of the night she agreed to teach me about animal signs and tracks as she was studying to be a tracker. Scary when she identified the snake signs and said they sometimes fall out of the trees...Overall, a

cool experience though.

*Continued on the next page.....*



## Melissa continued.....

Our last day our PH took us to The Palace of the Lost City- That place was breathtaking! It was built in just 28 months - but with over 5,000 workers that stacked around 30 million bricks during construction. The lobby was huge with a mural in the floor that was made with 1 inch, hand laid tiles. Definitely something worth visiting because pictures don't even come close to doing it justice.

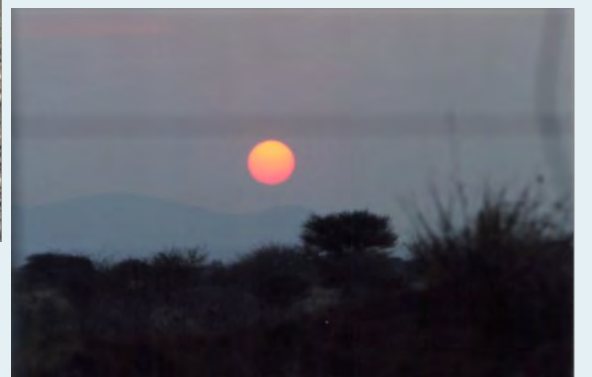
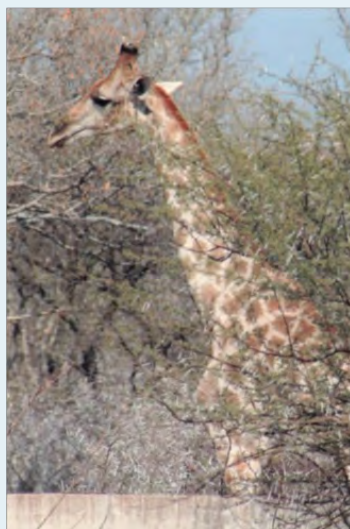


We stayed in a French style bed and breakfast our last night and prepared for our trip home. Oh, but we did have dinner with David and Stephanie and she insisted we try lots of the local concoctions!



Once we got home Randy had to wait 6 months for the hides of the animals he got to come out of a kind of quarantine. They keep them in barrels to kill off any insects so there's no chance of bringing anything invasive to the US. The warthog tusks are ivory so had to be sent by bonded courier. And that's our adventure.. Figure after that we can go anywhere and the flight won't seem long at all!

The End





# CSCSA IN-sider

*Invest, Innovate, Inspire*

June 2021

Volume 2, Issue 6

## THE IN-SIDE



## SCOOP - JULIE

### Conference Attendees

If you have not done so already, please be sure to complete the evaluations. Your input is extremely valuable. I hope you all enjoyed attending; I have heard wonderful things from many of you. Thank you for representing CSCSA so well!

### IIE Surveys

Thank you to those that completed the survey for our next steps in furthering our culture change. Thank you also to Reesa, Carey and Liane for leading our path in education. I look forward to seeing the training schedule and next steps!

### CSE Case Closure Reasons

The long-awaited case closure changes are finally in the works. As you know, there is a gazillion closure reasons in CSE, some of which function properly and some that have no functionality behind them. We are in the process of reducing the number of closure reasons to 17; a much needed adjustment! It will take some time to make the appropriate changes in CSE to accommodate the new processes so it will be done in small parts through a prioritization process. I will continue to update you as we hear more but I wanted to share that this is finally happening! Stay tuned!

### Office Schedules

Thank you for continuing to be flexible as we gradually reopen the offices. We continue to be open Tuesdays and Thursdays for walk-ins and Wednesdays by appointment only in both Jackson and Sonora. We are currently discussing our next expansion, which will mean that we will be open to walk-ins on Wednesday as well. Our target date for this change is currently September 1, 2021. In the meantime, unless something new occurs, we expect to continue with our current schedule. We will update you as we have more details. We are working with HHS in Calaveras and Alpine to establish our reopen plan in those offices as well.

### Telework Policy

Our current telework arrangement is based on a Temporary Telework Policy as a result of the pandemic. We are currently considering our options for a regular voluntary telework policy; a policy which requires us to more strictly comply with IRS Publication 1075. We will share our plans with you as soon as we have something firm to share but we wanted to begin to talk about the potential elements of the policy now so that we all have time to prepare. We will discuss this in more detail in our June all-staff. For now, it is important that you begin to think about some of the elements that we know will be required such as:

- \* An at-home workspace that is private, ensuring that no other person can view our confidential information
- \* An at-home workspace that is ergonomically appropriate
- \* A high-speed internet connection
- \* The ability to lock up your computer when not in use
- \* No children at home that require you to care for them during work hours

If you are interested in the possibility of continuing some level of telework, these and other requirements will need to be verified. Jot down your questions and concerns as you think of them and we can address them as a group. Our current estimated change from our existing telework arrangement to our new voluntary arrangement is January 1, 2022.

That is all for now! Enjoy the month of June and the first official day of summer. I look forward to connecting with all of you at our all staff gathering!

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## IN Performance - Liane

We have almost made it through all of the goals and tactics in our Performance Management Plan for Federal Fiscal Year 2020/2021. Goal #4 of the Performance Management Plan is one that aligns with our Vision 2025 as it pertains to becoming known in the community and partnering with other agencies. Goal #4 is to build collaborative partnerships to benefit families with the main objective being to establish new partnerships in an effort to help reduce poverty.

Both tactics in this goal are being led by Gina, since this is in her wheelhouse. The first tactic we wanted to explore was to continue to foster our relationship with MLJT by holding quarterly meetings with them. This one has been more of a struggle due to the COVID-19 pandemic and the remote work that most agencies are doing. MLJT remains virtual except for a few scheduled appointments. For now there is a monthly phone call where Gina receives updates as well as MLJT providing their informational flyers for us to post on our internal Share Point page for staff to share with our customers.

The second tactic focuses on the long-awaited relationship with our probation departments. Creating and fostering a relationship with our local probation agencies has been something we have all desired for a long time. Well, I think it is safe to say we have taken the first step in building this relationship by the mutual trainings that occurred over the past month. Probation, meet CSCSA...CSCSA, meet probation. Stay tuned as we continue to work on possibly creating a referral process with them to meet the needs of our shared customers and as things open back up, get our brochures in their lobbies!

## Blue Vision

Our weekly IIE Meetings provide us with an abundance of great information but the best part is the thoughtful sharing that makes all of it relevant to who we are.

Barbara's video asked us not to forget what life is genuinely about. When we create our identity around what we do we can never be authentically happy because we're basing it on the external. But when we create an identity around who we are and who we want to become, anything is possible! We become successful by what we get, but we become happy by what we give. So, what is your GNH (gross national happiness)?

The videos from Marlene gave us a lot of feedback about feedback! We learned to receive feedback as a strainer rather than a sponge. As a sponge we absorb all of it, but as a strainer, we can listen to feedback and only keep what helps us grow. Let go of what is not helpful and remember that up 80% of our perception of feedback can come from our own negative self-talk. We also learned about giving "feed-forward" rather than "feed-back".

Mona's video taught us that the Locus of Control is essentially the degree to which you believe you have control over your life and whether it is based on external or internal values. When you have an internal locus of control you see your successes as a direct result of something you have control over, like hard work and perseverance. As a group we agreed that where we are today is a direct result of our hard work and that we are individually and collectively responsible for the progress made at CSCSA.

Melissa's video asked us to let go of being a "good" person in order to be a "better person". We learned that in every other part of our lives, we give ourselves space to make mistakes and room to grow -- except in the area of being a "good" person which makes it difficult to spot our biases and acknowledge our mistakes. No matter how hard we try to be objective and despite our attachment to being a good person, we can make mistakes that hurt other people and that sometimes promote injustice despite our best efforts. We were challenged to set an even higher standard by being a "good-ish" person which will allow us to grow into a better person!

Lauren S gave us something different by providing a team-building exercise, 12 s of the z, that challenged the way we think by guessing what key letters of phrases were. Some were easier than others, but Melissa was the clear front-runner, answering almost all of the phrases first.



## IN YOUR OWN WORDS - LIANE

"I have writer's block and can't think of anything to journal about." Have no fear...we have a list of easy prompts to get you started if you are still struggling to put pen to paper. For those of you that have overcome the writer's block and are running out of room in your journal, these prompts may still provide you with ideas that spark more writing...so much so that it may be time to grab another journal!

A key thing to remember about journaling is that the question or prompt you pose, should be more than a yes or no question. You want to be able to elaborate on the thoughts and feelings you are experiencing and if the question lends itself to a simple yes or no, it is difficult to get those thoughts to flow. For example, if you ask yourself, was today a good day? The answer would likely be 'yes' or 'no', or maybe even 'kind of'. However, if you ask yourself, "what went well today and what would I change or do differently if I could", you can see how just rephrasing the question/prompt allows for more feelings and thoughts to be expressed.

Take a look at some of the journal prompts below to see if there is one that sparks your internal writer:

Describe a place where you are the happiest and why?

If you have siblings, how are you like them or different from them? How do you think this impacts your family dynamic?

What keeps you up at night worrying? What can you do about these worrisome thoughts?

In what areas are you an optimist vs. pessimist? Why do you think that is?

What are your most prized possessions and why?

What is your philosophy on life and how do you think you developed this philosophy?

What would bet the guest list at your dream party and what would the topic of conversation be?

Who is someone you miss and why?

You may think, gosh, these are pretty basic questions however, once you start thinking about your answer and jotting down your ideas, the writer's block you may have been experiencing will become non-existent.

Happy journaling!!

## In The Know - Marlene

Below are some of the updates from the month of May:

### **Desk Aids:**

The following desk aid was added to SharePoint.

Legal – Registration of California Support Order Desk Aid has been added. This desk aid provides the steps needed to ensure the process of submitting a registration to court and the steps to follow once the registration has been filed.

### **DCSS Letters and Update:**

CSSI Letter 21-04 issued 4-28-2021 – Child Support Debt Reduction Act. This letter outlines the new Child Support Debt Reduction Act which is replacing COAP (Compromise of Arrears Program). Thom is currently working through some cases with this new and improved program, and we will be setting up a training in the next 30-60 days for him to share the concepts of this new process. A training is available on Blackboard for anyone who would like to attend.

E-Communication 21-35 – Unemployment Compensation Exclusion Tax Year 2020 – The American Rescue Plan Act of 2021 (ARPA) provides relief to those who received unemployment benefits in 2020. Anyone who earned less than \$150,000 (wages and unemployment) in 2020 is not required to pay taxes on the first \$10,200 of unemployment. There is a workaround for doing calculations for unemployment benefits received by participants in 2020. This will only affect those cases with unserved Summons and Complaints, continued modifications with jurisdiction reserved back to 2020, and presumed income set asides.






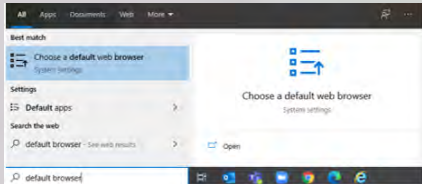
# IN-novation and Tech Tips—Reesa

How to make a shortcut on your desktop to launch a specific website in the browser you want to view it in:

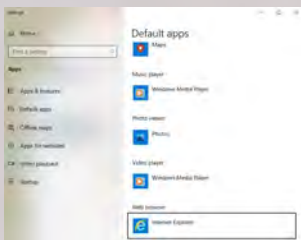
The most common browsers that we use are Internet Explorer, Chrome, and Internet Edge. Certain websites only work when used in the compatible browser.

The first step is to identify which browser is your default, which can be done by locating the search function on the lower left next

to the  key   Type here to search and typing in “default browser” then opening the “Choose a default web browser” option



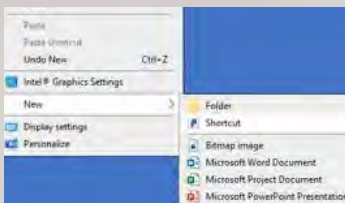
The default apps page will open, and where the option is “web browser” your current default option is listed



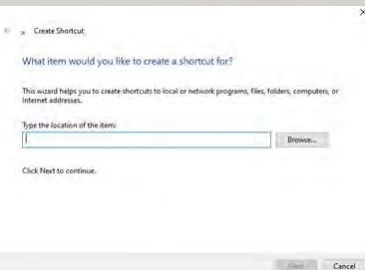
In order to create a shortcut for any site using your default browser, you simply have to have the website open IN ANY BROWSER, click/hold on the tiny image in the addressbar to the left of the website address (sometimes the image is a lock, sometimes a symbol to do with the website or the browser) and drag the image to your desktop.

In order to create a shortcut that opens in a browser that is DIFFERENT than your default, follow the below instructions

Right click on your desktop and select “new” and “shortcut”



When the “create shortcut” window is opened follow the instructions below.



If you want a page to open in Internet Explorer, copy and paste the below (including the “...”) and then a space and the website address “C:\Program Files\Internet Explorer\iexplore.exe”

If you want a page to open in Chrome, copy and paste the below and then a space and the website address

C:\Program Files (x86)\Google\Chrome\Application\chrome.exe

If you want a page to open in Microsoft Edge, copy and paste the below and then a space and the website address

%windir%\explorer.exe microsoft-edge:



## Inquiring Minds Want to Know: *What is the best advice your father ever gave you?*



**Julie:** I think the best advice my dad gave me was to be consistently responsible. When I was growing up it was really no fun to be “responsible”, I often told him that he took all the fun out of things. But as I reflect on my life and about some of the things that make me most proud, responsibility is truly in the center of those things. He was really good about helping me see how my lack of responsibility impacted other people. He was less about personal success and more about keeping yourself in line so that other people could do what they needed to do to be successful. Responsibility always came in different packages, everything from keeping your word, to being honest, doing your chores, doing your best in all things, and more. Now that I reflect, my dad is pretty darn smart!

**Crissie:** My Dad gave me this advice “Try not to get yourself into debt. Save up prior to making a purchase. If possible, do not use credit cards or loans.” When I was in need to purchase my first vehicle, I was so happy to have my down payment saved, but then he had me practice making the monthly payments. After this became a habit, then we went looking for a vehicle. Due to my age at that time, he still had to co-sign. I did not want to let him down. Each month I paid a little extra and was able to pay off the car loan early.

**Dalaine:** As most of you know I was blessed to have a caring Father and wonderful Stepfather. My Father taught me to appreciate the finer things in life, such as cruising and traveling by air. We enjoyed dining in fancy restaurants, using room service, and driving nice new cars. My Stepfather was not nearly as financially well off however, he was an extremely hard worker, and I know this is where I learned to work hard all the time. He was at every event one of the kids or grandkids was involved in - basketball, baseball, football, and cheer. As well as every July, he took my Mom, all 5 kids each with a friend, to Knotts Berry farm in celebration of their anniversary with rides, chicken dinner, and fireworks. From this I learned the importance of love and unconditional support. I think this explains why I am a hard-working, socially involved lady who enjoys traveling and an occasional glass of fine champagne.

**Melissa:** The best advice I ever got from my Dad is “Always arrive at work at least 10-15 minutes early then do your 8 and hit the gate leaving work behind because a job is your livelihood not your life”. I repeat this to people all the time – it has become my mantra of sorts.

**Mona:** My dad always told me “Don’t let anyone live in you head rent free”.



### Calendar of Events

June 1 - Say something nice day

June 20 - Fathers Day

June 20 - First day of Summer

June 23 - All Staff Meeting

### June Birthdays

June 21 - Joy

June 21 - Julie

June 27 - Linda



### Music to my ears puzzle—Veronica

O	R	E	U	C	H	A	R	M	O	N	Y	E	N
T	F	C	H	O	P	T	T	M	H	T	Y	H	R
T	E	E	H	N	T	D	F	A	E	R	L	E	O
E	R	R	N	T	T	E	M	P	O	O	E	E	O
S	M	E	D	R	N	S	N	O	N	N	G	T	M
L	A	S	T	A	E	B	D	Y	M	I	A	O	T
A	T	L	G	L	M	O	E	R	Y	M	T	E	U
F	A	R	S	T	M	C	R	E	O	O	O	T	N
H	E	Y	T	O	N	E	R	N	U	H	O	O	E
P	D	A	D	E	L	Y	R	I	C	S	C	N	D
I	T	Y	D	O	A	C	C	L	E	F	C	E	U
T	F	A	L	F	L	D	L	D	E	K	N	N	T
C	C	A	F	C	T	E	N	O	R	E	N	D	E
H	L	S	C	O	B	M	M	R	O	Y	N	C	A

Cadence

Contralto

Tone

Falsetto

Beats

Temp

Tenor

Etude

Pitch

Chords

Key

Tune

Lyrics

Clef

Minor

Legato

Fermata

Harmony

## 2021 CSDA TRAINING CONFERENCE – Report-out

This year the Annual CSDA Training Conference was held virtually with more than 1200 attendees. From CSCSA there were fourteen attendees including three presenters. Although not being together in-person made the conference experience different, it was every bit as dynamic as ever! Here are some comments from our attendees...

**Rhonda** – I thoroughly enjoyed this year’s virtual conference. A huge benefit for me was being able to attend and still get some work done. CSDA Speed dating and Child Support Bingo were two of the networking activities I attended. The Speed Dating especially made it fun and less awkward to meet people I didn’t know. The opening plenary session: Uncovering and Addressing Racial Trauma by Dr. Kenneth Hardy really got into my head and my heart. I had never heard of the term Racial Trauma and came away thinking about this presentation for days afterwards. My favorite workshop was The Life of a Child support Case: Powered by PechaKucha. I was not familiar with PechaKucha so I didn’t really know what to expect but found it to be a refreshing, entertaining and fun way to deliver information.

**Shellie** - I liked all the workshops I attended but the ones I really liked were Advancing, Equity, Diversity, and Inclusion: Serving Our Families Better Today and Tomorrow, The Essentials of Team Building, and Best Practices in Working with Customers Remotely. My biggest take-away came from the How Child Support Impacts Foster Families workshop. It was eye opening!

**Reesa** - My biggest take-away from conference stemmed from the opening plenary - Uncovering and Addressing Racial Trauma by Dr. Kenneth Hardy . The perspective and deeply vulnerable way that Dr. Hardy shared the reality of being a person of color provided a starting point for what can be an uncomfortable but necessary societal conversation.

**Linda**- I really enjoyed the whole conference! The two standouts were the How Child Support Impacts Foster Families workshop and the closing Plenary - Adapt, Overcome, and Win as One! The workshop on Foster Care was the most informative. Something I learned is that the foster care program has made some changes and now offers resources and support services to foster-care kids up to age 21, and in some circumstances, up to the age of 25. The speaker in the last plenary, a world champion Adventure Racer, a firefighter, and a CNN Hero shared that she had been a child in the child support system and thanked us on behalf of herself and all the kids we serve. Also, the networking rooms were fun, and I’d like to give a shout-out to Julie for the nice third-party affirmation.

**Marlene**- Attending conference this year was a great big blessing for me. One of the things I enjoyed the most was the constant “chat” feature which allowed participants to encourage not only the presenters, but also the other attendees. During one session on mental health with Maggie Newcomb, a participant revealed the loss of a spouse during this last year and the many positive and encouraging chat messages she received was overwhelming. I am not an “outgoing” person (until I get to know you), so many times at the conference, I do not meet many people. The chat feature allowed me to speak with not only the presenters but the other attendees in each class. I enjoyed all the classes I attended, but the most encouraging was the last plenary which was led by Robin Benincasa “Adapt, Overcome and Win as One”. She shared her experiences in extreme team challenges which was amazing and encouraging. I am hoping to share one of her Youtube videos at a future IIE.

**Michelle** – The virtual CSDA conference was a wonderful surprise! And the way the audience used the chat feature in the workshops made it even better than expected. The workshop that stood out for me was The Essentials of Team Building presented by Sahar Andrade (Sahar Consulting). Sahar had so much to say that was valuable. Here are some of my take-aways:

- ◆ We judge ourselves by our intentions; however, we judge others by their actions.
- ◆ Common logic is not necessarily common practice.
- ◆ Every team needs clarity:
  - ◇ Clarity of Purpose– why we do what we do
  - ◇ Clarity of Plan – No plan is a plan to fail (must have plan)
  - ◇ Clarity of Responsibility
- ◆ Emotionally intelligent leaders know the strengths of their team and they use them to obtain the best outcomes.
- ◆ Increasing the responsibility in your team will result in increased accountability.
- ◆ Remember it’s not about the setback – it’s about the comeback!

## Conference cont.....

**Veronica-**The CSDA Virtual Conference was well organized. The workshops were easy to find, materials were easy to find, and navigation through the platform was user-friendly. The planning committee did a great job finding speakers that were engaging on topics that were relevant. I have to say, especially, the class on ethics was one of the most engaging classes on that topic that I have ever attended. I enjoyed all the classes and would gladly do this again! CSCSA was well-represented in this conference and those presenting from our ranks did beautifully!

**Crissie-** I LOVED the virtual conference! I believe I actually got more out of it by attending virtually because we weren't being frustrated by waiting for overcrowded elevators or having to get to the workshop early to make sure we could get a seat. We just logged on and got all the materials and then sat back and enjoyed. You could even go back and see the video recording of the workshop just in case you missed something. Surprisingly, I felt very connected to the other attendees because everyone could, and did, participate in the chat and even ask questions without interrupting. I also really liked the yoga session. It was helpful that instructor walked us through breathing techniques and techniques for stretching the neck and upper shoulders. Overall, a great experience.

**Joy-** The virtual conference was awesome! I had wondered how it was going to work but with just a new minor hiccup it went really well. My favorite workshop was The Life of a Child Support Case: Powered by PechaKucha. I had never heard of PechaKucha before. The combination of the pictures and the words really draws you into the whole experience. I also really enjoyed getting to know others in the Speed Dating Networking.

**Dalaine-** Conference was certainly a different experience for me this year. While I miss the personal interaction, I was able to attend some great classes. It was interesting to hear about Lean Six Sigma and its approach to improving the customer experience. I learned some new information and tips for security while being connected to the world and working remotely. One county identified the loss of the having your work neighbors close by caused some feelings of isolation. Their solution was to have a 'pod call' where users all called in for a scheduled couple of hours while working on their general work. If someone had a question or thought they could speak with a co-worker, just like in the office. They found this improved staff morale and helped with the feelings of isolation. David Kilgore, DCSS Director, presented an enlightening look at the State's Strategic Plan, a vision to meet our customers individualized needs. My journey through conference wrapped up with some information on being resilient in times of change. And, most importantly the closing speakers motivation to tap into our inner strengths, and look for ways to make the tough times more manageable by being innovative.

**Lauren-** I truly enjoyed this year's Conference and can appreciate the extraordinary efforts that came to bear to organize our first ever virtual conference.

A couple of the classes I attended were An Insider's Perspective on Mental Health: Solutions for Personal and Professional Life, a revisit with Maggie Newcomb, and as much as I enjoyed her presentation with our office in the past, her message was especially relevant as we continue to deal with the stressful changes that COVID-19 has wrought upon us at all levels of our life. Seek help as needed and don't be afraid to shop around to find a professional that fits with your personality and needs. Journal your thoughts, feelings, emotions, fears. Putting these to paper can highlight recurring thoughts and feelings and help to organize your concerns, like a daily outline of how you're feeling.

I loved the networking breaks, speed dating and breakout rooms. So much fun.

Another session I attended was Embracing Technology for an Awesome Court Experience-A Best Practices Roundtable. This was very informative and a wonderful insight into the collaboration that our courts, attorneys and staff have successfully navigated to move the court experience forward in the depths of the pandemic. Truly a remarkable presentation.

## The Support Report - Dalaine

Pat EST: 97.0%

Order EST: 96.7%

Current Support: 74.2%

Payment on Arrears: 73.1%

New Never cases Opened: 14

Cost Effectiveness: \$ 5.07



## *Life IN Color - Gina*

This month we are looking closer into the Orange personality. Oranges are the Color of adventure and social communication. They need freedom, variety, recognition, action, challenges, and opportunities to express their personality. They are natural leaders and can sometimes dominate a situation but not because they intend to exclude anyone's ideas, but because they cannot wait to get to the bottom line.

A core need for an Orange is to act quickly, even on impulse. This can appear as playful and fun-loving behavior, but don't be fooled, Oranges are good at making quick, intuitive decisions that allow them to solve very complex problems. They can also appear over-bearing or controlling when they are stressed, low on self-esteem, or when finding themselves in an overly restrictive environment. Oranges need to feel they are, at least somewhat, in control — not necessarily of others, but most definitely of themselves.

Oranges have trouble handling boredom and can get frustrated by slow processes, redundancy, lack of freedom, low tolerance of risk-taking, lengthy instructions (especially since they already figured it out from the first two sentences), criticism, and abstract discussions without real-life application. At times, the Orange high energy can feel overwhelming to the other Colors. Don't take it personally when they change the subject rapidly and often as it is just a glimpse into the inner workings of their overactive and complex minds. Every Orange does occasionally experience an "orange moment" when they wish they could take their words back. Their shoot from the hip style can sometimes be difficult to take and speaking without thinking can get them into trouble. When this happens, they do feel bad. However, one of their super-powers is the ability to not take themselves too seriously and to move on from an issue or disagreement quickly. Other Colors should take this at face value as it is just what it appears to be, not a problem. Another super-power is that they usually see multiple opportunities in any situation because to them anything is possible! They believe things will work out in the end, which they frequently make happen because of their resourcefulness and ability to thrive in crisis.

Oranges enjoy being different, love to show off, and have no problem with being the center of attention. As children, Oranges have used their verbal skills to talk their way into and out of things, a skill they have been fine tuning ever since. They understand that their **attitude** controls their **altitude**. Their optimism is not phony but an ever-present part of their nature, the DNA of their Color. When Oranges shine, they are versatile, spontaneous, self-confident, resourceful, and decisive. Their playful manner can brighten up a mundane chore and add fun to an otherwise ordinary workday.

An excerpt from the book *Life in Colors* by George J. Boelchi, CCP is a quote from a self-identified Orange: "I believe that life is a game filled with fun, variety and creativity, and it should be played to win. I love competition and interaction, but not too much planning or structure. I avoid boredom and routine at almost all costs. I am a natural troubleshooter, who doesn't mind rolling up my sleeves and getting involved. I greatly value my freedom, and I'm known for my courage and my high energy level. I am ready and able to act on a moment's notice — just watch me!"

***Remember, to work together, we must better understand each other and ourselves.***





# CSCSA IN-sider

*Invest, Innovate, Inspire*

July 2021

Volume 2, Issue 7

## THE IN-SIDE SCOOP - LIANE

With summer in full swing, it's hard to believe that we are over halfway through 2021! It's an honor to be a guest writer for the In-Side Scoop this month.

Exciting Partnership alert!! First 5 has agreed to partner with DCSS on the topic of parentage by including parentage and VDOP information in the packets they provide to their customers effective 09/01/2021. In addition to providing our information to First 5 for their packets, State DCSS is creating a separate website that focuses on the topic of parentage only for not only First 5 customers, but for the entire public as well. Separating parentage out from the other child support services that we offer has proven successful in other states in regard to increasing awareness about the benefits of parentage and the VDOP. The new website is also slated to be released on 09/01/2021 with the URL of [calparentage.org](http://calparentage.org). Once the website is up and running, we will make sure to create a link on our CSCSA website for customers to access.

State DCSS is moving to remove Internet Explorer from our applications and will be moving everything to either Chrome or Edge. Because IE is outdated, there are security issues that pose a risk to our programs...hence, it's removal. The goal for it to be removed is by the end of August. Being that we are Option 1, it sounds like there will be a release or update that is pushed out to remove this from our computers. We will keep you updated with what we hear.

Next month is Child Support Awareness month and the planning has already started. Make sure to check out Gina's outreach update on page 2 for further details.

To help keep us cool and hydrated, Blue Vision will be hosting an afterhours virtual social hour later this month so make sure to check out the IN-Channel for updates.

Lastly, a BIG thank you to everyone for your participation, courage, vulnerability, and honesty in our all-staff meeting last month. We are a strong, resilient, determined agency, dedicated to the continued improvement of our CSCSA culture.



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## Blue Vision

Our IIE topics over the last few weeks have taken us from mentoring to graduations, how not to worry, and how not to be tired all the time.

Thank you Reesa for leading the discussion about what mentoring looks like at CSCSA. We learned that the power of mentoring is the impact it has on both people involved. True mentorship, like friendship, is a two-way street. It is not about one person only giving advice to the other, but both people showing up to give and learn. One day of mentoring can change one life forever. Be that mentor!

Then we had the pleasure of watching the “Best High School Graduation Speech Ever!”. Dalaine’s videos, the graduation pictures posted, and the discussion certainly took us on a trip down memory lane. We were reminded that we are never too old for daring to dream of achievements yet to come.

Joy’s video “Be the Warrior Not the Worrier” helped us to believe that we have the power to take on our fears. Here are some statistics about what we worry about: 40% of the things we worry about never happens, 30% are in the past and can’t be helped, 12% involve the affairs of others that are not our business, 10% relate to sickness, real or imagined.

So...only 8% of the things we worry about are likely to happen. We can become “fear fighters” by creating a “fear project” to tackle our fears head-on and make our lives easier and more productive. Change your mind and change the world!

If you have been wondering why you are always feeling tired Liane’s video gave us five surprising sources of tiredness:

1) Being over productive and not taking time to rest or play, 2) lack of sunlight, 3) breathing too shallow, 4) dehydration, and 5) too much noise. But the biggest thing that wears us out and weighs us down is negativity. Sometimes it seems that negativity is coming at us from every direction. Three ways to lighten your negative load is through simple choices, like cutting down on headlines and social media. Also, whatever you do first thing in the morning sets the tone for the day and do your best to surround yourself positive people. You can’t live a positive life with a negative mindset, but service and gratitude are like armor that protects you from negativity.

## Outreach Update - Gina

It’s been quite some time since the last Outreach update, and we have a few more successes under our belt, and are looking forward to more.

We were recently contacted by Area 12 On the Aging to provide them information to hand out to some of their customers, specifically grandparents raising grandchildren. Also, the Center for Non-violent community reached out asking for Information for the community they serve. We are currently developing outreach materials, specific to both these requests and will distribute them soon!

One of suggestions that came out of our brainstorming at all-staff last year was the desire to form a partnership with the probation departments in each of our counties. We have taken the first steps in this by presenting information about CSCSA to Amador, Calaveras, and Tuolumne probation departments. In addition, Tuolumne Probation gave an interesting and informative a presentation to us. We are now exploring the possibility of establishing an agreement between us and probation to allow for the exchange of information. Stay tuned!

Child Support Awareness month is just around the corner and the 2nd Annual Partnership Awareness Forum is already in the works. This year’s theme is “Partners Supporting Partners”. CSCSA will be hosting this virtual event where agencies and organizations that provide services to families and children in our communities will share information about their programs, continue to foster relationships, and come together for the greater good of our communities.



## Life IN Colors - Gina

So far, we've discussed different Color personalities, traits and styles. But now let's look more deeply into how the different Colors tend to interact with each other.



We are all composed of unique combinations of Colors but, the Colors themselves do share some common characteristics. Learning about these shared traits is much more valuable than focusing on the differences. With an open heart and mind, it is easy to find ways in which we are more alike than different.

A common need to help others and to treat others as they wish to be treated make Golds and Blues terrific team players. These two Colors make up the vast majority of volunteers and assistance-oriented professions. They are generous with their time and money and working tirelessly for worthy causes. Helping others gives them a strong sense of belonging and being valued, while raising their self-esteem. Both are extremely loyal and place a high priority on friends and family. They find it very difficult to say no to anyone, yet both find it almost impossible to ask for help because that would somehow seem selfish, and they do not want to impose.

Both Colors are inclined to avoid conflict at just about any cost. They are rule followers who very much value fitting in above making waves or standing out. As modest Colors, neither wants others to make a big deal over them, but they do not want to be forgotten either. Expressions of thanks and gratitude will be remembered and cherished.

Doing it right (Gold) or feeling good about it (Blue)? This question will inevitably surface for this Color combination and can cause stress. However, if they can appreciate what the other brings to the table, collaborate, and compromise, they can work together and produce great results! Golds use their practical skills and process-oriented views to support Blue's ideas; however unrealistic those ideas may seem. In return, Blues offer a 'people first' view and some creative options to balance the Gold's sometimes black or white mindset and decision-making style.

Remember, knowing and understanding both your personality style and the styles of others, helps us understand that our similarities and differences are important contributions and gifts to each other.

## IN Performance - Liane

We have finally arrived at the last goal of our 2020/2021 Performance Management Plan. Goal #5 is to foster innovation and improve service delivery, specifically focusing on data analytics. The 2 tactics we focused on for this year was to determine if services are available to customers within the counties where they are located. Dalaine took this tactic and ran with it by creating a caseload mapping of all 4 counties to determine where the majority of our caseload population resides. The purpose behind this mapping was to determine if additional outreach services were needed within our community (possible co-locate opportunities at a local library or family resource center). When we established this tactic, we thought that the pandemic would be a thing of the past and we would be out and about more than what we are...but we were wrong. This tactic will likely roll onto next year's PMP so that we can continue to explore this concept and see what 2021/2022 has in store for us.

The second tactic under Goal #5 is to ensure customer engagement by implementing Behavioral Economics (BE). Gina has led this tactic by collaborating with Michelle, as our Early Engagement CSS, to assist our customers, post court, with understanding their order, expectations about the child support program, and getting them on track with payments and compliance. In addition to the Early Engagement CSS, we have developed multiple brochures and virtual flyers that implement the BE concept of breaking down what can be overwhelming to our customers into smaller pieces of useful information. Our website, CSCSA.org, was also redesigned through the lens of BE in order to reduce and decrease the complexity of accessing resources for our customers.



## Travel-IN - Barbara

The history of Jamaica is rich and vibrant. Jamaica is an island country situated in the Caribbean Sea. Jamaica lies about 90 mi south of Cuba. After the discovery in 1494 by Christopher Columbus, who sailed west to get to the East Indies came upon the region now called the West Indies, landed in Jamaica. Columbus had heard about Jamaica, then called Xaymaca, from the Cubans who described it as "the land of blessed gold". Columbus was soon to find out that there was no gold. The Spanish were the first to bring sugarcane and slavery to the island. They ruled for a century and a half until they were defeated by the English in 1655. Slavery and sugar cultivation became Jamaica's main trade, making the English planters incredibly wealthy. Under British colonial rule Jamaica became a leading sugar exporter, with a plantation economy dependent on the African slaves and later their descendants. The British fully emancipated all slaves in 1838. Buccaneers soon operated out of Jamaica, attacking the treasure ships of Spain and France.

**Plantation** - Great Houses were built at a time when sugar cane made Jamaica the wealthiest English colony in the West Indies. The architecture was heavily influenced by the Georgian styles of Europe, with the natural island conditions dictating a distinctly Creole character. Traditionally, the great house was the crown jewel of the country estate.



**Culture** - In Jamaica, there are many different beliefs and customs you won't find anywhere else. Jamaican beliefs include the local practice of burying newborns' umbilical cords beneath trees to give the infant permanent connection to their home land. Another tradition their funeral ceremonies are distinctive to their culture. Jamaicans will gather at the home of the deceased person for eight nights following their passing. During these nights, friends and family will celebrate their life, drinking and dancing all night long. On the 9th night, they sing farewell songs to the deceased and rearrange the furnishings. The idea is that the house will look different to the person who has passed so their spirit won't return. The friends/family then serve a meal to the deceased person, placing it under the silk-cotton tree where the spirits are believed to dwell.

**Rose Hall Great House, Montego Bay** - It seems that every corner of the earth has its own strange tales of dark ghosts, evil magic, and tormented souls. In Jamaica there is one such tale of an English woman who lived on a glorious plantation. The residence is a magnificent, opulent mansion in an ornate Georgian style, with fancy silk wallpaper and chandeliers. Rose Hall was one of the largest plantations with over 2000 slaves and steep in lore of witchcraft and voodoo.



**Rick's Café, Negril** - Most popular bar and restaurant on the west side of town. The Bar is perched on a cliff approximately 35-40 feet above the sea and has the perfect vantage point to bask in the sunset. If you want to experience cliff diving, Rick's is the best place to watch the professional divers dive from trees at 45-60 feet. For those brave souls, you can take a dive from platforms from 8 to 40 feet. I chose the 27 foot platform, unfortunately my sister didn't think to zoom in. When I landed, you definitely heard a UMPFFF.



### Calendar of Events

July 4 - Independence Day

July 5 - Independence Day office closure

July 21 - National Hot Dog Day

### July Birthdays

July 5 - Liane

July 6 - Veronica

July 18 - Carey

July 30 - Shellie



**Murphy's West End Restaurant** - fresh flavor from the garden, the coop, and the Sea. Best known for their jerk chicken, which is one of the most iconic foods in Jamaican cuisine.



## Travel - IN con't.....

Dunn River Falls, Ocho Rios - A beautiful cascading water fall that empties into a beach of soft, white sand. At 180 feet high and 600 feet long, the falls are terraced like giant natural stairs. Several small lagoons are interspersed among the vertical sections of the falls. After the climb, you walk out into a local craft market or visit their lush gardens. As you can see people make a long, human chain to climb up the falls.



Blue Mountain Coffee is grown at Craighton Estate and Coffee Plantation. The estate surrounding Craighton Great House was constructed in 1805. Best coffee EVER!

Stamp and Go is a fish fritter made with salt fish in Jamaican cuisine. It is part of a Jamaican breakfast. It is referred to as one of the original fast foods in Jamaica. The unusual name is supposed to have derived from the 18th-century British sailing ships. If an officer wanted something to be done in a hurry the order was "Stamp and Go".



**Jerk Marinade:** 1T peeled/sliced ginger, 1/2t ground nutmeg, 1/2 fresh lime juice, 1T soy sauce, 4 garlic cloves smashed, 1/2t ground cinnamon, 1t black pepper, 1/2 scotch bonnet or any other hot pepper (optional), 1T + 1t ground allspice, 3 sprigs scallions, 1 1/2T brown sugar, 1T crushed thyme leaves, 1 small onion, 1 1/2t salt and 1 1/4c water. Combine all ingredients in blender. If needed add more salt for taste. If marinade is too thick, add more water. Keep in fridge.



Red Stripe beer seemed to be the most popular throughout the island. It's a refreshing lager. It was very refreshing with jerk chicken dinner... you may need to have more than one.

At the resort we stayed at they had over 300 types of cocktails, most of them were mixed with Appleton's Rum. Their blends are infused with vanilla, cinnamon, maple and orange. Their classics are 30 to 50 years old. We didn't get to visit the Estate however their rum is spectacular.

Jamaica was the best vacation. We stayed at Sandals Resort in Montego Bay. English is the official language of the country. After Jamaica had gained independence Patois rose to significance as a symbol of culture and heritage. The women were referred to as "Princess", milk was moo-moo juice and here are a few of their sayings.



## IN-novation & Tech Tips - Reesa

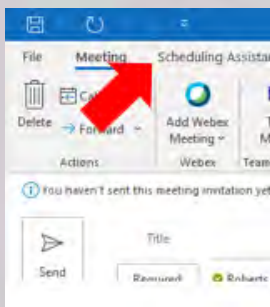
When you are trying to set up a meeting between you and one (or more) other people in the office, this is how you check to see when they are available:

### 1. Click on new meeting

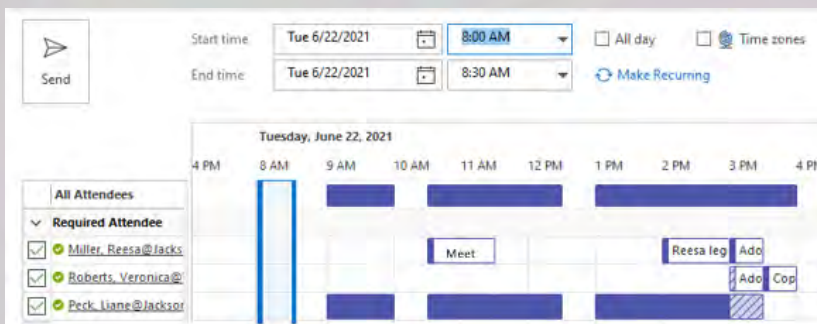


### 2. Enter in your attendees (and the title so the person you are inviting knows what the meeting is about)

### 3. Select “Scheduling assistant” at the top.



### 4. When you go to the scheduling assistant page, you can see the availability of the person/people you want to meet with. The top line will show any period you are all available.



### 5. Once you have selected the appropriate time (and have entered the other details like that kind of meeting – if you are not sure you can go back to the invite by selecting “Meeting” next to scheduling assistant at the top) you can just hit send.



Dear Miss IN-tuitive,

I have really been working on my internal self-talk and trying not to be a Negative Nilly however, I find myself struggling. I think I have improved after going through Investment in Excellence but I'm not going to lie, I can be pretty hard on myself at times. Any suggestions for keeping my self-talk in check that you have to offer would be greatly appreciated!

Sincerely,

Talking to Myself

Dear Talking to Myself,

Negative self-talk is probably one of the hardest things to overcome, especially as an adult. We have learned through IIE that our thoughts and self-talk form our self-image. Depending on the self-talk, positive or negative, our self-image can either build us up or tear us down. The crazy thing is that our self-talk runs 24 hours a day, 7 days a week, 365 days a year. That is a lot of internal dialogue going on!

This struggle is one that you can overcome. The fact that you recognize you are struggling demonstrates self-awareness which is the first step in turning that self-talk from a negative to a positive. Here are some suggestions for keeping it in check...

When you start beating yourself up about something, pause and ask yourself, would I talk to my friend/family member/child/co-worker this way? 9 times out of 10, the answer will be no. So why then is it ok for you to talk to yourself that way...it's not! Give yourself the same grace you would extend to that friend/family member/child/co-worker.

Sometimes self-talk can go south when we begin to doubt our abilities. For instance, "there is no way I will ever be able to complete this task or reach this goal, etc." When this is the self-talk you are battling, flick back to a memory where you did complete a difficult task or achieved a goal and remind yourself that you did it then, so you can do it now!

Our self-talk is not going anywhere. Though sometimes we are able to "turn it down", it is always there. The key thing to remember is YOU can change the dialogue because YOU are the one in control. Choose to keep that self-talk positive and you may find you really enjoy the conversation!

Sincerely,

*Ms. Intuitive*

## The Support Report - Dalaine

Pat EST: 98.3

Order EST: 96.9

Current Support: 74.0

Payment on Arrears: 74.1

New Never cases Opened: 8

Cost Effectiveness: \$3.62



## KUDOS KORNER

Kudos should be given to Veronica who located a personal injury lawsuit and Lauren S who put in the claim to get the agency a collection of \$20,480.64 to pay off the arrears in the case. The last time a payment was made on this case was 08/2014.

Also because of locating this lawsuit, two other counties benefitted in the amount of \$131,792+ to pay off their arrears. ~ **Marlene**

## IN THE KNOW - MARLENE

### DCSS Letters and Update:

SDU Website Live Chat with Agent– Beginning June 7, 2021 the SDU website at [www.casdu.com](http://www.casdu.com) will offer customers the ability to chat with a live agent. Customers must log into their account to access the chat feature.

### June Release Update

CSE documents are being updated with the June CSE release which occurred on 6/20/2021. The first three documents are new to CSE:

DCSS 0743 – Child Support Agency Confidential Information Form – Additional Children (this will be used when the number of children exceeds three).

DCSS 0744 General Testimony – Additional Child(ren) – (this will be used when the number of children exceeds three).

DCSS 0745 – Letter of Transmittal Requesting Registration attachment – (this form will be used to document periods of TANF).

The following forms were updated/enhanced to truncate the SSN forms to align with DCSS standards:

DCSS-0230: Wage and Insurance Verification

DCSS-0253: State License Release

The following forms were updated to remove the SSN from the forms:

DCSS-0313/DCSS0313SPA: State Licensing Release Agreement

DCSS-0517: State License Release Non-Custodial Parent copy

DCSS-0284: Child Support Warning Notice (English and Spanish)

DCSS-0708: Bankruptcy Child Support Notice

Golden 1 Credit Union will now participate in the FAST levy process.



## IN Your Own Words - Liane

Let's recap a bit since it's been a while since we started our journaling...we have established a good habit with our journaling and set aside time each day to devote to ourselves and our thoughts. We have talked about what goes in our journal, whether it be goals, affirmations, or our feelings. We have learned that there are overall health benefits because of journaling such as enhancing our memory and improving our mood. We have a variety of topics to choose from to help us cure a bad case of writer's block and understand that a prompt should be more than a yes or no question to allow our thoughts and feelings to flow. Based on what we have learned along this journaling journey, we should all be on our second or third journal by now...right? Wrong!! What if you truly are not a person that enjoys writing, pen to paper? Have no fear, there are other ways to reap all the benefits of journaling without ever picking up a pen or pencil!

Creating a digital journal is one way to capture your thoughts, feelings, goals, and affirmations without ever running out of paper or ink. Not convinced? Keep reading...

Many of us are faster at typing than writing, which allows for our fingers to keep up with our thoughts. Because we type all day, every day, we can close our eyes and let the keystrokes take over. No worries about spelling or grammar issues...we have spell check!

Thoughts can be organized after the fact using "cut and paste". This allows you to get your thoughts out there without worrying about what order they are in or if it will make sense.

"Control F" to Find a past thought, goal, or affirmation is a great tool digitally, rather than combing through page after page in a book.

If privacy is key, keeping your digital journal password protected is a huge plus.

Clear reading...I don't know about you, but sometimes my writing can start to get a little sloppy and hard to decipher. With typing, that worry is gone.

Whether it is a paperback book, or a digital screen in front of you, the benefits of journaling are tenfold. Like my dad used to tell me, "that's why they make red and green". People have preferences and like what they like. There is no "write" way to journal, so long as you are doing it.



# **AGENDA ITEM**

**#6**



# MEMORANDUM

**DATE:** July 20, 2021  
**TO:** Board of Directors  
**FROM:** Julie R. Prado, Executive Director

**SUBJECT:** Executive Director Contract-PRADO

**(Agenda Item # 6)**

The Board presented Executive Director Prado with a positive evaluation for the year 2020. Pursuant to the terms of the existing Executive Director contract, in the event of a positive evaluation, the contract may be extended by one year.

**Recommendation:** It is recommended that the Board approve a one-year extension and authorize the Board Chair to sign Executive Director Prado's contract.

**AGENDA ITEM**

**#7**

**CLOSED SESSION**

**AGENDA ITEM**

**#8**

**CLOSED SESSION**