

## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

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**COMMITTEE:** CHILD SUPPORT COMMITTEE  
**DATE:** WEDNESDAY, AUGUST 17, 2016  
**TIME:** 7:00 P.M.  
**PLACE:** COUNTY BOARD ROOM

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### CALL TO ORDER

Committee Chairman Otto called the meeting to order at 7:00 p.m.

### ROLL CALL

Committee members present: Melinda Otto, Kellee Gallion, and Dan Huettl  
Committee members absent: None  
Others present: Shannon Boney, Child Support Director

### APPROVE AGENDA

Motion by Gallion to approve the agenda as presented, seconded by Huettl. All present voting AYE. Motion carried.

### APPROVE MINUTES FROM THE PREVIOUS MEETING

Motion by Otto to approve minutes of the August 26, 2015 meeting, seconded by Gallion. All present voting AYE. Motion carried.

### OVERVIEW OF CHILD SUPPORT PROGRAM FUNDING

Shannon Boney gave members a handout which summarized the various funding sources for the county's child support program as well as the estimated funding that she anticipates will be received from each source in CY 2017.

### OVERVIEW OF CHILD SUPPORT AGENCY PERFORMANCE MEASURES

Shannon Boney gave members a handout which provided information regarding the agency's performance status through July 2016. She explained what the present performance measure targets currently are and how performance impacts the amount of funding that the agency receives. Shannon indicated that DCF has not yet provided information to county child support agencies as to how the funding will be allocated in CY 2017 based on performance.

### CLOSED SESSION

Motion by Kellee Gallion to adjourn into closed session pursuant Wis. Stat. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to: Re-classification of Child Support Specialist I position; seconded by Dan Huettl. Roll call vote Otto AYE, Gallion AYE, and Huettl AYE. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion by Gallion to return into open session, seconded by Huettl. All present voting AYE. Motion carried.

Motion by Huettl in support of re-classifying the Child Support Specialist I position along with a new wage amount to compensate based on additional job duties which matter shall be referred to the Personnel Committee for final approval; seconded by Gallion. All present voting AYE. Motion carried.

REVIEW AND APPROVE 2017 BUDGET FOR THE CHILD SUPPORT AGENCY WHICH WILL BE FORWARDED TO THE FINANCE COMMITTEE

Shannon Boney provided the committee with the Child Support Agency's proposed budget for CY 2017. Shannon explained that the Department of Children and Families (DCF) has not yet published preliminary estimates regarding performance funding estimates for child support agencies for CY 2017, nor have they determined how the funding amounts will be allocated to counties based on their performance as the details are still being worked out. Shannon contacted DCF to inquire as to an estimated funding amount due to the fact that budgets need to be completed. She was provided with an estimate, but no details were given on how the funding amount was determined or if the estimate given will change or not.

Shannon explained what each revenue and expenditure line item was in the agency's budget. Shannon informed the committee that the County Clerk's office is still waiting on the final figures for salary, fringe, and indirect cost estimates for budget year 2017, therefore, she used 2016 budget figures at this time so that she could provide the committee with estimated figures. Since the agency receives 66% federal financial participation (FFP) reimbursement on a substantial amount of their administrative costs, Shannon can provide a more accurate revenue estimate once the figures have been determined.

Shannon informed the committee that the Wisconsin Supreme Court approved a new rule mandating electronic filing of court documents in a circuit court, therefore, child support agencies are required to identify technology (hardware/software/service) costs for local 2017 budget planning. Further, someone from EO Johnson Company indicated that we may need to purchase a new copier in the near future. Shannon explained that she is not sure what her IT needs will be for next year as she was only able to briefly meet with the newly hired IT staff from Naunkca. Therefore, it is unknown at this time as to what outlay items exactly need to be included in the agency's CY 2017 budget. Therefore, until such time that Naunkca staff can advise the agency on their IT needs for next year, the estimated budget amount for outlay may change.

When the County Clerk's office has the final estimates, and when the performance related funding estimates are determined by DCF, Shannon can recalculate the state aid

revenue and provide the new figures to the County Clerk's office so that the budget can be updated accordingly.

Motion by Gallion to approve the CY 2017 Child Support Agency Budget as presented, however, may be subject to change upon receipt of final salary, fringe, indirect costs, IT outlay needs and performance incentive allocations, and may be amended without further approval by the Child Support Committee; seconded by Huettl. All present voting AYE. Motion carried.

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

ADJOURNMENT

There being no further business, motion by Gallion to adjourn, seconded by Huettl. All present voting AYE. Motion carried. Meeting adjourned at approximately 8:50 p.m.

- These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel meeting.