

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: WEDNESDAY, MARCH 1, 2017

TIME: 5:00 P.M.

PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Committee Chairman Otto called the meeting to order at 5:00 p.m.

ROLL CALL

Committee members present: Melinda Otto, Kellee Gallion, and Dan Huettl

Committee members absent: None

Others present: Paul Millan, County Board Chairman, and
Shannon Boney, Child Support Director

APPROVE AGENDA

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

APPROVE MINUTES FROM THE PREVIOUS MEETING

Motion by Gallion to approve minutes of the August 17, 2016 meeting, seconded by Huettl. All present voting AYE. Motion carried.

APPROVAL OF TRAVEL/TRAINING REQUESTS FOR CHILD SUPPORT STAFF

Shannon Boney requested approval to attend the annual Directors' Dialogue which will be held in Appleton on April 6-7th. Shannon also requested approval for Dawn Millan and Nancy Donek to attend an Intergovernmental training in Wausau on July 11-12th. Motion by Gallion to approve both travel/training requests, seconded by Huettl. All present voting AYE. Motion carried.

BUDGET/FUNDING UPDATES

Shannon provided members a copy of the Child Support Agency's Budget Comparison report for 2016 which included present revenue and expense totals. She explained that County Clerk's office has until March 15th to do any final journal entries or adjustments to 2016 departmental budgets. Shannon believes there are two additional payments (revenues) which are not yet reflected in the 2016 budget report balances. Kellee Gallion requested Shannon to send members a copy of the final 2016 budget revenue and expenses once all adjustments/journal entries have been made to the Agency's budget accounts.

Shannon also provided members with the Agency's January Budget Status report which provided current revenue and expense totals for January 2017. The Agency receives

reimbursements from the state for administrative expenses on a quarterly basis, therefore, January's administrative cost reimbursements (revenues) aren't reflected in the report yet.

There was a discussion held regarding the Agency's approved 2017 budget figures. Further, Shannon provided members with two handouts which provided detail information as to the CY2017 preliminary child support allocations and CY2017 medical support performance funding.

DISCUSSION REGARDING PERFORMANCE MEASURES

Shannon gave members a handout which provided information regarding the Agency's performance from the beginning of FFY 2017 (October 1, 2016) through January 31, 2017. She also updated members on the Agency's final FFY 2016 final performance numbers.

Shannon explained the new changes as to how performance funds will be allocated by the Department of Children and Families (DCF) in 2017.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2016 ANNUAL REPORT

Committee members reviewed a draft 2016 Annual Report for the Child Support Agency. Shannon inquired as to what changes, if any, the committee would like her to make, or if there was any other information they would like included in or taken out of the report. Shannon explained that some of the information was left blank as she is still waiting for final budget numbers, and is still in the process of researching some of the statistical information that she would like included in the report. Further, she would like to double check everything to make sure there were no errors in the report. Motion by Gallion to approve the report, subject to receipt of the final budget figures and subject to any statistical information changes or other minor changes that need to be made, seconded by Huettl. All present voting AYE. Motion carried. The report will be sent to committee members for approval at the next county board meeting.

DISCUSSION AND POSSIBLE APPROVAL FOR CHILD SUPPORT AGENCY STAFF TO GET CREDIT BUREAU ACCESS

No action taken.

DISCUSSION AND POSSIBLE APPROVAL OF SCANNING SOFTWARE UPGRADE

Shannon explained that Naunkca recently hooked up the scanners that were purchased over several years ago for the scanning project. She explained they are running out of file space and need to get moving on the scanning project so they can at least start scanning some of the closed files to make additional filing space. Shannon provided the committee with a proposal from ImageTek to upgrade the existing PaperClip software to PaperVision. An upgrade proposal was provided to the committee to review. The upgrade cost is \$675 which includes training. This expense is in addition to the annual software maintenance fee. Shannon explained that the upgrade expense and annual maintenance fee was included in the Agency's approved 2017 budget. Motion by Gallion to approve the scanning software upgrade from PaperClip to PaperVision, seconded by Huettl. All voting AYE. Motion carried.

LEGISLATIVE UPDATES

Shannon informed the committee that there is legislation being proposed to require child support compliance for FoodShare benefits.

Shannon explained that the Wisconsin Child Support Enforcement Association (WCSEA) was seeking to propose legislation to streamline the paternity establishment process by going to an administrative process which would allow Child Support Agencies to walk participants through the process which would free up time for judges and court personnel. Further, it was her understanding that WCSEA would be seeking legislation to require all child support cases be made IV-D cases unless the parties opt out of receiving child support services.

The Department of Children and Families (DCF) is seeking to propose changes to administrative rule chapter 150 in regards to the child support guidelines. DCF was also seeking to propose changes to chapter 150 in regards to the birth cost judgment language. Shannon explained that she has concerns that the change in language could have a negative impact on the amount of birth cost collections that the county receives.

Paul Millan indicated he would be meeting with legislators in the near future. Therefore, he asked Shannon to send him the information regarding this.

PROGRAM/PROJECT UPDATES

Shannon informed the committee as to the status of the Agency's preparation for the e-filing project which will require electronic filing of court documents in a circuit court. Shannon explained that Forest County Clerk of Court is now offering voluntary e-filing, and will be transitioning to mandatory e-filing later this year. Shannon is not aware of the mandatory e-filing implementation date yet.

Shannon explained that the Bureau of Child Support (BCS) has been working on a new KIDS Document Generation (DocGen) system which is set to be implemented in mid-2018. BCS recently assessed the abilities of printers currently in use at child support offices, and researched what the technical requirements printers will need with the new DocGen. BCS did some recent testing and results indicated that it was likely that none of the Agency's printers would be supported by the new DocGen. BCS recommended replacing printers that are over 5-7 years old. All of the Agency's printers are all much older than 5-7 years. Shannon did include anticipated IT outlay expenses in the CSA's 2017 Budget in case new printers would need to be purchased. BCS provided some recommendations as to what printers would be compatible with the new DocGen. Shannon will work with Naunkca to determine what printers will best fit their needs and will present quotes to the Child Support Committee at a future meeting for approval.

ANY OTHER BUSINESS AS PERMITTED BY LAW

Shannon updated the committee as to the status of the Sokaogon Chippewa Tribe's implementation of a child support agency. She and Corporation Counsel, Paul Payant, attended a meeting with Tribal staff back in September 2016. At that time, the Tribe was in the process of working on their tribal codes, and had indicated that their plan was to hopefully start up in October 2017. Shannon has not heard anything more since their

September meeting. She will be reaching out to the Tribal CSA in the near future to see how things are going.

Shannon informed the committee that a transitional jobs employment program has been implemented by DCF which covers Forest, Langlade, Menominee & Florence County. The program is to enhance employment opportunities for people who have difficulty entering and succeeding in the workforce. Candidates must have a child support order, be under a reunification plan, or be an ex-offender. Shannon will send the committee some information regarding this program so they can help spread the word.

SCHEDULE NEXT MEETING DATE

No future meeting date was scheduled. It was decided that Shannon would contact members to arrange a committee meeting in a few months, or sooner if one was needed.

ADJOURNMENT

There being no further business, motion by Huettl to adjourn, seconded by Gallion. All present voting AYE. Motion carried. Meeting adjourned at 6:20 p.m.

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