

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: AUGUST 14, 2017

TIME: 6:30 P.M.

PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Committee Chairman Otto called the meeting to order at 6:38 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 Gallion to approve the agenda as presented, seconded by Huettl. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JULY 18, 2017, JOINT PERSONNEL & CHILD SUPPORT COMMITTEE MEETING

Motion by Huettl to approve minutes from the Joint Personnel & Child Support Committee Meeting on July 18, 2017, seconded by Gallion. All present voting AYE. Motion carried.

APPROVAL OF TRAVEL/TRAINING REQUESTS FOR CHILD SUPPORT STAFF

Shannon Boney requested approval for Nancy Donek, Assistant Corporation Counsel, Alex Seifert, and herself to attend the annual WCSEA Fall Conference in Wisconsin Rapids on October 4-6, 2017. Costs for this conference were included in the Child Support Agency's 2017 budget and are eligible for 66% FFP reimbursement. Motion by Otto to approve the travel request, seconded by Gallion. All present voting AYE. Motion carried.

PROGRAM/PROJECT UPDATES

Shannon informed the committee that on April 19th Natasha Chevalier from UMOS came to Forest County to meet with staff. Natasha is the Program Manager for the Transitional Jobs Program. This program helps individuals who pay child support transition into stable employment while helping employers find workers in exchange for providing training and mentoring. UMOS operates the program which serves Menominee, Langlade, Forest and Florence Counties in partnership with WI DCF.

Mandatory electronic filing “e-filing” was implemented in Forest County on June 1st. Therefore, all court documents filed by the Child Support Agency are now required to be filed electronically. Shannon reported that the initial process was time consuming, but things are going better now that more and more cases are being converted to electronic files. Also, she explained that the Agency must initially opt-in as an electronic party on all of their cases before they can file anything, therefore, once this is done on each case, the process should run much smoother.

Shannon informed the committee that Headwaters DVR program placed Malora Walentowski with the child support agency for a two month assignment in June and July. She assisted with basic office duties such as filing, organizing files, making labels, prepared spreadsheets, etc. Shannon reported that she was very pleased with the work that Malora did, and felt that while she believed Malora gained work experience, she was very helpful to the Agency.

On June 20th DCF Bureau of Regional Operations staff Heidi Schiable and Tonya Fischer visited the Child Support Agency to conduct an on-site review of the child support agency’s child support program. The review, which is conducted every three years, monitors compliance with various aspects of the Child Support Contract and with IRS safeguarding requirements. A brief discussion was held regarding the on-site review results.

BUDGET/FUNDING UPDATES

Shannon explained that Paul Millan just signed an amended CY2017 State/County contract which reflected funding changes. Forest County Child Support Agency was awarded an additional \$76 as actual FFY15 performance incentives used for CY2017 contracts were higher than anticipated. Also, Forest County was allocated an additional \$1,830 related to e-filing costs. Shannon explained that they already had everything they needed for e-filing as Forest County began e-filing June 1st. She contacted DCF and learned that there were no restrictions on how the funding could be spent.

DISCUSSION AND POSSIBLE ACTION ON NEW COPY MACHINE FOR CHILD SUPPORT AGENCY & DISCUSSION AND POSSIBLE ACTION ON NEW PRINTERS FOR CHILD SUPPORT AGENCY

Shannon explained that when she prepared her 2017 budget she was not sure what exactly her IT needs were at that time. She explained that it was not clear at the time if PDF conversion software would be needed to be purchased for e-filing; their copy machine was getting old and knew it would need to soon be replaced; and knew that new printers needed to be purchased for all staff as their current printers were not compatible with the new document generation program that BCS would be implementing in 2018, however, the Agency still hadn’t received printer recommendations from BCS at the time the 2017 budget was submitted. Shannon explained that no new software was needed to be purchased for e-filing. Shannon suggested that since the Agency was going to be receiving the additional e-filing funding of \$1,830 for CY2017, and since there was \$5,000 in the CY2017 budget for outlay items, it may be a good time to purchase the printers and copy machine at this time. That way these items would not need to be requested in the CY2018 budget. Shannon obtained three separate copy machine estimates along with annual maintenance agreement estimates from three separate

companies which the committee reviewed. Shannon provided the committee with a list of printers recommended by DCF that will be compatible with the new DocGen program which included estimated pricing. Motion by Gallion to make a recommendation to the Finance Committee to purchase the Konica Minolta bizhub C3351 copy machine and maintenance agreement through Office Enterprises Incorporated since this estimate was the best value; and to purchase three HP LaserJet Pro M402 printers and one LaserJet Enterprise M553 color printer at best available price, seconded by Huettl. All voting AYE. Motion carried.

PERFORMANCE MEASURES UPDATE

Shannon gave members a handout which provided information regarding the Agency's performance from the beginning of FFY 2017 (October 1, 2016) through July 31, 2017. A brief discussion was held regarding performance.

CLOSED SESSION:

Motion by Gallion to adjourn into closed session pursuant to 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:

Reviewing applications for the Child Support Paternity & Order Establishment Specialist position and to select applicants for final interviews with the Personnel Committee & Child Support Committee

Seconded by Huettl. All present voting 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 Gallion to select the four candidates as discussed in closed session to be tested and interviewed for the position.

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

SCHEDULE NEXT MEETING DATE

Next meeting tentatively scheduled for August 29, 2017, at 5:30 p.m.

ADJOURNMENT

There being no further business, motion by Huettl to adjourn, seconded by Gallion. All present voting AYE. Motion carried. Meeting adjourned at 7:50 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.