

## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

---

**COMMITTEE:** CHILD SUPPORT COMMITTEE  
**DATE:** WEDNESDAY, SEPTEMBER 19, 2018  
**TIME:** 5:30 P.M.  
**PLACE:** COUNTY BOARD ROOM

---

### CALL TO ORDER

Committee Chairperson Gallion called the meeting to order at 5:30 p.m.

### ROLL CALL

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

### APPROVE AGENDA

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

### APPROVE TRAVEL/TRAINING REQUESTS FOR CHILD SUPPORT AGENCY STAFF

Shannon Boney requested approval for Nancy Donek and herself to go to a one day Job Center 101 training in Wausau on October 10<sup>th</sup>; and Shannon requested approval for herself to attend a one day DocGen Onsite Support Training in Wausau on November 7<sup>th</sup>. Motion by Huettl to approve the travel requests, seconded by Goode. All present voting AYE. Motion carried.

### APPROVE MINUTES FROM THE JUNE 28, 2018, CHILD SUPPORT COMMITTEE MEETING

Motion by Goode to approve minutes of the June 28, 2018 meeting, seconded by Huettl. All present voting AYE. Motion carried.

### BUDGET/FUNDING UPDATES

The Committee reviewed Child Support Budget report for 2018 which provided balances from January 1, 2018 through August 31, 2018.

### PERFORMANCE MEASURES UPDATES

Shannon gave members a handout which provided information regarding the agency's performance status from the beginning of the federal fiscal year (FFY) which is October 2017 through August 2018. Shannon pointed out that so far the Child Support Agency had increased their performance in all four of the federal performance measures (court order establishment rate, paternity establishment rate, current support collections, and arrears collections), however, there is still one month to go yet before the end of the 2018 FFY.

REVIEW AND APPROVE 2019 CHILD SUPPORT AGENCY BUDGET TO FORWARD TO THE FINANCE COMMITTEE

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 indirect cost estimates for budget year 2019, therefore, she used 2018 fringe and indirect cost amounts 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.

When the County Clerk's office has the final fringe and salary estimates, and once the indirect cost estimates are received, 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 Huettl to approve the CY 2019 Child Support Agency Budget as presented to forward to the Finance Committee, however, there shall be one minor revision which is to increase the travel/training expense to \$4,000. Further, the Budget may be subject to change upon receipt of the final salary, fringe and indirect cost estimates once those figures are determined, and as a result, any changes to the amount budgeted for state aid revenue may be amended without approval by the Child Support Committee. Motion was seconded by Goode. All present voting AYE. Motion carried.

The Committee would like Shannon to send them a copy of the final Budget once the final estimates are received which would include the final salary, fringe, indirect costs, and any adjustments made to the state aid revenue account.

REVIEW RESOLUTION IN SUPPORT OF INCREASED CHILD SUPPORT FUNDING TO FORWARD TO THE FULL COUNTY BOARD

Shannon explained that the Wisconsin Child Support Enforcement Association (WCSEA) requested all County Child Support Agencies to request their County Board to pass a resolution in support of increasing Child Support Funding in each fiscal year of the 2019-2021 Wisconsin State Budget by \$1.5 million per year in General Purpose Revenue (GPR) which generates an additional \$3 million due to the federal match of 66%. This is in addition to the \$8.5 million per year in GPR already appropriated to counties. A proposed Resolution was provided and reviewed by the Committee. Motion by Huettl to forward the Resolution to the full County Board for approval, seconded by Goode. All present voting AYE. Motion carried.

UPDATE ON CASES BEING TRANSFERRED TO SOKAOGON CHIPPEWA TRIBAL CHILD SUPPORT AGENCY

Shannon updated the Committee on the status of the proposed Memorandum of Understanding (MOU) between the Sokaogon Chippewa Tribal Child Support Agency, Bureau of Child Support, and Forest County Child Support Agency. It was decided that the Forest County Child Support Agency would not be signing an MOU at this time, but may decide to do so in the future. Cases will still be transferred whether or not an MOU is in place. Proper transfer procedures must be followed pursuant to Wis. Stat. sec. 801.54.

Shannon stated that the Sokaogon Chippewa Community Child Support Agency Director, Regina Williams, estimated that there are approximately 150 eligible cases to be transferred. She explained that if parties disagree to with having their case transferred to the Tribe, then they must appear at the scheduled court hearing. There is a court hearing scheduled in Forest County Circuit Court for every single case which the Tribal Child Support Agency is requesting be transferred to them.

#### DISCUSSION REGARDING RECENT VISIT FROM DCF SECRETARY ELOISE ANDERSON AND OTHER MEMBERS OF DCF STAFF

Shannon informed the Committee that Secretary Eloise Anderson, Department of Children and Families (DCF), Assistant Deputy Secretary Brad Wassink, and Tonja Fischer, DCF Regional Area Administrator, visited the Forest County Child Support Agency on August 23<sup>rd</sup>. Shannon explained it was an informal visit where they had an opportunity to discuss some of the positive things that were happening, some of the challenges their Agency faces, and they were given the opportunity to advocate for changes they would like to see. Shannon stated that a couple Child Support staff and Assistant Corporation Counsel, Tara Guelzow, also attended the meeting. Shannon briefly went over some of the topics that were discussed.

#### DISCUSSION REGARDING RECENT VISIT FROM DFES ADMINISTRATOR JOHN CHAPIN, BCS DIRECTOR ANDRE SMALL, AND OTHER DCF STAFF

Shannon informed the Committee that the Division of Family and Economic Security's (DFES) Administrator, John Chapin, the Bureau of Child Support's (BCS) Director, André Small, and the Bureau Regional Operations, Child Support Coordinator, Heidi Schiable, also came to Forest County on September 12<sup>th</sup>. Shannon explained that DCF was doing a Wisconsin-wide Child Support Agency (CSA) tour. Their goal was to sit with the CSA Director and staff to discuss the Child Support Program's vision and discuss ways to better support our county and staff in its efforts. Shannon briefly went over some of the topics and issues that were discussed.

#### ANY OTHER BUSINESS PERMITTED BY LAW

Shannon informed the Committee that Dawn Millan, Child Support Specialist, will be retiring on January 2, 2019.

Shannon explained that BCS has asked her to serve on a workgroup to assist in implementing the new optional case closure provisions from the 2016 Final Federal Rule. Shannon indicated that all meetings can be done over the phone, therefore, there will be no travel expense incurred.

There was a discussion about future Child Support Committee meetings being held at 5:00 p.m. as this will work best with Kellee Gallion's schedule, which everyone agreed upon.

#### ADJOURNMENT

There being no further business, motion by Huettl to adjourn, seconded by Goode. All present voting AYE. Motion carried. Meeting adjourned at approximately 6:47 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