

## **FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES**

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**COMMITTEE:** CHILD SUPPORT COMMITTEE

**DATE:** THURSDAY, MARCH 28, 2019

**TIME:** 5:30 P.M.

**PLACE:** COUNTY BOARD ROOM

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### CALL TO ORDER

Committee Chairperson Gallion called the meeting to order at 5:32 p.m.

### ROLL CALL

Committee members present: Kellee Gallion and Dan Huettl  
Committee members absent: Scott Goode  
Others present: Shannon Boney, Child Support Director

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE NOVEMBER 12, 2018, CHILD SUPPORT COMMITTEE MEETING

Motion by Huettl to approve minutes of the November 12, 2018 meeting, seconded by Gallion. All present voting AYE. Motion carried.

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

There are no new travel or training requests at this time.

### BUDGET/FUNDING UPDATES

The Committee reviewed the final Child Support Budget report for 2018 which provided balances from January 1, 2018 through December 31, 2018. Shannon explained now that all the final adjustments and journal entries have been made to adjust all the revenues and expenses back to 2018, the amount that it cost the county to run the child support program in 2018 was \$50,379.18, and there were four full-time staff employed in the Child Support Agency (CSA) in 2018. The total for all program expenses in 2018 was \$254,305.13, and the total revenues (which included performance funding, FFP administrative cost reimbursement, and fees collected by the CSA) in 2018 were \$203,925.95.

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

Shannon updated the Committee on the status of cases that are being transferred to the Sokaogon Chippewa Tribal Child Support Agency. She explained that they have received formal requests from the Tribe to transfer 89 cases. Out of the 89 cases, 82 have been completed; there are 5

cases scheduled for hearings next week, and 2 cases have yet to be scheduled. Shannon explained that there were 62 court cases which the Court ordered to be transferred to the Tribe, and that the Court denied motions to transfer on 20 cases. Shannon explained that the CSA began transferring cases to the Tribe in late October 2018, and that the CSA's caseload at that time was 683 IV-D cases as of 9/30/18 (not including an additional estimated 250 NonIV-D cases which the CSA provides limited child support services). As of 2/29/19, the CSA's IV-D caseload was 597, however, this change in caseload is not all due to transferring cases to the Sokaogon Tribal CSA. This includes all cases that may have closed between 9/30/18-2/29/19. Shannon also explained that OCSE's definition of a case is it looks at the number of different custodians within each non-custodial parent's WI court case, therefore, there were more IV-D cases transferred to the Tribe than the 62 cases which is why the decrease in the CSA's caseload was higher than 62 cases. After the Court hears the 5 hearings scheduled for next week, and after the remaining 2 cases are brought to Court, the CSA will be completed transferring cases to the Sokaogon Tribal Child Support Agency, other than a case that may need to be transferred here and there.

#### PERFORMANCE MEASURES UPDATES

Shannon gave members a handout which provided information regarding the CSA's performance status for the current federal fiscal year (FFY) which is October 2018 through February 2019. A discussion was held regarding the status of the CSA's performance.

#### REVIEW AND APPROVE UPDATES TO THE FOLLOWING JOB DESCRIPTIONS:

- a. Paternity and Order Establishment Specialist
- b. Child Support Lead Worker
- c. Child Support Director

Shannon provided the Committee with the updated job descriptions with any corrections (insertions and/or deletions) marked in red so that they could see what was changed from the original job descriptions. Shannon explained that with Dawn Millan's retirement in January, it was a good time to figure out how they could restructure staff and reorganize job duties. Motion by Huettl to approve all three (3) updated job descriptions, to be forwarded to the Personnel Committee for final approval, seconded by Gallion. All present voting AYE. Motion carried.

#### REVIEW AND APPROVE JOB DESCRIPTION FOR NEW CHILD SUPPORT RECEPTIONIST POSITION

Shannon provided the Committee with a newly created job description for a Child Support Receptionist position. Shannon explained that this was a team effort with other staff in not only having input in how to restructure the department and reorganize job duties, but also assisting in determining what would be the best type of position to create as the CSA was one staff person short due to Dawn Millan's retirement in January 2019. They all agreed that the greatest need was a Receptionist type position. However, this position would include many other administrative assistant type duties as well which are detailed in the job description. Shannon explained that since there was some loss in cases due to child support cases being transferred to the Sokaogon Chippewa Tribe, at this time, she is requesting that this new position be a 35 hour per week position versus a 40 hour per week position. Motion by Huettl to approve the new Child Support Receptionist job description, to be forwarded to the Personnel Committee for final approval, seconded by Gallion. All voting AYE. Motion carried.

### 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:

- a.) Determine wage for new Child Support Receptionist position
- b.) Review Paternity and Order Establishment Specialist wage

Motion was seconded by Huettl. Roll call vote: Huettl (AYE) and Gallion (AYE). Motion carried.

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

Motion by Huettl to set the new wage for the Child Support Receptionist to start at \$16.02 per hour with a 5% increase after 6 months, and after their one year probationary period is completed, wage increases to \$17.80 per hour, to be forwarded to the Personnel Committee and/or Finance Committee for final approval. Motion was seconded by Gallion. All present voting AYE. Motion carried.

Motion by Huettl to increase the Paternity and Order Establishment Specialist wage to \$18.11 per hour due to the change in her job duties, to be forwarded to the Personnel Committee and/or Finance Committee for final approval which increase is based on the recommendation of the Child Support Committee. Motion was seconded by Gallion. All present voting AYE. Motion carried.

### REQUIRED BACKGROUND INVESTIGATIONS FOR NEW AND EXISTING EMPLOYEES MANDATED BY IRS PUB. 1075

Shannon explained that under IRS Publication 1075 *Tax Information Security Guidelines for Federal, State and Local Agencies*, background investigations are required for individuals with access to Federal Tax information (FTI). This applies to all existing or new Child Support Agency employees, contractors, subcontractors and any individual subject to a cooperative agreement with the CSA who have access to FTI, as well as IT staff and other individuals with access to FTI. Shannon explained the requirements under the new policy, and explained how some of the components will require the human resources department, which in Forest County would be the County Clerk, to assist in performing some of the required tasks. Shannon explained that she will work with Nora to determine what role each of them will need to play in this process. We have until September 30<sup>th</sup> to complete the background checks on existing employees, and the background check must be completed before any new employee can have access to FTI information. Reinvestigation is required every ten years for each subject requiring continued access to FTI.

### PROGRAM/PROJECT UPDATES

Shannon informed the Committee that the Forest County Child Support Agency is hosting a Roundtable Luncheon with the Forest County Potawatomi and Sokaogon Chippewa Child Support Agency on 4/2/19, therefore, the Child Support Agency will be closed from approximately 11:00 a.m. to 2:00 p.m. Committee Chair Gallion suggested that the CSA post a sign the week prior on their door to inform the public that they will be closed during those hours.

ANY OTHER BUSINESS PERMITTED BY LAW

None

ADJOURNMENT

There being no further business, motion by Huettl to adjourn, seconded by Gallion. All present voting AYE. Motion carried. Meeting adjourned at approximately 7:58 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.

DRAFT