

## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

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**COMMITTEE:** CHILD SUPPORT COMMITTEE

**DATE:** WEDNESDAY, JUNE 5, 2019

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

**PLACE:** UW EXTENSION CONFERENCE ROOM

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### 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

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

### APPROVE MINUTES FROM THE MARCH 28, 2019, CHILD SUPPORT COMMITTEE MEETING

Motion by Huettl to approve minutes of the March 28, 2019, meeting, seconded by Gallion. All present voting AYE. Motion carried.

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

Shannon Boney requested approval for Nancy Donek, Corporation Counsel, Paul Payant (or Tara Guelzow, Assistant Corporation Counsel) and herself to attend the annual WCSEA Fall Conference in Middleton, WI, on September 17-20, 2019. Costs for this conference were included in the Child Support Agency's 2019 budget and are eligible for 66% FFP reimbursement. Motion by Goode to approve the travel request, seconded by Huettl. All present voting AYE. Motion carried.

### BUDGET AND/OR PROGRAM UPDATES

The Committee reviewed the final Child Support Budget report for 2019 which provided balances from January 1, 2019 through April 30, 2019. The agency is currently under budget as they still haven't replaced Dawn Millan's position after she retired on January 2<sup>nd</sup>.

Shannon informed the committee that the Child Support Agency was awarded a Certificate of Outstanding Achievement from the Wisconsin Department of Children and Families (DCF), Bureau of Child Support (BCS), for their performance for fiscal year 2018. Shannon Boney also received a personal Length of Service award from DCF BCS for her 20 years of service in child

support. Both awards were presented to Shannon when she was at the Directors' Dialogue in Elkhart Lake on April 11<sup>th</sup>.

#### PERFORMANCE MEASURES UPDATES

Shannon briefly updated members on the status of their performance and provided a handout regarding the CSA's performance status for the current federal fiscal year (FFY) which is October 2018 through April 2019.

#### CLOSED SESSION

Motion by Huettl 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," and Wis. Stat. §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations." This closed session relates to:

- Review applications for the Child Support Receptionist position and select applicants for interviews with the Personnel Committee & Child Support Committee

Second by Goode. Roll call vote: Huettl (AYE), Goode (AYE), and Gallion (AYE). Motion carried.

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

Motion by Goode to reconvene to open session, second by Huettl. All present voting AYE. Motion carried.

- Motion by Goode to forward the five candidates as discussed in closed session to the Personnel Committee to be interviewed for the Child Support Receptionist position, and for those candidates to undergo testing prior to their interview, second by Huettl. All present voting AYE. Motion carried.

#### REVIEW TESTING MATERIAL FOR CHILD SUPPORT RECEPTIONIST POSITION, APPROVE ANY ACTION AS NECESSARY

Shannon provided the committee with sample copies of what she will use for testing the candidates for the Child Support Receptionist position. No further action was taken.

#### REQUEST FOR CHILD SUPPORT DIRECTOR TO POSSIBLE SERVE ON CHILD SUPPORT POLICY ADVISORY COMMITTEE (PAC), APPROVE ANY ACTION AS NECESSARY

Shannon explained she was contacted by the Administrator for of Division of Family and Economic Security in the Department of Children and Families to see if she would be interested in filling a vacancy on the Policy Advisory Committee (PAC). She stated that this committee meets three times a year in Madison and meetings last a few hours. Shannon agreed to fill the position, however, since travel expenses would be paid at the County's expense, she wanted to

discuss this with the committee first. The committee agreed that the decision to participate in this committee should be left up to Shannon, therefore, no further action was necessary.

ANY OTHER BUSINESS PERMITTED BY LAW

None

FUTURE MEETINGS

Shannon discussed a possible date to hold a joint Personnel/Child Support Committee meeting to conduct interviews for the Child Support Receptionist position. The committee agreed that the evening on June 20<sup>th</sup> would work for them to conduct the interviews. The next Child Support Committee meeting can be determined on June 20<sup>th</sup> when the committee meets next.

ADJOURNMENT

There being no further business, motion by Huettl to adjourn, seconded by Goode. All present voting AYE. Motion carried. Meeting adjourned at approximately 6:40 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