

## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

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**COMMITTEE:** CHILD SUPPORT COMMITTEE

**DATE:** TUESDAY, SEPTEMBER 3, 2019

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

**PLACE:** COUNTY BOARD ROOM

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### CALL TO ORDER

Goode called the meeting to order at 5:32 p.m.

### ROLL CALL

Committee members present: Scotte Goode and Sheryl Pethers  
Committee members absent: Kellee Gallion  
Others present: Shannon Boney, Child Support Director

### APPROVE MEETING AGENDA

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

### APPROVE MINUTES FROM THE JUNE 5, 2019 CHILD SUPPORT COMMITTEE MEETING, AND FROM THE JUNE 20, 2019 JOINT PERSONNEL AND CHILD SUPPORT COMMITTEE MEETING

Goode was the only committee member that was present at today's meeting who had attended the prior meetings on June 5<sup>th</sup> and June 20<sup>th</sup> as Sheryl Pethers was just recently appointed to the County Board which replaced Dan Huettl on the Child Support Committee. Therefore, the Committee is unable to approve the minutes without another person to second the motion. Motion by Pethers to delay approval of the minutes until the next Child Support Committee meeting, seconded by Goode. All present voting AYE. Motion carried.

### REVIEW AND POSSIBLE APPROVAL OF TRAVEL/TRAINING REQUESTS FOR CHILD SUPPORT TRAINING STAFF

Shannon Boney requested approval for Nancy Donek and Stephanie Statezny to attend an OCSE Domestic Violence Training in Rhinelander on November 7, 2019, and for Heather Flannery and herself to attend a Web Intelligence (Webi) Reporting Tools and Applications for Child Support training on October 8, 2019 in Wausau. Motion by Pethers to approve the travel requests, seconded by Goode. All present voting AYE. Motion carried.

### BUDGET AND/OR PROGRAM UPDATES

The Committee reviewed the Child Support Budget status report for 2019 which provided expenses balances through July 2019. Shannon explained that the state aid revenues only includes administrative cost reimbursements through June 2019. The agency is currently under

budget as they had budgeted for a full-time employee to replace Dawn Millan's position after she retired on January 2<sup>nd</sup>, however, they didn't hire someone to start until July 1, 2019.

PERFORMANCE MEASURES UPDATES

Shannon updated members on the status of their performance and provided a handout regarding the CSA's performance status for the current FFY, October 2018 through April 2019.

DISCUSSION AND POSSIBLE APPROVAL ON INCREASING HOURS FOR RECEPTIONIST POSITION

Shannon explained that they budgeted for 40 hours per week for Dawn Millan's position for 2019, however, when she retired, they reorganized job duties and updated job descriptions. Instead of a rehiring for a Child Support Specialist position, a new Receptionist position was created for 35 hours per week versus 40 hours per week. Shannon is asking that the Receptionist hours be increased to 37.5 hours per week by reducing this position's lunch break from one hour to one-half hour. Shannon explained the reasons why she was requesting the increase in hours, and explained that they do have the money in the budget to cover this increase in hours. Motion by Pethers to approve the increase in the Receptionist hours from 35 to 37.5 hours per week to be forwarded to Personnel for final approval, seconded by Goode. All present voting AYE. Motion carried.

REVIEW AND POSSIBLE APPROVAL OF 2020 CHILD SUPPORT AGENCY BUDGET TO BE FORWARDED TO THE FINANCE COMMITTEE

Shannon presented the Committee with three proposed budgets to review for 2020 and a discussion was held. Motion by Pethers to approve the selected budget which included the total increase in levy of \$2,549.80 from CY 2019 to CY 2020 to be forwarded to the Finance Committee, seconded by Goode. All voting AYE.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S BACKGROUND INVESTIGATION POLICY

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). One of the components required to comply with this requirement is that a written policy must be implemented. Therefore, Shannon created a written policy which she provided to the Committee to review. Shannon explained that the policy is then kept on file and available for audit as requested. Motion by Pethers to approve the Background Investigation Policy, seconded by Goode. All voting AYE.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2018 ANNUAL REPORT TO BE FORWARDED TO THE FULL COUNTY BOARD

Committee members reviewed the 2018 Annual Report for the Child Support Agency. Shannon explained that she followed the same format as the prior year. Motion by Goode to approve the report and forward to the full County Board, seconded by Pethers. All present voting AYE. Motion carried.

ANY OTHER BUSINESS PERMITTED BY LAW

None

FUTURE MEETINGS

The Committee typically meets at 5:30 p.m., however, the Committee mentioned that they would like to discuss reviewing meeting times for future meetings.

ADJOURNMENT

There being no further business, motion by Pethers to adjourn, seconded by Goode. All present voting AYE. Motion carried. Meeting adjourned at approximately 6:13 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