

## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

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**COMMITTEE:** CHILD SUPPORT COMMITTEE

**DATE:** THURSDAY, MARCH 25, 2021

**TIME:** 4:30 P.M.

**PLACE:** COUNTY BOARD ROOM

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### CALL TO ORDER

Goode called the meeting to order at 4:30 p.m.

### ROLL CALL

Committee members present: Scott Goode, Lynne Black, and Tina Anderson  
Committee members absent: None  
Others present: Cindy Gretzinger, County Board Chair & Shannon Boney, Child Support Agency Director

### APPROVE MEETING AGENDA

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

### APPROVE MINUTES FROM THE DECEMBER 17, 2020 CHILD SUPPORT COMMITTEE MEETING

*Motion by Black to approve minutes from the December 17, 2020 meeting, seconded by Goode. All present voting AYE. Motion carried.*

### PUBLIC COMMENT

No appearances by anyone from the general public.

### PROGRAM/DEPARTMENTAL UPDATES

Shannon informed the Committee that the annual Wisconsin Child Support Enforcement Association (WCSEA) fall conference this year will be on October 20<sup>th</sup> through 22<sup>nd</sup> in Lacrosse. There still hasn't been a decision made yet as to whether the conference will be virtual or in-person. Shannon believes a decision will be made at the May 5<sup>th</sup> WCSEA Board Meeting. Shannon stated that if the conference is in-person, she hopes this Committee will be supportive in granting approving for them to attend the conference.

Shannon explained that the CSA has a collaborative meeting tentatively scheduled for June 10<sup>th</sup> for their staff to meet with Forest County Potawatomi CSA staff here at the Courthouse. Further, the Bureau of Regional Operations Director for the Northern Region, Amy Vannieuwenhoven, has been invited to attend this meeting as she has expressed interest in the past in attending our meetings. Shannon asked for permission to close the office for a couple hours that morning so that all CSA staff could attend the meeting. The Committee agreed the CSA could close the

office so all staff can attend the meeting, however, something should be posted on the CSA's door.

Shannon explained that at the last Child Support Committee meeting on December 17, 2020, the Committee approved an agreement between Forest and Florence Counties for COVID-19 emergency mutual aid for child support services. At the time of our December 17<sup>th</sup> meeting, the Florence County oversight committee for the CSA had not yet approved the agreement. Therefore, this Committee made a motion to approve the Agreement, as long as there were no additional changes from what was presented to them on December 17<sup>th</sup>. Shannon stated that Florence County approved and signed the original agreement which did not include any additional changes.

Shannon stated that she was contacted by the Bureau of Child Support to see if she would be agreeable to mentor the new Child Support Director in Richland County. They were looking for someone from a small county to assist with administrative type duties such as SPARC (administrative financial expense reporting). Shannon explained she agreed to mentor the new Director and that all communication will be done remotely by phone, e-mail, or virtually if necessary.

#### BUDGET/FUNDING UPDATES

The Committee reviewed the Child Support Budget status report for 2020 which provided final revenue and expense balances for the entire CY 2020. The final amount for expenses for 2020 was \$273,761.62 and \$221,863.68 for revenues, therefore, the total county levy amount for 2020 for the Child Support Agency (CSA) was \$51,897.94.

Shannon did not provide a budget status report for 2021 as balances are only available through February which won't give an accurate depiction of where they're at since it's early in the year. She will provide a 2021 budget status at the next meeting.

Shannon reminded members that on December 17, 2020 this Committee approved a Resolution to request the state to provide additional funding for child support agencies. The Resolution was approved by the full County Board on January 19, 2021. Shannon provided an update that Governor Evers did include an additional \$4M per year in General Purpose Revenue (GPR) in the FY 2021-2023 state budget. She explained, however, that the work isn't done yet as we still have to convince the Joint Finance Committee to keep the funding in the proposed budget.

#### PERFORMANCE MEASURES UPDATES

Shannon updated members on the status of their performance and provided a handout regarding the CSA performance through January 2021, and explained that the February 2021 report wasn't available yet. She explained that performance is measured per Federal Fiscal Year (FFY), and that the 2021 FFY runs from October 1, 2020 to September 30, 2021. Therefore, the CSA has until September 30, 2021 to try and increase their performance measures.

#### REVIEW AND APPROVE CONTRACTS WITH PROCESS SERVERS

Shannon explained that pursuant to federal regulations, every year the CSA enters into a Cooperative Agreement with Corporation Counsel, Family Court Commissioner, Clerk of Court,

District Attorney and Sheriff. It's necessary to have these agreements in place to receive the 66 percent Federal Financial Participation (FFP) match for the Cooperative Agencies expenses that are properly attributable to the child support program. Further, the CSA enters into a Purchase-of-Service agreement annually with the county Information Technology (IT) department (James Whiteaker/Naunkca). The CSA uses the same Cooperative Agreement format for the Purchase of Service Agreement with IT which defines the services provided to the CSA by the IT department. Shannon explained that their CSA uses two private companies to do their service of process instead of using the Sheriff's department. For many years now, the CSA has been using Shadow Process Service, LLC (owner Dan W. Maloney), and Argonne Security (owner Norman Knoll) for their service of process needs. Shannon explained that the Bureau of Child Support (BCS) provided information via a Child Support Bulletin (CSB 20-20R), that states that if the CSA uses a private entity for their service of process instead of the Sheriff's Department, a contract is needed between the private company and the County. Therefore, Shannon worked with Corporation Counsel, Paul Payant, to draft a contract for both entities. Shannon provided copies of both contracts to the Child Support Committee to review. Shannon explained that both private companies and Paul Payant already signed the contracts, and County Board Chair, Cindy Gretzinger, signed the contracts pending final approval from this Committee. *Motion by Black to approve the Purchase of Service Contracts with Shadow Process Service, LLC and Argonne Security, seconded by Anderson. All present voting AYE. Motion carried.*

#### ANY OTHER BUSINESS PERMITTED BY LAW

None

#### POSSIBLE FUTURE AGENDA ITEMS

The next regular Child Support Committee meeting is tentatively scheduled for July 8, 2021 at 4:30 p.m. There were no recommendations on specific agenda items.

#### ADJOURNMENT

*There being no further business, motion by Goode to adjourn, seconded by Anderson. All present voting AYE. Motion carried. Meeting adjourned at approximately 4:55 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.***