

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: MONDAY, JUNE 14, 2021

TIME: 4:00 P.M.

PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Goode called the meeting to order at 4:00 p.m.

ROLL CALL

Committee members present: Scott Goode, Lynne Black, and Tina Anderson

Committee members absent: None

Others present: 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 MARCH 25, 2021, CHILD SUPPORT COMMITTEE MEETING

Motion by Black to approve minutes from the March 25, 2021 meeting, second by Goode. All present voting AYE. Motion carried.

PUBLIC COMMENT

No appearances by anyone from the general public.

BUDGET/FUNDING UPDATES

The Committee reviewed the Child Support Budget status report for 2021 which provided expense balances from January through April 2021. Shannon explained that the State Aid revenues account only includes administrative cost reimbursements through March 2021 as they are only reimbursed on a quarterly basis.

Shannon explained that Governor Evers included the Child Support Agencies request for an additional \$4 million per year in child support funding for the proposed 2021-23 state budget. If approved, the \$4 million would draw down an additional \$7.7 million per year with the federal match. The Joint Finance Committee will be voting tomorrow on the child support funding and has the option to approve the increase proposed by the Governor, provide a higher or lower increase than what was proposed by the Governor, or remove the increase from the budget

entirely. Anderson requested Shannon to provide the Committee with an update on what is approved.

REQUEST TO APPROVE TRAVEL/CONFERENCE ATTENDANCE FOR STAFF

Shannon Boney requested approval for Paul Payant, Corporation Counsel (or a representative from their law firm), Heather Flannery, Receptionist, and herself to attend the annual WCSEA Fall Conference in LaCrosse, WI, on October 20th – 22nd (travel to begin October 19th). Costs for this conference were included in the Child Support Agency's 2021 budget, and are eligible for 66% FFP reimbursement. *Motion by Anderson to approve the travel request, second by Black. All present voting AYE. Motion carried.*

PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA performance through April 2021. 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 ANY POSSIBLE CHANGES TO JOB DESCRIPTION FOR VACANT CHILD SUPPORT SPECIALIST POSITION

Shannon provided the Committee with a copy of the Child Support Specialist job description. She explained that she reviewed it for possible changes, however, she didn't believe there were any other changes that needed to be made except for the pay range which she already had Nora update. The Committee reviewed the job description and didn't have any additional changes. *Motion by Black to forward the Job Description to the Personnel Committee which included the updated salary range of \$16.62 to \$18.47 per hour, second by Goode. All present voting AYE. Motion carried.*

DISCUSSION AND POSSIBLE ACTION REGARDING POSTING THE VACANT CHILD SUPPORT SPECIALIST POSITION

Shannon explained that policy to fill a position vacancy requires that the Department head first update and review the vacant position's job description, determine its necessity, etc.. Then the governing committee, in conjunction with the Department Head, must make a recommendation to the Personnel Committee in regards to posting the position. *Motion by Black to forward the job description to Personnel and request the position be posted and refilled, second by Anderson. All present voting AYE. Motion carried.*

DISCUSSION AND POSSIBLE ACTION FOR STEPHANIE STATEZNY TO CONTINUE TO WORK ADDITIONAL HOURS IN THE CSA DUE TO POSITION VACANCY

Shannon stated she and Stephanie Statezny had a discussion regarding continuing to work additional hours in the CSA for 5 hours per week. Both she and Stephanie are agreeable that, if approved, it would be best for her to work the 5 hours per week in addition to 40 hours she will work with her new position as Emergency Management Director. Shannon explained that Stephanie would be paid time and a half for any hours she puts in over 40, however, they would

still be under budget as she would only be paid for 5 hours per week (at time and a half) out of the CSA budget versus the 40 hours per week that she currently receives. Because the CSA receives 66 percent FFP reimbursement on administrative costs, she estimated that the county's portion would end up being approximately \$50 per week for her to work the additional 5 hours per week. *Motion by Anderson to forward a request to Personnel to take immediate action for Stephanie to continue to work an additional 5 hours per week in the CSA which shall continue until the Child Support Committee can review again at the next Child Support Committee meeting which will be held on a date to yet be determined in August 2021, second by Black. All present voting AYE. Motion carried.*

ANY OTHER BUSINESS AS PERMITTED BY LAW

Shannon explained that they were informed by Shadow Process Service, LLC, who does service of process for their CSA, that they'll be closing their business and won't accept anything after June 17th. Therefore, the CSA will need to find another process server to take over. Shannon explained that Shadow Process handled everything that had to be served out of the area or in other states. They may be required to use multiple process servers unless they can find someone who will handle everything like Shadow Process did. Anderson stated that there may be some vendors at the WCSEA Fall Conference who we can speak with.

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

A meeting was scheduled for the CS Committee to meet on July 8th at 4:30. However, it was determined that we will need to move the meeting to August (date to be determined) as we will need to get a meeting together to review applications for the new position. Because we still have to request Personnel to grant approval to post the position, then publish it in the paper for two weeks, etc., it wasn't going to be possible to have the meeting on July 8th. Shannon will arrange a Child Support Committee meeting to be held sometime in August.

ADJOURNMENT

There being no further business, motion by Black to adjourn at 4:45 p.m., second by Anderson. All present voting AYE. Motion carried.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Child Support Committee meeting.