

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: MONDAY, JANUARY 31, 2022

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: Cindy Gretzinger, County Board Chair
Shannon Boney, Child Support Agency Director

APPROVE MEETING AGENDA

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

APPROVE MINUTES FROM THE OCTOBER 4, 2021 CHILD SUPPORT COMMITTEE MEETING

Motion by Black to approve minutes from the October 4, 2021 meeting, second by Goode. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

No appearances by anyone from the general public.

FISCAL UPDATES

The Committee reviewed the Child Support Budget status report which included revenue and expenses through December 2021. Shannon explained the report doesn't include the 66% administrative cost reimbursement for the 4th quarter in 2021, nor does it include any final payroll or journal entries that need to be adjusted back to 2021. Shannon anticipates that their department will be under budget for 2021. She will provide final budget numbers once everything is completed.

Shannon just received notification that there was a one-time General Purpose Revenue (GPR) funding increase for the first half of 2022. The total GPR for all WI CSAs was \$875,000, however, with the federal match the total amount is over \$2.5M. She stated that the preliminary estimates indicate their agency will be allocated approximately \$3,969.00 in additional funding.

The initial preliminary contract funding amount for their agency was \$69,167, and they will now receive approximately \$73,136 in total contract funding for CY2022. She stated that the notification she received stated that the funding increase will help with requirements from the Department of Children and Families (DCF) such as purchasing multi-factor authentication (MFA) devices and purchasing IRS compliant shredders. Shannon explained that they already purchased an IRS compliant shredder last year. She stated that the notice also stated that the additional funding “can be used for any IV-D purchases that are considered reasonable and necessary”. Shannon explained that they had budgeted for two computers to be purchased this year and is hoping that the additional funding can be used toward those purchases. There is a Regional Directors meeting scheduled next week so Shannon can get more information then.

PROGRAM UPDATES

Shannon explained their agency is in the final stages of implementing ALLPAID which is a payment processing platform for customers to make child support payments using their debit/credit cards online, by phone, or onsite at the child support agency. Shannon explained that the agreement was signed with ALLPAID and she has a meeting with them this week to finalize the setup and schedule training. Shannon explained that this service won’t cost anything to the county. All fees are paid by the customer who is making the payment.

Shannon explained their agency had a compliance review with the Department of Children and Families (DCF) Bureau of Regional Operations (BRO) virtually in October and December 2021. The review, which is conducted every three years, monitors compliance with various aspects of the child support contract and monitors compliance with IRS safeguarding requirements. Shannon was pleased to report that the agency received no findings of non-compliance!

Shannon indicated that she will be working on Cooperative Agreements for 2022 which are to be submitted to DCF BRO by March 1, 2022. There are no substantial changes that need to be made from the prior year. Federal law requires that we enter into agreements with court and/or law officials that provide assistance with carrying out functions of the Title IV-D child support program. Shannon will be drafting agreements again for the Clerk of Court, Family Court Commissioner, Sheriff’s Department, Corporation Counsel and District Attorney so the county can benefit from the IV-D Federal Financial Participation (FFP) 66% reimbursement.

Shannon explained that recipients who receive federal and/or state funds from DHS or DCF are required to complete a Civil Rights Compliance Letter of Assurance (LOA), and recipients that employ 50 or more employees and receive more than \$50,000 are required to complete a Civil Rights Plan. The Child Support Agency, Health Department, Social Services and Commission on Agency will be doing a combined plan again for the 2022 through 2025 compliance period which is due by March 31, 2022. The LOA which was due by 1/31/22 has been completed and submitted to DHS and DCF. Tammy Queen will continue as the Equal Opportunity Coordinator for civil rights compliance questions, and Shannon will continue as the Limited English Proficiency (LEP) Coordinator to assist LEP individuals and individuals with disabilities.

Shannon stated that since she is a New Director Mentor, she assisted in the New Director Orientation Virtual Conference held in December which she presented on Computer/Program Access.

Shannon will be continuing her role serving on the Child Support Policy Advisory Committee (PAC). The meetings which were supposed to be held in person quarterly in Madison are being held virtually due to Covid-19 until further notice. Shannon has also agreed to serve on a PAC Child Support Modernization (CSM) sub-committee. She explained that the purpose of the sub-committee is to address CSM policy issues that need to be expedited during CSM Business Process Reengineering. Since the PAC Committee only meets quarterly, there may be issues that need to be addressed between meetings.

Shannon explained that the Bureau of Child Support (BCS) is in the early stages of a CSM project. Preplanning work began in 2019 and is now in the planning phase. The project is expected to take up to 10 years.

PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA performance through December 2021. She explained that performance is measured per Federal Fiscal Year (FFY), and that the 2022 FFY runs from October 1, 2021 to September 30, 2022. Shannon explained how their agency's performance compared to the prior FFY.

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

The next meeting is tentatively scheduled for Tuesday, May 3, 2022 at 4:00 p.m. Some possible future agenda items to discuss are as follows:

- Child Support Agency's Annual Report (if completed by then)
- Update on ALLPAID implementation
- Update regarding the additional GPR Contract Funding

ADJOURNMENT

There being no further business, motion by Goode to adjourn at 4:37 p.m., second by Black. All present voting AYE. Motion carried.

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