

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: THURSDAY, SEPTEMBER 15, 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: Shannon Boney, Child Support Agency Director

APPROVE MEETING AGENDA

Motion by Goode to forgo the reading of the agenda, second by Black. All present voting AYE. Motion carried.

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

APPROVE MINUTES FROM THE MAY 3, 2022 CHILD SUPPORT COMMITTEE MEETING

Motion by Anderson to approve minutes from the May 3, 2022 meeting, second by Black. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

No appearances by anyone from the general public.

PROGRAM UPDATES

Shannon provided an update regarding the implementation of AllPaid which is an online payment processing company so people can make payments with their debit or credit cards in the CSA office, online or by phone. The Child Support Agency "CSA" is still waiting to receive the card reader which has a chip reader in it as IT had concerns about the CSA using the device they initially sent that didn't have this. AllPaid indicated they would be available by the end of August, however, the CSA hasn't received it yet. Shannon will follow up with them.

Shannon provided an update regarding the WiKIDS/E-filing interface. She indicated that the new rollout date for Forest County is December 6th. She explained that there were some

technical issues that occurred for the 11 counties that went live which is the reason why the implementation date for our county has been moved forward. The state is working to resolve these issues before they proceed with rolling out other counties.

DEPARTMENTAL UPDATES

Shannon explained that one of their staff is on maternity leave, and will return on November 21st. Staff are doing an excellent job taking on the additional duties until she returns.

Shannon provided an update regarding staff attending the WCSEA Fall Conference in Elkhart Lake on October 11th through October 13th. Nancy will be working in the office five days that week (versus her regular four 10-hour days) so someone is in the office every day that week. Shannon will notify the Clerk's office regarding the change in her schedule for that week.

Shannon indicated that she and Nora attended a Civil Rights Training in Wausau on August 17th which she felt was helpful.

PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA performance from October 1, 2021 through August 31, 2022. 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.

FISCAL UPDATES

Shannon explained that at the prior meeting, the Committee reviewed the final CSA's Budget Comparison Report for 2021 which indicated that the county levy amount spent for CY 2021 was \$60,065.30. However, at that time she wasn't aware that there were journal entries that had to be completed by the auditor to put additional revenue back to the CSA's 2021 budget. There's an additional \$3,617.85 in revenue that was moved to the 2021 budget, therefore, the final levy amount for the CSA was \$56,447.45 and not \$60,065.30 as previously stated.

Shannon provided the committee with another Budget Comparison Report which included revenues and expenses for the CSA from January 2022 through July 2022. Shannon explained that since they receive the 66% FFP administrative cost reimbursement quarterly, their state aid revenue account only includes FFP reimbursement through June 2022. However, their expenses on the report shows balances through July 2022, so the revenues will appear to be understated until the reimbursement is received for the 3rd quarter.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2023 BUDGET, TO BE FORWARDED TO THE FINANCE COMMITTEE

Shannon presented the Committee with their department's proposed 2023 budget to review, and a discussion was held. The Finance Committee will make the final decision on salary and fringe amounts, but Nora provided Shannon with estimates to do the proposed budget since a

large portion of the CSA's revenues are based on the 66% FFP administrative cost reimbursement.

Motion by Black, second by Anderson to approve the budget as presented, however, may be subject to change upon final approval by Finance regarding salary and fringe, and as a result any changes to the budgeted amount for state aid revenue may be adjusted accordingly without further approval by the Child Support Committee. All voting AYE. Motion carried.

Shannon will work with Nora to make these changes once Finance determines the final amounts.

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

The next meeting is tentatively scheduled for Thursday, December 8, 2022, at 4:00 p.m. Some possible future agenda items to discuss are as follows:

- Resolution to Request an Increase in GPR Funding
- Update on AllPaid implementation
- Update on WiKIDS/E-filing interface
- Update from WCSEA Fall Conference

ADJOURNMENT

There being no further business, motion by Anderson to adjourn at 4:53 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.***