

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE
DATE: WEDNESDAY, DECEMBER 7, 2022
TIME: 2:30 P.M.
PLACE: UW EXTENSION CONFERENCE ROOM

CALL TO ORDER

Anderson, filling in for Goode (Committee Chair) called the meeting to order at 2:31 p.m.

ROLL CALL

Committee members present: Lynne Black and Tina Anderson
Committee members absent: Scott Goode
Others present: Shannon Boney, Child Support Agency Director

APPROVE MEETING AGENDA

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

APPROVE MINUTES FROM THE SEPTEMBER 15, 2022 CHILD SUPPORT COMMITTEE MEETING

Motion by Anderson to approve minutes from the September 15, 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 AND DEPARTMENTAL UPDATES

Shannon provided an update regarding implementation of AllPaid (online payment processing company). The chip readers that were supposed to be available in August won't be available now until next year. Although the swipe card readers are available, James Whiteaker/IT has instructed CSA not to use the swipe card readers due to security concerns. Shannon will provide an update after they receive the chip reader device.

Shannon explained that rollout for WiKIDS/E-filing interface was implemented for Forest County yesterday. They submitted a couple court filings through the interface and it seemed to go pretty smooth so far.

Shannon indicated CSAs are required to adhere to strict IRS security requirements. There were recent changes made to IRS Publication 1075 which basically pumps up security requirements especially IT systems and controls. Shannon provided IT/James Whiteaker with the information and will continue to work with him to ensure compliance.

Shannon indicated that she was appointed by the Bureau of Child Support (BCS) Director in 2019 to serve as a “member at large” on the Policy Advisory Committee (PAC). Shannon has agreed each year since then to continue this position. However, beginning in 2023 the process will change and if someone wants to be on PAC, they have to nominate themselves and the BCS Director will appoint three people to fill the “member at large” positions from the nominations received. Shannon did follow through with nominating herself and filling out the required questionnaire form, but she’s not sure if she will be appointed again.

Shannon provided an update on the Wisconsin Child Support Enforcement Association (WCSEA) Fall Conference which was held in Elkhart Lake in October. Shannon indicated there were some very informative sessions which included some great topics. Shannon explained that all child support staff, along with Corporation Counsel, provided personal donations for the Forest County charity basket which had a total value of \$340. Shannon explained that the charity chosen for this year’s WCSEA conference was Studio 84 which is a nonprofit art studio, gallery and gift shop which specializes in creating and vocational development for people with disabilities. The total donations received from the conference for this charity was \$7,045.

Shannon explained that on June 22, 2022, there was a federal IV-E policy change regarding the referrals to child support for children placed in out-of-home care (OHC). Federal policy indicates that child welfare agencies should generally not pursue collections for children in OHC placements. Research shows that pursuing child support results in OHC placements staying open longer. The Department of Children and Families (DCF) has begun preliminary discussions to determine what changes should be made to WI state policy. The Wisconsin County Human Service Association (WCHSA) has talked with WCSEA, and both associations are ready to participate in discussions with DCF. If it’s decided to not pursue collections for OHC placements, this could impact county budgets if the CSA can’t pursue child support against the parents to offset the cost of care. The committee would like Shannon to provide them with additional material they can review regarding this matter. Shannon stated she will e-mail the committee with additional information.

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 September 30, 2022. She explained that performance is measured per Federal Fiscal Year (FFY), and that the 2023 FFY runs from October 1, 2022 to September 30, 2023. Shannon explained how their agency’s performance compared to the prior FFY.

FISCAL UPDATES

Shannon provided the committee with another Budget Comparison Report which included revenues and expenses for the CSA from January 2022 through October 2022. Shannon explained that since they receive the 66% FFP administrative cost reimbursement quarterly, their state aid revenue account only includes FFP reimbursement through September 2022. However, their expenses on the report shows balances through October 2022, so the revenues will appear

to be understated until the reimbursement for the 4th quarter 2022 is received on approximately January 30, 2023.

REVIEW AND POSSIBLE APPROVAL OF RESOLUTION IN SUPPORT OF INCREASED CHILD SUPPORT FUNDING, TO BE FORWARDED TO FULL COUNTY BOARD FOR FINAL APPROVAL

Shannon explained that WCSEA requested all County Child Support Agencies to request their County Board pass a resolution in support of increasing Child Support Funding by \$5 million General Purpose Revenue (GPR) in each FY of the 2023-25 State Budget which generates an additional \$9.7 million in additional federal funds each year due to the federal match of 66%. Corporation Counsel, Paul Payant, reviewed the template provided by WCSEA, and he prepared the Resolution. *Motion by Black to forward the Resolution to the full County Board for approval, seconded by Anderson. All present voting AYE. Motion carried.*

REVIEW AND POSSIBLE APPROVAL OF UPDATED JOB DESCRIPTIONS FOR ALL CHILD SUPPORT STAFF

Shannon indicated that Nora sent an e-mail to departments requesting they review the job descriptions for staff due to the wage study that will be done by Carlson Dettman next year. Shannon updated the job descriptions for all staff in the CSA and explained that some job duties were reassigned for both the Lead Child Support Specialist (Nancy Donek) and Child Support Specialist (Christie Schmidt) positions which both ladies agreed to and have been doing for approximately a year now. Shannon indicated that the duties that were basically traded does not require any pay rate changes, and that the change results in the same amount of work being performed by each. *Motion by Black to approve the updated job descriptions which shall be referred to Personnel, second by Anderson. All present voting AYE. Motion carried.*

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

The committee agreed on future meeting dates for 2023 which are tentatively scheduled as follows:

- March 1, 2023 at 2:20 p.m.
- June 7, 2023 at 2:30 p.m.
- September 6, 2023 at 2:30 p.m.
- December 6, 2023 at 2:30 p.m.

ADJOURNMENT

There being no further business, motion by Anderson to adjourn at 3:54 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.***