



FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE
DATE: WEDNESDAY, SEPTEMBER 6, 2023
TIME: 3:00 P.M.
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Goode called the meeting to order at 3:00 p.m. *Motion by Anderson to forgo reading the agenda, second by Black. All present voting AYE. Motion carried.*

ROLL CALL

Committee members present: Lynne Black, Tina Anderson, and Scott Goode
Committee members absent: None
Others present: Shannon Boney, Child Support Agency Director

APPROVE MEETING AGENDA

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

APPROVE MINUTES FROM THE JUNE 7, 2023, CHILD SUPPORT COMMITTEE MEETING

Motion by Black Anderson to approve minutes from the June 7, 2023 meeting, second by Anderson. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

PROGRAM AND DEPARTMENTAL UPDATES

Shannon explained that she hasn't received any new information from AllPaid as to whether or not the EMV compliant POS devices are available yet. Shannon explained she reached out to AllPaid to inquire about the fees that will be charged to use the new EMV compliant devices, however, she didn't receive a response yet. She included an estimate for the 2024 budget (\$350/yr), but she's not sure how accurate it is without verification from AllPaid.

Shannon previously explained to the committee 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. Federal policy indicates that child welfare agencies should generally not pursue collections for

children in OHC placements. The Department of children and Families (DCF) began discussions to determine what changes should be made to WI state policy, however, Shannon hasn't received any new updates regarding this matter.

PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA's performance from October 1, 2022 through July 31, 2023. Shannon verbally provided an update for August 2023 performance as the report wasn't available yet but she was able to access the preliminary numbers. Shannon explained how the Child Support Agency's performance compared to the prior FFY.

FISCAL UPDATES

Shannon provided the committee with a Budget Comparison Report dated 8/14/23 which included revenues and expenses from January 2023 through July 2023. Shannon explained that although the expenses are accurate through July 2023, the State Aid Revenue balance only includes 66% FFP administrative cost reimbursement through June 2023 as the CSA is only reimbursed on a quarterly basis and the third quarter reimbursements haven't been received yet.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2024 BUDGET, TO BE FORWARDED TO THE FINANCE COMMITTEE

Shannon presented the Committee with their department's proposed 2024 budget to review, and a discussion was held. The Finance Committee will be making the final decision on salary and fringe estimates, therefore, for purposes of calculating the revenues, 2023 salary and fringe budgeted amounts were used. Most of the CSA's revenues are based on the 66% FFP administrative cost reimbursement. Shannon will work with Nora Matuszewski to get the final estimates for salary and fringe so she can recalculate the state aid revenue line-item account.

Motion by Black, second by Anderson to approve the budget as presented, however, may be subject to change upon final approval by the Finance regarding salary and fringe. 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.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2022 ANNUAL REPORT, TO BE FORWARDED TO THE COUNTY BOARD OF SUPERVISORS

The committee reviewed the CSA's 2022 Annual Report which Shannon prepared. *Motion by Anderson to approve the annual report, and forward it to the County Board, second by Goode. All present voting AYE. Motion carried.*

REVIEW AND POSSIBLE APPROVAL OF TRAVEL/TRAINING REQUESTS FOR STAFF

None

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

The next meeting is scheduled for scheduled for December 6, 2023 at 3:00 p.m. The committee would like to continue with having quarterly meetings in 2024, to be held on the first Wednesday of the month at 3:00 p.m. Therefore, tentative meeting dates for 2024 will be as follows:

March 6, 2024

June 5, 2024

September 4, 2024

December 4, 2024

ADJOURNMENT

There being no further business, motion by Black to adjourn at 3:50 p.m., second by Anderson. 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.**