



## FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

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**COMMITTEE:** CHILD SUPPORT COMMITTEE  
**DATE:** THURSDAY, SEPTEMBER 12, 2024  
**TIME:** 3:30 P.M.  
**PLACE:** COUNTY BOARD ROOM

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### CALL TO ORDER

Committee Chair Miller called the meeting to order at 3:30 p.m.

### ROLL CALL

Committee members present: Mike Miller, Sam Augustin and Brooke Dewing  
Committee members absent: None  
Others present: Shannon Boney, Child Support Agency Director

### APPROVE MEETING AGENDA

Miller read the agenda. *Motion by Augustin to approve the agenda, second by Dewing. All present voting AYE. Motion carried.*

### APPROVE MINUTES FROM THE JULY 17, 2024 CHILD SUPPORT COMMITTEE MEETING

*Motion by Augustin to approve the July 17, 2024 meeting, second by Dewing. All present voting AYE. Motion carried.*

### PUBLIC COMMENT ON AGENDA ITEMS

None

### DEPARTMENT UPDATES

Shannon provided the committee with an update on the new Administrative Assistant and how she's settling in, and an update on the progress of the employee that was recently promoted to the new Child Support Specialist position.

### BUDGET UPDATE

Shannon provided the committee with a Budget Comparison Report which included revenues and expenses from January through July 2024, which was the most recent report available. Shannon explained that although the expenses are accurate through July, the State Aid Revenue account balance only includes 66% FFP administrative cost reimbursement for expenses through June 2024 as the Child Support Agency is only reimbursed on a quarterly

basis and the third quarter reimbursements won't be received until approximately October 30, 2024.

#### PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA's performance for August 2024, which was the most recent report available. Shannon explained how the CSA's performance compared to the prior 2023 FFY.

#### REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2025 BUDGET, TO BE FORWARDED TO THE FINANCE COMMITTEE

Shannon presented the Committee with their department's proposed 2025 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, 2024 salary and fringe budgeted amounts were used. A large portion of the CSA's revenues are from the 66% FFP administrative cost reimbursement. Shannon will work with Nora to get the final estimates for salary and fringe so she can recalculate the state aid revenue line-item account.

*Motion by Augustin, second by Dewing to approve the budget as presented, however, may be subject to change upon determination of final changes to salary and fringe amounts approved by the Finance Committee, and as a result, any changes to the amount budgeted for state aid revenue shall be amended without further approval of the Child Support Committee. All voting AYE. Motion varied.*

#### REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2023 ANNUAL REPORT, TO BE FORWARDED TO THE COUNTY BOARD OF SUPERVISORS

The committee reviewed the CSA's 2023 Annual Report which Shannon prepared. *Motion by Dewing to approve the report, and forward it to the County Board, second by Augustin. All present voting AYE. Motion carried.*

#### ANY OTHER BUSINESS AS PERMITTED BY LAW

None

#### DISCUSS POSSIBLE FUTURE AGENDA ITEMS

None at this time. The next meeting will be in approximately three months, or sooner if there's something that needs committee approval. Shannon will reach out to the committee when it's time to schedule the next meeting.

#### ADJOURNMENT

*There being no further business, motion by Augustin to adjourn at 4:20 p.m., second by Dewing. All present voting AYE. Motion carried.*