

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
May 18, 2016**

Call to Order: Tina called the meeting to order at 10:12 a.m. at the courthouse in Sundance, Wyoming.

Members Present:

Campbell: Cheryl Chitwood, Jeani Stone (phone)
Crook: Tina Wood, Trudy Materi
Weston: Randy Rossman, Gidget Macke (phone)
CSA Staff: Del Nunley, Director

Members Absent: Tom Bruce, Mark Christensen

Quorum: Tina determined a quorum existed.

Minutes: Minutes and Executive Minutes from the March 16, 2016 board meeting were submitted for approval.

Cheryl made a motion to approve minutes and executive minutes from the March 16th. Gidget seconded. Motion carried.

Approval of Expenditures: The Board reviewed the Agency's expenditures for March and April, 2016.

Del reported there are no extraordinary expenses and we are on target with our budget within the current fiscal year. There is excess money but expenditures are within the monthly budgeted range.

Jeani made a motion to approve the expenditures for March and April, 2016. Randy seconded. Motion carried.

Del requested that she go through the items under new business before proceeding with the old business as some of that will have new business included.

New Business:

LGLP Insurance: Del reported that the LGLP insurance was being reduced by \$771. They are calculating off salaries only now and not expenditures. Due to the salary changes in the past year the cost of insurance has been adjusted.

Board Member Terms: Del reported that Jeani, Trudy and Tom's terms will expire June 30, 2016 and they have all expressed an interest in being retained. Del will be submitting a request to the County Commissioners for approval.

Old Business:

A-133 Audit: Del reported that Paula Steiger has scheduled her field audit for the week of July 25-29. She will be doing a preliminary audit in June and hopes that it will not take the entire week in July. Due to the change in requirements of the A-133 audit, we will not need to have that type of audit. The limit for federal funding increased from \$500,000 to \$750,000 and our federal dollars is approximately \$675,000. Del stated this is the reason the auditor's bid came in under

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what Colleen had been charging. Paula is hoping to have it completed and be able to present it to the Board at the September meeting.

Temporary Employees: At the last meeting the Board requested a review of the policy regarding temporary employees. Del provided a copy of that policy. She stated that there is a different policy for part-time employees in that they receive vacation and sick leave based on the number of hours they work. Temporary employees have no benefits and are told that up front when being hired. Because the policy defines each of those position there does not appear to need a change to the policy.

Training: Del reported that she has been looking for additional training for management. Due to budget issues she is trying to get closer to home to avoid additional expenses. The trainings this summer that she found that would be most beneficial to both her and Kerstin are the same week as our on-site audit in July. She told the Board that Mark had indicated there was some management training coming up in Campbell County. Jeani told Del to contact Susan Goff as she sets up the training for the county. Her phone number is 687-6355. Randy stated that Bill Miller in Cheyenne also sets up training. Trudy thought there may be or has been some training through the Gillette College. Del told her she had heard about a training after the fact but would look into it.

Del stated that in the district manager meeting in March, one of the managers attended a training through Casper College on customer service. She stated that it dealt with how to deal with difficult customers and Del asked if it was possible if there could be something set up for management training. They are working on a full day of training at the October district manager's meeting in Casper. Del had asked if it was possible to bring others with her as she was thinking it would be beneficial to Kerstin as well. Greg was excited about it and would like to attend. Del told the Board that it is twofold in that not only the basis for the training in customer service, but it is a "train the trainer" program that would be beneficial to the agency. Trudy asked if it was something the WYCSA conference would consider doing so that more staff could attend. Del told her it was discussed at the meeting but due to the length of the training and the conference is basically 2 ½ days, they may not get it in there. Trudy suggested sending a staff member instead of Del. Del told the Board that she has to attend regardless as it is in conjunction with the district manager meeting.

Biennium Budget Update/Contract: Del reported that in the past three weeks Kristie Langley, the IV-D Director, has had two different conference calls with the district managers. She stated that her budget was cut by \$960,000 in the first round of budget cuts. She was trying to protect the field as much as possible. She stated that they were looking at a 5% to 7% cut to our budgets and would try to keep it at 5%. She had to meet with the Governor and others involved in budget cuts. Del stated that one of the managers wanted to make sure that the State was aware at the state level that a 5% cut for us is actually more than the 8% compared to other departments as indicated in newspaper articles. The child support budget is being cut on the federal and state monies received while state departments only have state money involved. Kristie said they were aware of this and that Wyoming is #1 nationwide for the overall child support program. Kristie informed the managers to utilize as much of their left over budgets as they can. During this meeting Del asked Kristie of the possibility of getting VariDesks for staff. Del has to have prior approval from Kristie to purchase anything over \$500 and these were quoted about that that amount. Kristie gave verbal approval as she thought it was a good idea and help staff be more productive. Del reported to the Board the cost was less than \$500 when they were purchased. She purchased one for almost all.

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Kristie was not able to get back to us until the morning of the board meeting regarding the budget cuts. Del was informed the morning of the board meeting that the contract will be cut by 5%. This works out to approximately \$50,700 per year for the next two years.

Del stated that prior to the cuts she had determined that there could not be raises done as the Board had wanted to implement last year. Due to our "fixed income" we cannot sustain raises. Prior to notification of budget cuts she had already determined that most staff would not receive anything, however there are three staff members that need to have adjustments to their salaries in order to get them within the salary ranges that were set by the Board last year. Del discussed the possibility of a merit bonus due to the cuts and likely not be anything in future years. The Board determined that the purpose of the increases last year were to avoid bonuses.

Del stated that she lost one staff member and it was due to the cost of the insurance for a family. She stated that there are three categories (single/spouse/family) and while it does not affect a single person at all, the cost of the insurance goes up from there. In addition, there was a 4% increase in the cost of the health insurance effective July 1, 2016. Currently each employee pays the first \$100 and the Authority picks up the next \$800. Anything over that is a cost to the employee.

Trudy suggested looking at how the Board could assist those that fall into the higher category amounts instead of increasing wages. Tina suggested a sub-committee be formed to look at what can be done. She asked Jeani to be a part of that as she was involved in it last year. Jeani will head that committee and Trudy and Tom will be the committee. They will be working with Del on final numbers. A special meeting was scheduled for Thursday, June 16th to present to the Board what the committee comes up with.

Randy asked Del if staff knew about budget cuts and if it would involve staff cuts. Del stated that there would be no cuts in the staff and they are aware of this. Del has not told them any more as she did not what the bottom line number was she has to work with.

Del informed the Board that we have already implemented some cuts with the CPA costs for the audit and rent decreases. We are currently budgeted for \$3,000/year for rent in Crook County and approximately \$5,500/year in the Weston County. Del stated that we no longer have any rent in Crook County now that we are housed with DFS and the contract with Work Force Services is \$1,042/yr. which is a substantial decrease. Del informed the Board that about \$9,600 per year has already been cut. There are other things she is looking at and will have a better idea now that she knows the bottom line number. One idea being that because we will be returning money to the State this year, the plan is to get as much of the office supplies needed to sustain us for the coming year.

Del asked that a special meeting be called to go over the contract as it has to be approved by the Board before the State can continue further. The contract has to be finalized and back to the State Office in order to encumber the money necessary to do business in July. The State's WOLFS program shuts down for about a month and money cannot be distributed during that time. Tina scheduled a conference call on Friday, May 20th at 8:30 a.m. Del will e-mail the current contract and the proposed contract to everyone for their review prior to the meeting.

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Employee Evaluations: Del reported that she was finishing up staff evaluations and just needs to meet with each staff member to go over them. Del will provide a blank evaluation form for each board member and a copy of the evaluation she did on herself for the Board's evaluation of her.

Administrator's Report:

Performance Indicator Report: Del provided copies of the Performance Report for year-to-date percentages as follows:

- I. Paternity is 107%. We exceed the federal minimum requirement of 90%.
- II. Support Order is 92%. We exceed the federal minimum requirement of 80%.
- III. Current Support Paid is 67%. As a state we strive for 80% but there is no federal minimum.
- IV. Cases paying toward arrears is 66%. It is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.

CSA Statistics: The following reports were provided and discussed:

- **Stats:** Caseloads continue to vary from month to month with new intake cases coming in and the on-going project of closing out cases. We had a higher caseload in April but there will be some dropping off. We are still getting new cases from other states but they have slowed down some.
- **Collections & Cost Per Dollar:**

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|--------------------|----------------|-----------------------|
| March total | \$ 1,012,791 | Cost per dollar \$.07 |
| April total | \$ 745,346 | Cost per dollar \$.10 |
| Year-to-date total | \$7,460,717.18 | |
- **Foster Care:**

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|--------------------|------------|
| March total | \$ 35,892 |
| February total | \$ 18,490 |
| Year-to-date total | \$ 201,845 |
- **Lump Sums:**

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| March total | \$ 2,346 (Tianna) |
| April total | \$ 19,759 (Kristy) |
| Year-to-date total | \$ 22,105 |

Del reported collections statewide are down as we are seeing the economy taking a nose dive and suspect that it will get worse before it gets better.

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Management Data:

Del reported that Tianna Stilson resigned her position as caseworker. She informed Del it was due to the cost of the insurance for her family.

Del moved Crissie Roe, the receptionist, into Tianna's position. When she interviewed for the caseworker position, Crissie was interviewed at the same time. It was a difficult decision on which one would get that position. Crissie is working out very well as a caseworker.

Del asked Brie if she wanted to go back to full time as the receptionist and she agreed. She had been the part-time file clerk after she returned from maternity leave.

Del hired Tiffany Humes as the part-time file clerk to replace Brie. Part-time suits her as she owns her own business.

Del reported that Brenda Riffle, our temporary worker, has completed scanning all the fiscal documents and is caught up on most of the shredding of fiscal and case files that were back logged. She will probably be done by the end of the week, or no later than the end of the month.

Del reported that WYCSA, the statewide child support conference, will be held August 17th through the 19th in Casper. If any of the Board would like to attend they need to let Del know in order to get room reservations. If they only want to attend one day, mileage would be reimbursed. The agenda is not out yet. Aj is on the WYCSA board and will be attending. Del is sending Crissie and Kristy as they are the newest employees. Kourtney will be presenting so she will be attending as well. Del will be attending this year as neither Greg or Kerstin will be going.

Tina suggested that unless a board member wants to attend the conference, not to pay the WYCSA dues for the board as it would save some money.

Jeani suggested that another way to save money is to set up conference calls for the board meetings. It will cut out travel costs and save time. Del suggested that at least once a year there should be a face-to-face meeting. Tina proposed to have the July meeting designated. The Board agreed with this as a whole.

Del informed the Board that she has set up another process server in addition to Black Diamond, the sheriff departments and ABC Legal for out-of-state service. She stated that they are the same cost as Black Diamond, however Black Diamond does not serve outside of Gillette. They are doing a good job but it is limited. The new service is WPSI out of Casper, WY. Rob Tate owns the business with his wife and has been doing this for many years. He has a website that we can access to monitor the service on any given case. In addition, he serves the entire state and some out-of-state areas close to Wyoming. Trudy asked that Del send her the website for her information.

Del asked the Board to schedule the next year's meetings and to make sure there was no conflict with the September meeting. The schedule is as follows:

September 21, 2016 (Newcastle)
November 16, 2016 (Sundance)
January 18, 2017 (Gillette)
March 15, 2017 (Newcastle)
May 17, 2017 (Sundance)
July 19, 2017 (Gillette)

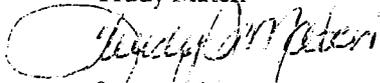
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Next Meeting: July 27, 2016 in Gillette, Wyoming. This will be the carry-in dinner.

Adjournment: There being no further business, Tina declared the meeting adjourned at 11:50 a.m.

Respectfully submitted,

Trudy Materi

A handwritten signature in cursive script, appearing to read "Trudy Materi".

Secretary

TM/dn