

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
July 27, 2016**

**Call to Order:** Tina called the meeting to order at 10:15 a.m. at the child support office in Gillette, Wyoming.

**Members Present:**

Campbell: Jeani Stone, Mark Christensen  
Crook: Tina Wood, Trudy Materi, Becky Tinsley  
Weston: Tom Bruce, Gidget Macke (phone)  
CSA Staff: Del Nunley, Director

**Members Absent:** Cheryl Chitwood, Randy Rossman

**Quorum:** Tina determined a quorum existed.

**Introduction:** Tina introduced Becky Tinsley as the newest board member. She is filling in the board vacancy in Crook County.

**Minutes:** Minutes from the May 18<sup>th</sup> and May 20<sup>th</sup> board meetings were submitted for approval.

Tom made a motion to approve both sets of minutes. Mark seconded. Motion carried.

Minutes from the special executive committee meeting on June 9<sup>th</sup> and executive conference call on June 16<sup>th</sup> were submitted for approval.

Mark made a motion to approve both sets of minutes. Tom seconded. Motion carried

**Approval of Expenditures:** The Board reviewed the Agency's expenditures for May and June, 2016.

Del reported there are no extraordinary expenses for the month of May. She reported that June had extraordinary expenses due to buying office supplies for the next two years. Approximately \$24,000 was spent.

Del stated that there would be \$141,821 that will be returned to the state from the 14-16 FY budget. The Board was provided with the Profit & Loss statements for year ending June 2015 and June 2016 and the total for the biennium.

Tom made a motion to approve the expenditures for May and June, 2016. Jeani seconded. Motion carried.

**Election of Officers:** Tina informed the Board that they needed to elect officers for the coming year. Current officers are Tina Wood – Chair, Gidget Macke – Vice Chair and Trudy Materi – Secretary.

Tom made a motion to have the current officers continue their roles. Mark seconded. Motion carried.

**Old Business:**

**Audit Update:** Del reported that the auditors had been in the office most of Monday. They have gotten everything they need and are continuing the audit from their office. They are waiting for information regarding the Wyoming Retirement System. Del stated that last year was the first year that had to be included in the audit and it took some time for auditor to obtain that information.

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Paula Steiger, our current auditor, informed Del that it should not take as long this year and it will not be an A-133 audit. In the past the auditor would meet with the director, bookkeeper and deputy director to go over the findings and before it was submitted to the Board. Paula asked that at least one board member is included in the meeting to ensure there is transparency. Del stated that Paula had mentioned Mark as she has worked with him in the past. Del told the Board that it will be up to them who and how many would be involved. She stated that Paula is looking at the week of September 6<sup>th</sup> – 9<sup>th</sup> as a tentative date. She will let Del know when she is ready. After discussion, the Board decided that it would be a good idea if they all attended. Mark, Tom, Tina and Trudy all expressed interest in being at that meeting. Del said she would send out an e-mail when she has more specifics on the time. She said it could be set up as a conference call. Mark requested that Del is allowed enough time to get the documents out to the Board prior to that meeting. Tina asked that it not be scheduled on the 6<sup>th</sup> as it is the day after a holiday and some may not be available.

**Management Training:** Del informed the Board that she had contacted Campbell County HR to see what was set up and if she and Kerstin would be able to attend. Charlotte is out of the office and Del stated she will have to contact her after September 1<sup>st</sup> as Charlotte would be able to tell her if we could participate in any of these trainings since CSA is not a county entity. Mark said that he has talked to that board and to Bob Palmer and does not feel it will be a problem. He suggested Mountain States Training as a possibility. The down side is that it is usually in Denver but may be worth the cost. Del stated that they are looking at leadership training at the district manager meetings as well. She stated that there is training in October at the district manager's meeting for customer service. The Natrona County manager attended and it is an intense train-the-trainer program. At Del's suggestion at the July district manager meeting it was agreed that two people from each office would attend. Del felt the need to have more than one person and Kerstin would be her first pick. It is a two day training but will help the entire agency. Del stated that she is trying to be mindful of the budget and be selective in trainings that are closer to the area if at all possible. Tina stated that she did not want the budget constraints to prohibit training and Mark agreed. Mark stated that there is a board training that is put on every year with the city and county alternating setting it up. Del informed the Board that she had been to that training. Mark suggested attending a more recent one as they have new information and laws. He thought they may have a refresher course which may not take as long.

**Contract Update:** Del reported that the contract has been signed and we have received it back from the State. A copy is available for the Board's review if they would like to see it.

**Biennium Budget/cuts:** Del reviewed the biennium budget for fiscal year 2016-2017 which is \$1,926,033.46. This total includes the mandated 5% cut, which amounted to \$101,370.16, or \$50,685.08 per fiscal year. Del stated that last year was the first year CSA had to file their budget with the Dept. of Audit. She asked the Board if they needed to approve the budget before submitting since it is a new biennium. Trudy stated she thought it should be approved. Tom questioned if there were amendments to the budget it may cause a problem. Trudy stated that the budget could be reconciled at the end of the year.

Del reported that currently what we have budgeted for salaries is about \$9,000 less than what is actually being expended and CSA should be fine if nothing unforeseen occurs. Del provided a copy of the budget for FY 16-17 and Jeani requested that FY 17-18 be added to that and send it to the Board.

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Tina reiterated that she did not want services cut to Crook and Weston Counties. Del stated that it is not the intent to suggest cutting services. She stated that she is looking at the budget as a whole in an attempt to be prepared for any possible problem that may arise.

Trudy made a motion to approve the FY 16-18 budget. Tom seconded. Motion carried.

**Board Terms:** Del stated that Jeani, Tom and Trudy had been re-appointed for the next three-year term and provided the Board with the updated roster.

The Board went into executive session at 11:15 a.m.  
The Board came out of executive session at 11:40 a.m.

Tina stated that though they had decided to have conference calls for board meetings in the future, they decided to continue with meetings rotating between the counties. Mark stated that he felt it was more beneficial to have face-to-face meetings. It would be the option of the Board whether they submitted mileage and that there is still the option to call in.

Jeani stated that she, Tom and Trudy will meet with Del an hour prior to the meeting in September to go over Del's evaluation. She asked how the evaluations for staff was coming and Del stated they have been completed.

**New Business:**

**FY 16-17 Board Calendar:** Del provided the Board with the board meeting times, dates and locations.

**FY Banking Institution:** Del told the Board that they need to approve the bank we are using. We are using First National Bank and she is very pleased with the service they provide and recommended the Board continue with this bank.

Tom made a motion to approve First National Bank as the banking institution. Jeani seconded. Motion carried.

**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 69%. It is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.

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Del stated that the paternity measure has always been a struggle for Campbell County and are usually at the lower end if not the lowest. The State has an employee committed to the paternity project for the state.. She has met several times with the hospital to see if she can get them to give the paternity acknowledgments to parents and explain the process and what it means to the parents. It is up to the hospital whether they do this. The State has not been very successful so far. Becky asked if the nurses or a social worker was suppose to do this. Del told her she did not know as it is the hospital's decision. Mark stated he would see about scheduling a meeting with Andy Fitzgerald and asked Jeani for assistance.

**CSA Statistics:** The following reports were provided and discussed:

- **Stats:** Caseloads continue to vary from month to month with new intake cases coming in. Del stated that the rest of the state has lowering caseloads and they are trying to get their numbers back up. The 6<sup>th</sup> District does not seem to have that problem right now as we continue about the same number of cases.
- **Collections & Cost Per Dollar:**

May total	\$ 846,505	Cost per dollar \$.08
June total	\$ 828,403	Cost per dollar \$.12
Year-to-date total	\$9,806,434	
- **Foster Care:**

May total	\$ 18,494
June total	\$ 15,839
Year-to-date total	\$ 276,414
- **Lump Sums:**

May total	\$ 7,772 (Aj)
June total	\$ 10,234 (Aj)
Year-to-date total	\$ 18,006

Del reported collections statewide are down as we are seeing the downturn in the economy in our collections. The district managers are working with the State Office and are targeting current support at this time to increase collections.

**Management Data:** Del reported that one of the caseworkers tried to call the Gillette office from the Sundance office in June. It was found that one of the Gillette lines had been disconnected at some point but Birch could not determine when it occurred until the phone line was activated again. They scheduled someone in the office on July 18<sup>th</sup> but no one showed though at some point the line had been reconnected. Del will be contacting Birch again to find out when it was disconnected as they have been charging every month at approximately \$60/mo. for the line. They will need to reimburse CSA for those months we did not have the phone line.

Del hired Holly Murphy as the new receptionist on July 6<sup>th</sup>. She stated that she can usually tell within a day or two if they will work out and Holly has done extremely well. She stated that she was taking calls the second day and started logging the mail on the third day. She caught on quickly and the transition has been seamless.

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Kourtney resigned her position. Her last day will be August 17<sup>th</sup> and will be relocating to Idaho.

Del reported that the fax machine went down this past week and we will have to purchase a new one. She told the Board that if it is \$500 or more she will have to get permission from Kristie Langley for the purchase. Tom asked Del if the copy machine had the capability to accept faxes. She stated it did but we cannot hook that into it as we cannot have the state computer system tied to the copier. We are required to have a dedicated fax line.

The Board went into executive session at 12:30 p.m.  
The Board came out of executive session at 12:45 p.m.

Del requested that she be able to fill the position vacancy that will occur when Kourtney leaves. She asked how the Board would like her to make these requests in the future. Mark said Campbell County has a Position Justification Form that could be used. Jeani will send it to Del for future use. Del can complete that form and e-mail it to the Board. They will review the request and notify Del of the decision. There was discussion on the current salary ranges. Trudy was concerned about increasing salaries too much too quickly and a salary freeze is in effect with the exception of the three employees that were discussed in the executive meeting in June. Becky asked Del how the ranges were determined. Del explained that she used the State of Wyoming ranges for benefits specialists and other DFS positions that were similar to CSA positions. She explained that in 2006 the child support program received an increase to get us in line with DFS positions. Since that time state employees have received COLA increases while CSA received one COLA in 2009. CSA is once again lower than the state ranges. Becky said she would like to see what the regional ranges. Jeani stated that once the probationary period has passed and employees have met the expectations and criteria of the job, the salary should be increased to at least the bottom of the pay scale. Del will get the regional ranges for the next meeting. Trudy asked what the probationary period was and Del told her she could not remember if it was three or six months or something different and would get that information.

Jeani made a motion to approve filling the receptionist position. Becky seconded. Motion carried.

**Next Meeting:** September 21, 2016 in Newcastle, Wyoming.

**Adjournment:** There being no further business, Tina declared the meeting adjourned at 12:50 p.m.

Respectfully submitted,

  
Trudy Materi

Secretary  
TM/dn