

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
September 21, 2016**

**I. Call to Order:** Tina called the meeting to order at 10:15 a.m. at the Clerk of District Court office in Newcastle, Wyoming.

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

**Introductions:** Tina introduced Paula Steiger from Bennett, Weber & Hermstad as the Auditor who conducted the required annual federal fiscal audit for the agency.

**Members Present:**

Campbell: Jeani Stone, Cheryl Chitwood, Mark Christensen (phone)  
Crook: Tina Wood, Trudy Materi, Becky Tinsley (phone)  
Weston: Tom Bruce, Gidget Macke  
CSA Staff: Del Nunley, Director  
Guest: Paula Steiger – Bennett, Weber & Hermstad

**Members Absent:** Randy Rossman

**II. Minutes:** Minutes from the July 27<sup>th</sup>, 2016 meeting were presented for approval. Jeani requested that in addition to the minutes, the actual budgets for FY 15-16 and FY 16-17, reflecting the changes in the budget be added to the minutes as an amendment. The Audit Committee notes were presented to the Board members for informational purposes only.

Jeani made a motion to approve the July 27, 2016 minutes as amended. Tom seconded. Motion carried.

Minutes from the executive committee meeting on July 27<sup>th</sup> were submitted for approval.

Jeani made a motion to approve the July 27, 2016 executive committee minutes. Tom seconded. Motion carried

**III. Approval of Expenditures:** The Board reviewed the Agency's expenditures for July and August, 2016.

Del reported there are no extraordinary expenses but July's expenditures were higher due to half the rent being paid in July and the other half paid in January. July expenditures reflect the rent payment.

Del provided the July and August bank statements and copies of the bills for July and August at the request of the Board for their review. Jeani stated that she double checks all the bills when she signs checks. Cheryl stated she also reviews them when signing checks. It was noted that both Jeani and Cheryl sign checks depending on who is available.

Tom made a motion to approve the expenditures for July and August, 2016. Gidget seconded. Motion carried.

**IV. Old Business:**

**FY 15-16 Audit Presentation:** Paula Steiger presented the financial audit report and reviewed it with the Board. While she had several recommendations, there was only one significant deficiency. It is that the agency is too small to have the "layers" required for monitoring, which is common for small agencies. Since she had observed the Board reviewing the expenditures she was comfortable that proper monitoring by the Board is occurring. The following are her findings and recommendations from the audit:

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- 1) Credit card limit currently at \$37,000 and probably not necessary to be that high. She suggested a \$10,000 limit.
- 2) Changing payroll dates to avoid having to reconcile from the date the timesheet is turned in to the end of the month. She suggested that to protect Del and the agency, a board member should sign Del's timesheets.
- 3) The Authority should not be paying any Wyoming sales tax on purchases (motels, meals, etc.)
- 4) Federal law by the Dept. of Labor effective December 1, 2016 requires comp time to be reported on timesheets and paystubs. She stated that Greg is exempt as he is an attorney and the Board would need to determine if Del and Kerstin were exempt as well as they are part of management.
- 5) Monthly deposits (application fees) should zero out each month per policy. There were no monthly deposits made five out of the 12 months.
- 6) The State gave verbal permission to spend down excess funds prior to the end of FY 2016 and Paula confirmed this with Nick Baird at the State Office. However, there should be some documentation (letter, e-mail, etc.) of that approval.
- 7) There was a \$5500 deficit for 2012 & 2013, but could not find why.

Paula concluded her presentation and left.

Break at 11:04 a.m.

Back in session at 11:15 a.m.

The Board went into executive session at 11:15 a.m.

The Board came out of executive session at 11:45 a.m.

**Del's evaluation:** Jeani stated that Del's evaluation was done prior to the regular meeting. She has asked Del to review the evaluation and contact the committee (Jeani, Tom and Trudy) in the next couple of weeks to finalize it. Jeani asked that the organizational structure be evaluated and discussed at the November meeting.

**WYCSA Conference Update:** Del reported that Holly, Crissie, Kristy, Aj and Del attended the statewide child support conference in Casper in August. She stated that Aj is a member of the board and had to be there. Holly, Crissie and Kristy are new and the conference is particularly helpful to new employees. Del gave a presentation with someone from the 5<sup>th</sup> District on the SAR (Self-Assessment Review). She stated it was mostly attorneys and our IV-D director, Kristie Arneson who attended. Del reported that Holly, being our new intake specialist, attended a presentation specifically for that and found that our new intake process is much better and more efficient.

Vicky Tureskey, Director of the Office of Child Support Enforcement Division at the federal level attended the conference and was very pleased with what Wyoming is doing in their child support program. Nationwide the number of child support cases is decreasing and they are trying to boost those numbers. A marketing agency has been hired by the State to see how to better advertise child support services. Some of the tactics being used for obligor payments are Expert Pay (set up a direct withdrawal from an account at \$1.99/transaction), Pay Near Me (making a child support payment while making another purchase which is only available at Family Dollar Stores and 7-11s in Wyoming), Facebook, YouTube, Pandora, movie theaters and #1 & #2, (ads on the backs of public bathroom stalls).

**Management Training:** At the request of the evaluation committee, Jeani instructed Del to find a management training prior to the next meeting.

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**V. New Business:**

**Webcams:** Del reported that all child support offices now have webcams. Kristie Arneson, our IV-D Director wants everyone to have one in order to help conduct statewide trainings and have caseworkers and other staff across the state be able to have face-to-face conversations.

**State Audit:** DFS is required to conduct a fiscal audit on each district. Even though they are aware that we have an audit done according to federal requirements, the State is specifically required to do their own audit, and were in the office September 14<sup>th</sup> and 15<sup>th</sup> to complete it. Del and Kerstin had an exit interview with Kati Wagner on the afternoon of the 15<sup>th</sup> and Kati stated there were no findings and that everything balanced. She will follow up with a preliminary letter in which Del will need to respond. When that is received back at the State Office they will send out the final results.

**Auditor Recommendation follow up:**

1) **Credit card limit:** Del reported she contacted the credit card company and was told that there were two outstanding credit cards that had never been activated and that they had never removed Carol Kinney from the account. Del stated she had contacted the company after Carol left the agency to have her name removed but apparently that never happened. She had them remove Carol's name and de-activate the two cards that have never been used. She informed the Board that to her knowledge there had never been a need for more than two cards. She stated that she had them lower the limit to \$10,000 and that there is a \$5,000 limit for each card. Tina stated that that should have been brought to the Board prior to action. Del stated that she may have misinterpreted what was said in the meeting on the 15<sup>th</sup> with the auditor. She stated that she had thought she was directed to see if she could take care of that prior to the board meeting the following week. Mark stated that he had said something to that effect.

Tina stated that she would like to review the credit card bill before paying and if she is not available to have either Cheryl or Jeani review it. This can be scanned and e-mailed to her. Since the agency has no scanner available, Del will fax it.

Mark made a motion to allow the director discretion to authorize up to three credit cards with an aggregate total of no more than \$10,000 with a \$5,000 limit per card. Gidget seconded. Motion carried.

2) **Payroll dates:** The Board discussed and decided to change the payroll period to start the 24<sup>th</sup> of the month and ending the 23<sup>rd</sup> of the following month to ensure no reconciliation is required. The Board would like a policy put in place to reflect the new pay period. The new pay period will take effect in October, 2016. Del's timesheet will be reviewed and signed by a board member as protection for the agency and Del.

Trudy made a motion to have a policy put in place to change the payroll period beginning the 24<sup>th</sup> of one month and ending the 23<sup>rd</sup> of the following month. Tom seconded. Motion carried.

3) **Sales tax:** Discussion was held regarding Wyoming sales tax on expenditures. According to the auditor, we should not be paying sales tax. If the vendor does not remove the sales tax upon being presented with proof, it would then fall upon the employee who is being reimbursed to pay the sales tax back to the agency. The Board thought a policy should be in place to reflect this. The discussion

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was tabled as Tina said she would research the county sales tax policy to see what they do and report back at the November meeting.

4) Compensation time: The Board discussed the fact that the comp time should be noted on the timesheets and paystubs. There is a place it can be done within Quick Books for the paystubs. It was noted that overtime is not allowed due to funding and comp time has been used in lieu of overtime. The Board determined that Del is exempt due to the duties required of the director's position. Kerstin is non-exempt as she does not make final decisions and defers to Del. All other employees are non-exempt with the exception of Greg. He is automatically exempt as an attorney.

Gidget made a motion to have the comp time reflected on the pay stubs. Cheryl seconded. Motion carried.

5) Monthly deposits: There is a policy regarding deposits and they are to be done monthly. Paula has discussed this with Kerstin specifically.

6) Permission to "spend down": In the future, when permission has been granted by the State to "spend down" excess funds, Del will obtain something in writing from the State as a means of documentation.

7) The Board instructed Del to look into the \$5500 deficit for 2012-2013 with the former auditor.

**VI. Administrator's Report:**

Trudy made a motion to forgo the Administrator's Reports due to time constraints. Tom seconded. Motion carried.

**VII. Management Data:** Del requested permission from the Board to hire a new file clerk and had sent the request form out to the board the previous week. Currently that position is 20 hours per week at \$10 per hour. She would like to increase the position to 30 hours per week. While insurance is available it is not cost effective for a 20 hour per week position and it is difficult to hire for that reason. She stated that it is still within the budget to increase the hours. In addition, she stated that once the filing is caught up, there will be time to pull that person in to assist staff in administrative tasks such as making packets and other documents which would be advantageous for the entire agency.

Tom made a motion to approve filling the file clerk position with Del's suggestions. Gidget seconded. Motion carried.

**Next Meeting:** November 16, 2016 in Sundance, WY

**Adjournment:** There being no further business, the meeting adjourned at 12:53 p.m.

Respectfully submitted,

Trudy Materi  
Secretary

TM/dn