

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
November 18, 2015**

**Call To Order:** Tina called the meeting to order at 10:05 a.m. in the courthouse in Sundance, Wyoming.

**Members Present:**

Campbell:       Jeani Stone (phone), Matt Avery  
Crook:           Tina Wood, Trudy Materi  
Weston:         Tom Bruce, Gidget Macke (phone)  
CSA Staff:      Del Nunley, Director

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

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

**Minutes:**        Minutes from the September 16, 2015 board meeting were submitted for approval. Jeani noted that the minutes from the September meeting did not include instruction from the Board for Del to update the staff regarding evaluations they had asked them to complete on Del and Kerstin. An amendment to the September minutes will be added to include this information.

Matt made a motion to approve minutes from the September 16<sup>th</sup> meeting and to include the amendment as noted above. Tom seconded. Motion carried.

**Approval of Expenditures:** The Board reviewed the Agency's expenditures for September and October, 2015.

Del reported there are no extraordinary expenses. She reported that the credit card expenses were higher this time due to the WYCSA and WICSEC conferences held in September.

Tom made a motion to approve the expenditures for September and October, 2015. Matt seconded. Motion carried.

**Old Business:**

**FY 14-15 Update:** Del reported that Colleen was not presenting the A-133 audit at this meeting as there were new GASB rules that require we report the Wyoming Retirement System (WRS). Colleen had to obtain information from WRS before she could proceed and it took her some time to get that information. She wants to make sure she understands it before presenting it to the Board. She met with Del and Kerstin the previous week and will give her presentation to the Board at the January, 2016 meeting.

**Personnel Update:** Del informed the Board she met with staff and discussed the evaluations they did on her and Kerstin. Del reported that she spoke with staff about the evaluations. She told the staff that she appreciated that they filled them out so that she and Kerstin would have more of an idea on how and where they could improve. Del informed the staff that there would be no repercussions as it was to gather information to see what direction she and Kerstin need to take. Del explained to staff that the office had been constantly changing since the first of the year due to staff turnover and she may miss something obvious to others. It is helpful to have their input and asked for suggestions and/ or concerns they may have. She stated that Kerstin is an excellent resource for them but assured them her door is always open as well. Del told staff that she and Kerstin are still

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learning their new roles and that Del's goal is to have everyone cross-trained to the point that whoever is out of the office, another staff member can pick up the work. Del stated that there are many things that she has knowledge on that is difficult to train as it comes up rarely and have to deal with it as it occurs.

Tom asked how the Crook and Weston County offices are running. Del reported that they are going very well and the staff in each of those offices and CSA staff have worked out a system between them. Del has not had any negative feedback from either office.

Tina asked about the WICSEC conference that Amber, Aj and Kourtney attended in Texas. Del reported that they did bring some information back but it was geared mostly toward Texas and what they do. There is a huge difference in how each state handles what they do, one being customer service. They have a call center as do most of the larger states, in order to handle the number of calls they receive. Wyoming does not have a call center and it works much better for the state.

**New Business:**

**Quarterly IA Report:** Del gave the Board the IA report from the State Office for the first quarter of this year. She stated that we are meeting our goals as part of our contract.

**MD&A Report:** Del provided the MD&A (Management, Discussion & Analysis) report to the Board but stated that there was one item she missed when preparing the report. She stated that she needs to add that we moved both the Crook and Weston County offices which allowed us to share office space at no cost in one office and substantially decrease rent in the other office. She requested the Board to allow her to add that information into the MD&A report as it is a significant factor.

Trudy made a motion to accept the MD&A report and to include the additional information Del wants to add as stated above. Matt 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 105%. We exceed the federal minimum requirement of 90%.
- II. Support Order is 94%. We exceed the federal minimum requirement of 80%.
- III. Current Support Paid is 67% and meets the federal requirement of at least .01%.
- IV. Cases paying toward arrears is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.