

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY  
BOARD MEETING  
May 20, 2015**

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

**Members Present:**

Campbell: Matt Avery  
Crook: Tina Wood, Trudy Materi, Joe Baron  
Weston: Tom Bruce  
CSA Staff: Del Nunley, Director

**Absent:** Gidget Macke, Randy Rossman, Jeani Stone, Nancy Ratcliff

**Guest:** Cheryl Chitwood, Campbell County Clerk of District Court

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

**Introductions:** Cheryl Chitwood was introduced as the incoming board member, upon approval from the Campbell County Commissioners, to replace Nancy when her board term expires on June 30, 2015.

**Minutes:** Minutes from the March 25, 2015 board meeting were submitted for approval.

Tom made a motion to approve the minutes from the March 25, 2015 board meeting as submitted. Matt seconded. Motion carried.

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

Del reported there are no extraordinary expenses. We are at 77% of the budget and on target for the fiscal year.

Tom made a motion to approve the expenditures for March and April, 2015. Trudy seconded. Motion carried.

**Old Business:**

**Newcastle office move:** Del reported that we had received the contract from Work Force Services and presented it to the board for review. There was a question on the insurance CSA would be required to carry for personal property on the premises. There is no personal property and the only equipment that will be in the space will be the computer, printer and phone which is state property and already under an insurance policy with the state. Joe made some changes to the contract (page 5, (ii)) regarding the insurance clause by striking through the first sentence of that section. The board asked if we can pay this on a yearly basis and Del reported that that is their preferred method and she requested they send us an invoice.

Del has not contacted the phone company to schedule them to move the phone lines as she is waiting for the contract to be signed and finalized. She is looking at sometime in early June for that to happen. She will send a letter to our current landlord to notify them that we will not be renewing

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the existing contract after June 30, 2015 when the lease expires. Del followed up on the board's request in how to get rid of the furniture not needed in the new office space. She reported that it can be donated to any non-profit agency with no further action but will be asking them to provide a statement that they are non-profit for our records. If it is transferred to another state agency, it is that agency's responsibility to make changes and add it to their inventory with the State of Wyoming. Del will be remove it from our inventory list and submit it to our state office. Anything that does not have a state sticker can be donated to a non-profit agency with no further action needed.

**CPA Bid Letters**

Del reported that out of the five firms she mailed bid letters to, only two of those responded. They requested the information to review and only one of those agencies returned a bid. We did not get further response from the second bid request. Casey Peterson and Associates provided a bid package with the fee at \$13,500.00 and an additional \$1,200.00 in possible travel expenses. Del stated that the firm has their main office in Rapid City, SD and another office in Gillette so was not sure where the travel costs would be incurred. Colleen Crowell is scheduled to conduct the A-133 audit for the 14-15 FY. The allocated amount for a program-specific A-133 audit to be required has been increased to \$750,000 effective January 1, 2016 and we will no longer require the A-133 audit after that. Joe asked Del find out what Colleen will charge us under the new auditing requirements and if we will have to have the first six months done as an A-133 audit. This was tabled until this information could be provided to the board at the July meeting.

**WEBT**

The board had asked that Del go through the personnel manual to make sure we change the language to cover "civil union" now that Wyoming recognizes same-sex marriages. Del, Greg and Kerstin went through the manual and found five places that the term "civil union" would need to be added. Joe stated that it also need to be added under "definitions". Del asked if there was documentation required should an employee state they were within this category. Joe stated the individual could provide that document to ensure the insurance company would cover the employee and the partner. Del asked if it should be stated in the policy manual due to her concerns over bias. Joe said it did not need to be in the manual but should be addressed at new employee orientation. The board stated this should be effective July 1, 2015.

Tom made a motion to approve the language. Matt seconded. Motion carried.

**New Business**

**Board vacancies**

Del reminded the board that Nancy, Gidget and Joe's terms on the board will be up June 30, 2015. Cheryl Chitwood signed a letter stating she would agree to take Nancy's spot on the board effective July 1, 2015. Joe stated that he does not wish to continue as a board member. He stated that the board opening has been posted with other board openings in Crook County. Del will contact Gidget to see if she is interested in being re-appointed to the board effective July 1, 2015 and have her sign a letter of intent. Del will send letters to the county commissioners of each county to request appointment of those willing to serve and to appoint someone to replace Joe.

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**Bank signature card**

Del reminded the Board that we will need to have Gidget and Cheryl added to the bank signature card and Nancy removed after July. We will only need to have it stated in the minutes for the bank to process. This was tabled until the July meeting.

**Dept. of Audit**

Del reported that the Dept. of Audit is requiring that CSA submit a budget online to them by June 1<sup>st</sup> and submit a copy to the county commissioners. She contacted Colleen and was told that we must do it, however she disagrees with this because we do not levy and public meetings are not required. Del explained that the forms they want us to use do not fit with what we have and she stated that we have to complete them to the best of our ability. Del expressed concern that the county commissioners will not know what any of this means as they have nothing to do with CSA's budget. She said Colleen told her to send a copy of the letter the Dept. of Audit sent and a cover letter to the county commissioners along with the budget and state that this is a requirement from the Dept. of Audit. Tina suggested that Del talk to the County Clerk and let her know that this will be coming.

**LGLP** Del reported that the LGLP has not changed in cost.

**Orbitcom**

Our long-distance carrier has stated that they are being bought out by Birch Communications. They will honor any agreements currently in place and after June 5<sup>th</sup> we will need to contact them to make sure everything is in place as it should be.

**Board meeting dates**

Del wanted to verify the July and September board meeting dates so she can provide the coming year board dates at the July meeting. She wanted to make sure the September 15<sup>th</sup> date did not conflict with WACO. Board meetings are held on the third Wednesday of each month and we have had to move the board meeting in the past due to the conflict. It was confirmed there is no conflict this year.

**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 93%. We exceed the federal minimum requirement of 80%.
- III. Current Support Paid is 70% and meets the federal requirement of at least .01% improvement over the previous month.
- IV. Cases paying toward arrears is cumulative and measured at the end of the fiscal year. We continue to increase each month satisfactorily.

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The quarterly letter received from the State was included. The 6<sup>th</sup> District has made reasonable progress toward the requirements of the contract.

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 have exceeded the number of settlement conferences and hearings through April that we had for the entire year last year. This is due to having a judge two days a month in Campbell County
- Referral sources We continue to receive the referrals from private attorneys, clerks of court, DFS word of mouth and the WES Program (Medicaid).
- Collections & Cost Per Dollar

March total	\$1,041,750	Cost per dollar	\$.06
April total	\$ 915,994	Cost per dollar	\$.07
Year-to-date total	\$ 8,559,172		+\$450,852 as compared with last year.
- Foster Care

March total	\$ 77,522
April total	\$ 52,230
Year-to-date total	\$ 390,948
- Lump Sums

March total	\$ 15,414	Queen Brenda	\$ 8,000.00
February total	\$ 12,041	Queen Jamie	\$ 7,158.00
Year-to-date total	\$ 192,334		
- Pocket Liens Total collected to date after time of service is **\$1,435,607.**

Management Issues Del reported on several management issues:

Del reported that Jamie gave notice while we were interviewing for Marvea's position. Kourtney moved into a case worker position and Katie replaced Kourtney in the new intake position. Serena Zimmerman was hired as the second case worker and started May 11<sup>th</sup>. Amber is training all of them but training with Kourtney and Katie won't be as involved as they are already familiar with many facets of the program and are comfortable with the computer system. In addition, Jessica, our part-time file clerk, has taken up the slack with Katie moving from the administrative tech position. She is doing all the Notices to Payors that Katie had been doing. Jessica has caught on quickly and has helped in absorbing the extra work created for the remaining staff.

Del reported that this is the time of year that we normally do our "spend-down" to ensure we do not have to send money back to the State. She told the board that the language was removed that required CSA to send money back in the middle of the biennium. We are not

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under a crunch because of this but want to try and be on target because we will have to send any excess money back next year.

Del provided a projection of unexpended funds of approximately \$130,000. The amount is substantially higher due to employees employees leaving who had higher salaries. She is looking at replacing the copy machine in Gillette because we have the money available and the machine is several years old. We use it heavily and would rather replace now than need it replaced when the money is not there. Del is waiting on some bids to determine the cost.

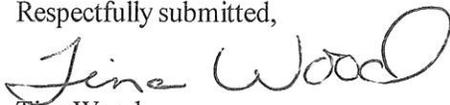
In previous years bonuses have been provided by the board. Previous bonuses were given at 6% in lieu of no salary raises since 2009. Del prepared different scenarios for the board's review, including with and without Jessica, the file clerk, and Serena, the new caseworker. Del stated that she has raised salaries for Kourtney and Katie due to their new positions with a review in three to six months to determine if they need to be raised again. She also increased Brenda's salary as she has taken on the caseload Marvea had in addition to her own. She requested that Jessica be included due to the quality of work she is putting out and because she has taken on some of the administrative duties that Katie can no longer do as the new intake worker. Del suggested that Greg's salary be increased by 2%. Tom questioned the fairness of this with other staff. Del explained that Greg's position is unique and we have to have him in order to do business.

The board had a lengthy discussion and Joe wanted to look into changing the pay scale based on how many employees Del thought was needed and to give raises across the board if possible. Joe stated that there have been no raises since 2006 and would like to see us get away from bonuses and be able to provide raises. We have been decreasing the number of employees over the years and asked that she provide scenarios with the current pay range for each employee and where they are now. He also asked for suggestions on raises that we would be able to sustain. Tina stated that she does not feel there will ever be a need for a full-time staff member for the Sundance office and we need to use that amount the this research. The board tabled the amount of the bonuses until this documentation could be provided. Del will contact the board when the information is gathered and schedule a special meeting or conference call in June for a final decision.

**Next Meeting:** July 15, 2015 in Gillette, Wyoming.

**Adjournment:** There being no further business, Tina declared the meeting adjourned at 12:05 pm..

Respectfully submitted,

  
Tina Wood,  
Secretary

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