

SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING/CONFERENCE CALL
June 24, 2015

Call To Order: Tina called the meeting to order at 9:07 a.m. in the conference room in Gillette, Wyoming.

Members Present:

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

Absent: Randy Rossman, Nancy Ratcliff

Guest: Cheryl Chitwood, Campbell County Clerk of District Court/incoming board member

Quorum: Tina determined a quorum existed.

Introductions: Tina requested a roll call due to this meeting being a conference call.

This meeting was called to discuss bonuses and salaries per request from the Board at the May meeting.

Bonuses:

Joe opened the discussion to address bonuses. In previous years bonuses have been provided by the board and were given at 6% in lieu of no salary raises since 2009. Joe asked what we had left at the end of this fiscal year in the budget. Del reported that there will be approximately \$109,532 as of June 30, 2015. He asked what amount would be expended if all employees hired prior to January 1, 2015 received a four week bonus. The policy states that any employee that has been employed less than six months is not eligible for a bonus and two employees would be excluded. Del reported the amount would be \$32,927 and Joe stated that it would be a 7.7% bonus for each employee.

Joe made a motion to provide four week bonuses for the fiscal year ending June 30, 2015 for all staff hired prior to January 1, 2015. Tom seconded. Motion carried.

Tina stated that for the record she does not agree with giving bonuses as this is a government agency and is more in favor of raising salaries. Trudy stated that she takes the same stand.

Salary Adjustments:

Joe made a motion to open the discussion for salary adjustments. Jeani seconded it.

Del provided the current pay ranges from the State of Wyoming and stated that that was used as the basis for the increase in pay ranges in 2006. Tina asked Del what the plan was for the administrative position that is currently not filled as she did not want to see the position held open as a cushion. Del informed the board that at this time we are currently training staff and she wants to

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get them up to speed in addition to getting our Newcastle and Sundance offices back on a regular schedule before she hires anyone. She is looking at filling the position sometime this fall.

Joe recommended that the pay ranges be moved to the current State of Wyoming pay ranges and move the open administrative position to the caseworker position range.

Discussion was held on the attorney salary. Jeani suggested to Del to look at the Campbell County pay ranges for attorneys and bump the salary up to the minimum state pay range and then look at the Campbell County and State of Wyoming ranges to determine where he should be within the ranges. It was also suggested to increase it \$15,000 above the minimum range. The Board unanimously agreed that the attorney salary is of primary concern because Greg has been here 15 years and brought much knowledge with him in addition to the past 15 years. The Board stated that he is too valuable to lose. Trudy stated that she thought the majority of the raise should be applied to the attorney position and the rest of the Board agreed.

Jeani made a motion to adopt the current state pay ranges. Joe seconded. Motion carried.

Joe stated that historically the Board allowed the director to handle salaries and Del needs to have the flexibility to determine where salaries for each employee should be, based on their position and possible merit for that individual. He stated that even though we have a new pay range Del does not have to adhere to the pay range. He stated that with the pay ranges now adopted by the Board, Del can determine where salaries should be and present that information at the board meeting in July.

Miscellaneous:

Joe asked Del if we had gotten a copier and she reported that it has been ordered but does not have an exact time frame of when they will deliver it. The copier from the Newcastle office was moved over to the Gillette office this week and they have waived the moving cost because we completed the purchase of the new copier before June 30.

Adjournment: There being no further business, Tina declared the meeting adjourned at 9:45 a.m.

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

Respectfully submitted,



Tina Wood,
Secretary

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