

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
July 15, 2015**

Call To Order: Tina called the meeting to order at 10:05 a.m. in the child support office in Gillette, Wyoming.

Members Present:

Campbell: Jeani Stone, Matt Avery, Cheryl Chitwood,
Crook: Tina Wood, Trudy Materi
Weston: Tom Bruce, Gidget Macke, Randy Rossman
CSA Staff: Del Nunley, Director

Guest: Nancy Ratcliff (out-going board Vice-Chair), Tina Cote, Weston County Deputy Clerk of District Court

Quorum: Tina determined a quorum existed.

Introductions: Tina introduced Tina Cote to board members

Minutes: Minutes from the May 20, 2015 board meeting and minutes from the June 24, 2015 board conference call were submitted for approval.

Tom made a motion to approve minutes from the May 20th and June 24th board meetings as submitted. Matt seconded. Motion carried.

Approval of Expenditures: The Board reviewed the Agency's expenditures for May and June, 2015.

Del reported there are no extraordinary expenses. We are on target with the budget for this fiscal year with approximately \$109,000 in excess due to staffing changes in the past year. Tom inquired if we had received the new bill for the phone service now that Orbitcom has been bought out. Del stated that we received the new bill this week and that it is approximately \$40 less than with Orbitcom.

Tom made a motion to approve the expenditures for May and June, 2015. Randy seconded. Motion carried.

Election of Officers:

Tom made a motion to unanimously approve Tina as the Chairperson. Matt seconded. Motion carried.

Tom made a motion to unanimously approve Gidget as the Vice-Chairperson. Randy seconded. Motion carried.

Randy made a motion to unanimously approve Trudy as the Secretary. Matt seconded. Motion carried.

Old Business:

Newcastle office move: Del reported that we still do not have the DSL hooked up in the Newcastle office and that it is scheduled for July 29th. She reported that the phone line had been moved and the DSL lines are the responsibility of the State of Wyoming. ETS from Cheyenne and sent her an e-mail asking if she had requested an order for some computer equipment. She

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
July 15, 2015**

responded back to them that she did not what they were talking about and that she understood that the State was responsible for this. She stated that in the past moves none of this was done by CSA. Tony Lewis, Deputy Director of DFS was copied on this e-mail and he responded within a few minutes by calling and discussing it with Del. He stated that Del would not have to address this further and he would take care of it. Within a few days Del received an e-mail acknowledgment that the DSL was scheduled to be installed on July 29th. In the meantime Del has not been sending staff to Newcastle due to the lack of computer access and inability to do any work. She notified Gidget when this occurred so she was aware of it. Del has been in contact with Vermona, supervisor of Work Force Services to advise her of the situation. Del stated that Amber would be in the office on July 16th as she had genetic testing scheduled but will only be there until that has been completed. Vermona will direct her staff to refer anyone that comes in to call the Newcastle phone number and someone will respond. That phone is forwarded to the Gillette office when no one is in the office.

Del reported that she had asked for an ad to be placed in the Newcastle newspaper and requested a subscription. She is still waiting for an invoice from the newspaper and because there is no subscription we have no way of knowing if the ad has been running. She has made a second request to the newspaper. Del assumes that it is in the paper as Work Force Services has reported a couple individuals stopping in.

Auditor update: Del contacted Colleen Crowell, our current auditor, to see if she could recommend a new auditor. She provided Leo Riley & Co. out of Casper as they handle Crook County government auditing and Paula Steiger from Bennett, Weber & Hermstad out of Gillette. Del contacted both by phone and provided the last audit to them. She has not received a response from Leo Riley & Co. but Paula Steiger has proposed a three-year contract at a lower rate than what Colleen is currently charging. The first year the cost would be \$10,500, second year \$10,250 and the third year \$10,000. She stated that it would probably cost them \$25,000 the first year but are willing to do this due to what our organization is about. Because the A133 is required because of the federal funds we receive, with the amount increasing to \$750,000, our agency will fall below the requirement of the A133 audit after December 31, 2015 and the cost will be less because of that. She stated one of the requirements will be for her to meet with Colleen and go over her documents. This firm handles the audits for many organizations including the cities of Gillette and Wright, Campbell County Healthcare, Council of Community Services, the cemetery board and GARF to name a few. Matt stated that he has worked with Paula and feels she has done a good job.

Matt made a motion to accept Bennett, Weber and Hermstad as the new auditor. Tom seconded. Motion carried.

Copy machine update: Del reported that the new copy machine was delivered Monday, July 13th and worked for an hour and she had to call the repairman. He came back and said trays one and two were not reading the correct paper. He re-set everything and it has been working beautifully. We just received the invoice and are going to be making payment this week.

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
July 15, 2015**

New Business:

Board Directory: Del provided a new board directory and indicated that there is a vacancy as no one has replaced Joe yet. Randy asked that his e-mail address be updated and Tina asked if the Sundance and Newcastle office information could be added to the bottom if there was room. Del stated she would make the updates and e-mail it to the board. She will provide a copy at the next board meeting as well. Tina stated that she would contact Steve Stahla, county commissioner, to see if he is interested in being on the board. Trudy said she would also talk to him.

Board Calendar: Del provided the calendar for the board meetings for the next year.

Banking Institution: Del stated that the board needs to approve the banking institution for the year. We are using First National Bank in Gillette and are very pleased with the services.

Tom made a motion to approve the First National Bank of Gillette as the official banking institution. Randy seconded. Motion carried.

Signature cards for board members: Del stated that we need to remove Nancy from the signature cards for First National Bank and add Cheryl and Gidget. This has to be in the minutes in order for the bank get the new signature cards in place.

Tom made a motion to approve removing Nancy Ratcliff from the signature card and adding Cheryl Chitwood and Gidget Macke. Trudy seconded. Motion carried.

Tina suggested that because the next item was salary adjustments that may take some additional time, that the board skip the Administrator's Report since that information has been provided to the board.

Del asked if she could give some updates on the Management Data before going further. She stated that the staff has met their \$10 million goal this year. Del reported total collection for the year was \$10,251,000 which is almost a quarter million more over the goal.

Del informed the board that the statewide child support conference (WYCSA) will be September 2 – 4 in Casper and that board members were welcome to come. Conference fees have already been paid for them but if they would like to go they need to let Del know by August 10th in order to make the room reservations. No agenda has been provided but Del will send it out to the board members as soon as she receives it.

Break from 10:55 – 11:05

Matt made a motion to go into executive session. Tom seconded. Motion carried.

The board went into executive session at 11:05 a.m. (Separate minutes taken for the executive session).

**SIXTH JUDICIAL DISTRICT CHILD SUPPORT AUTHORITY
BOARD MEETING
July 15, 2015**

The board came out of executive session at 12:15 p.m. and back into the regular meeting. Jeani advised Del to maintain a copy of the proposal with the minutes from the executive session. Those minutes need to be in a locked cabinet as they are not for public viewing.

The board advised Del of the proposed salary adjustments for all employees, excluding Del and Kerstin. Staff salaries will be effective July 1, 2015. Minor changes will reflect salary amounts be rounded to an even number. Jeani stated the underlying process is to get all staff to the bottom of the range if they are below at this time. Jeani also suggested that the merit pay system be based on a 0% -5% increase.

Jeani asked Del if she did employee evaluations and Del stated that they have been done at least annually though she has not done one for this year. Del explained that new employees are evaluated at three months and again at six months and can have a salary bump at those times. Tina stated that the Board has proposed a salary range for Serena as the newest employee and the unfilled position. Del has the discretion to determine where these salaries should be within the range but Serena should be increased based on a six month performance evaluation.

The board has requested that Del conduct a six month review on Kerstin due to her promotion to Deputy Director effective February 1, 2015. The board will conduct a six month review on Del as Director. The board will prepare an evaluation specifically for this position and will be contacting the employees for anonymous reviews of how they feel she is doing as a Director. The Board wants to make sure that Del and Kerstin are meeting expectations and if there may be some additional training required. These reviews will be presented at the September meeting to determine if there will be salary adjustments for Kerstin and Del.

Tom made a motion to approve the Board Proposal with the minor changes discussed. Matt seconded. Motion carried.

Next Meeting: September 16, 2015 in Newcastle, Wyoming.

Adjournment: There being no further business, Tina declared the meeting adjourned at 12:30 pm.

Respectfully submitted,


Trudy Materi,
Secretary

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