

# **RICHLAND COUNTY CHILD SUPPORT**

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## **MINUTES OF THE SEPTEMBER 10, 2020 CHILD SUPPORT COMMITTEE MEETING**

The Child Support Committee met on Thursday, September 10, 2020 at 1:00 p.m. in the Jury Room on the third floor of the Richland County Courthouse, 181 West Seminary Street, Richland Center, Wisconsin. In attendance were Committee Members David Turk, Linda Gentes and Agency Director, Amy Forehand. Also present was Amy Hoffman, lead case worker,

The meeting was called to order by Turk at 1:01 p.m.. The meeting was properly noticed.

Gentes moved to approve the agenda. Second by Turk.

Gentes moved to approve the minutes from the previous meeting. Second by Turk.

Forehand presented an spreadsheet of the agency's expenditures since the last meeting. Gentes moved to approve the minutes. Second by Turk. Forehand indicated that she would like to purchase a laptop for the agency in case the agency is forced to close due to Covid. Operations could continue. In July, she received a quote from the IT department for \$2007.99. IT indicated it would higher now due to demand. Forehand indicate that she has money in her budget. She had budgeted for \$500 for new equipment. Also, due to Covid there has been no traveling to meetings and trainings. There was \$1500 budgeted for the those expenses. Further, expenses for genetic testing and paper service is done significantly leaving a balance on those line items. Committee approval is needed for such an expense. Gentes moved to authorized the purchase of laptop for the agency with a cap at \$3500. Second by Turks. Motion approved.

Forehand presented the performance figures from the State. She indicated that they are in a good position to meet the standards for this fiscal year that ends this month. The first measure is Court Order Establishment. The Agency is at 94.33% for that measure. The second measure is Paternity Establishment and the agency has a 108.17% rate. The third measure is current support collection. The agency is at 83.44%. Through August the agency has distributed \$1,110,051.37 in current support. The fourth measure is Arrears Collection. The agency has achieved an 85.76% on that measure. That is the fourth best in the state.

Forehand presented the numbers that she provided Clinton for the budget. The expenses were basically the same as 2020, with the exemption of health insurance. The new employee does not take family insurance, so there is a savings there. Forehand explained she did not include restricting of the office in the budget, because it could not be done without increasing the levy. She indicated that she had discussions with the county administrator prior to submission of the budget. He had suggested perhaps putting a cap on the number of months the position that would be eliminated could remain filled. Forehand indicated she opted not to take that approach because she did believe that a retirement was on the horizon and she wanted to keep that employee around as long as possible. However, the administrator put it in the budget proposal to go forward at the start of 2021. Forehand said she had discussions with the county administrator regarding how the agency should be restructured once the retirement went through. Her suggestion would be to make the Lead Caseworker the Agency Director. She indicated that she believed that that the position should go from a Level H to a Level K on the pay scale. Forehand indicated that she choose this level because currently the lead caseworker for child support is on the same level as lead worker for economic support. The supervisor of economic support is at Level K, so it seems that the child support director/supervisor should be too since they are similar positions. Forehand indicated that under the restructure she would go back to being strictly an Assistant Corporation Counseling splitting time between Health and Human Services and Child Support. The restructuring would net a savings of approximately \$30,000 for the County. The restructuring would mean the job description would need to be changed for the lead worker to director. Forehand presented a proposed job description. The description combined the non-legal aspects of her current role as administrator with the current job description of the lead case worker. Gentes move job description forward to administer. Second by Turk. Motion passed.

The committee set the next meeting for November 12, 2020 at 2:00 p.m. Gentes move to adjourn the meeting at 2:05 p.m.