

RICHLAND COUNTY CHILD SUPPORT

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Richland Center, WI 53581
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CHILD SUPPORT COMMITTEE MEETING

Minutes for June 10, 2021

The Child Support Committee met on June 10, 2021 at 9:00 am using Webex.

Committee members present included: David Turk and Linda Gentes. Not present: Daniel McGuire.

Others present: Amy Hoffman, Child Support Director; Clinton Langreck, Administrator; and Barb Scott, MIS.

Committee Chairperson Turk calls the meeting to order at 9:04 am.

Motion by Linda Gentes to approve the agenda, second by David Turk.

Motion by Linda Gentes to approve the April Minutes, second by David Turk.

Committee members reviewed the bills from since the previous meeting on April 21, 2021. The bills totaled \$1,775.38. Motion by Linda Gentes to approve expenses, second by Dave Turk.

Director's Report:

A. Performance

- a. Agency is meeting performance in all areas.
- b. 2nd in State for Arrears collection.
- c. Support collection is up from last month but down a little from last year, nothing to be concerned about.
- d. Arrears collection is up from last month, but down from last year.

B. Resolution was passed at the May 18th County Board meeting for the retirement of Kathy Sutton.

C. Resolution was passed at the May 18th County Board meeting in support of increased county child support funding from the State of Wisconsin

D. Agency received 2 awards for the 2020 federal fiscal year

- a. Certificate of Excellence
- b. Certificate of Outstanding Achievement
 - i. This is the first year the agency has received the outstanding achievement award. Only 8 counties received both awards

E. Tax intercepts—the agency has collected over \$94,000 in tax intercepts on arrears owed to participants or the State of Wisconsin.

F. GovPay payments. The agency started using GovPay late in 2018. This is a form of online payments using debit/credit cards and there is no cost for the agency to use this method of collection. Using GovPay has been a tremendous asset to the agency.

- a. In 2019, the agency collected \$437 using GovPay. In 2020, the agency collected \$13,543.94 using GovPay. In the first 5 months of 2021, the agency has collected \$8,210.70. At this time last year, the agency had only collected \$2,525.61.

Discussion in re the restructure of the Child Support Worker Position.

Ms. Hoffman discusses the need to update the current job description as in the past 5 years, the agency has gone from an office of 4.5 workers to 2.25 workers and the current child support case worker position has had to absorb many more duties including all of the accounting/adjustment procedures necessary for case management. With these additional responsibilities, the position should also be re-classified into a different wage grade to reflect these added responsibilities. It would also be in the same movement as other departments to increase wages as a way to obtain and retain employees. Ms. Hoffman has presented the committee with the current job description in place dated 2012, along with a proposed amended job description and title. The proposed title is Child Support Financial Specialist & Caseworker. The proposed job description includes all financial duties required along with additional education needed in accounting practices.

Ms. Hoffman recommends that the pay grade be set at grade level H, which is what the former Lead Child Support Worker pay was set at. This would put an increase on the levy of \$4,085.64.

Langreck states that he has the authority to amend the title and job description, but not the pay grade and feels the job description should be sent to Carlson Dettman Consulting for a pay grade study. The committee will need to make a motion in order to send the job description to Carlson Dettmen. Turk makes the motion, seconded by Gentes.

Next meeting is scheduled for July 8, 2021 at 9:00 am. and will be held via Webex.

Motion made by Linda Gentes and second by David Turk to adjourn the meeting. Motion carried. Meeting adjourned at 9:35 am.

Respectfully Submitted,

Amy Hoffman
Director