



**Richland County Child Support Agency**  
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## **CHILD SUPPORT COMMITTEE MEETING**

Minutes: September 15, 2014

The Child Support Committee meet on September 15, 2014, at 10:00 a.m. in the Jury Room, locate in the upper level of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Gary Peters and Ruth Williams.

Others present: Amy Forehand—Child Support Attorney/Administrator.

Committee Chairperson Peters called the meeting to order at 10:00 a.m.

Motion by Williams to approve the agenda, second by Kirkpatrick.

Motion by Williams to approve the minutes, second by Kirkpatrick.

### Director Report:

Forehand presented her proposed 2015 budget. She presented two options for the budget. The budgets were the same except one included an increase in the hours of the part-time position currently held by Shannon Grob. Other than the increase in the part-time position, the budgets were the same as 2014 except for an increase in postage and including 75% of the total salary of the position of Forehand as Corporation Counsel/Child Support Attorney. The 75% reflects the portion of Forehand's time in the position dedicated to her work as the child support director and attorney. The remaining portion of the salary would continue to be paid out of the corporation counsel budget.

The committee discussed the increase in the hours of the part-time position. Forehand told the committee that they could use the position to be part-time, but understands that would not happen due to funding issues. Forehand proposed increasing the position six hours a week, so not to trigger any additional benefits for the position. Forehand explained that the position needs more time to complete all of the duties. The position sends out of the income withholdings to employers, it works to locate noncustodial parents whose whereabouts are unknown, and is responsible for sending out the Federal Healthcare Notice to all employers, among other duties. The agency should be sending out healthcare notices to the employers of both the custodial and noncustodial parents in order to find private healthcare for the children. Currently, the agency is only sending the notices out to the noncustodial parents and only a fraction of the custodial parents, because there is just not enough hours available to do it. An increase in hours could help the agency

obtain increased healthcare incentives and meet other incentive goals. Additionally, Forehand explained the position is supposed to be the back-up for the full-time financial worker since state regulations prevent the caseworkers from doing the financial work. However, there has been no time to cross train. If something should happen to the current financial worker the agency would have serious issues.

Forehand explained that the additional hours would increase the position salary from \$18410.15 to \$24329.24, for an increase of \$5919.00. However, after the 66% reimbursement from the state the increased hours would only cost the county \$2012.48. Both Kirkpatrick and Peters expressed concerns over increasing the tax levy any further based on the county's whole financial picture.

Motion made by Williams to approve the budget that included the increased hours for part-time position and second by Peters. Motion carried. Peter and Williams voting for. Kirkpatrick voting against.

Motion made by Kirkpatrick and second by Williams to adjourn the meeting. Motion carried. The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Amy Forehand  
Attorney/Administrator