

# **RICHLAND COUNTY CHILD SUPPORT**

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## **CHILD SUPPORT COMMITTEE MEETING**

**Minutes for March 25, 2021**

The Child Support Committee met on March 25, 2021 at 11:00 a.m. using Webex.

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

Others present: Amy Hoffman, Child Support Director and Barb Scott.

Committee Chairperson Turk calls the meeting to order at 11:04 a.m.

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

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

Committee members reviewed the bills from since the previous meeting on January 6, 2021. The bills totaled \$1,596.96. Hoffman noted that there was an invoice from 2020 for toner ink from. This invoice had been overlooked by the vendor. Turk noted there were "lots of service charges". Hoffman explained that with COVID restrictions lifting, the agency can move forward with enforcement. Motion by David Turk to approve expenses, Second by Linda Gentes.

Director's Report:

### **A. Performance**

- a. Agency is meeting performance in all areas.
- b. 2<sup>nd</sup> in State for Arrears collection.
- c. Support collection a little low but nothing to be concerned about. This is from employment issues during COVID pandemic.
- d. Paternity's are lower than what we normally see but still above performance measures. The decrease is due to having a very low amount of paternity cases to establish and participants not cooperating with establishing the case.

### **B. Restructuring**

- a. Workflow is going smooth, but would like to explore the possibility of a 3<sup>rd</sup> position that would be half-time. The workload is heavy and 3<sup>rd</sup> position frees up time from clerical tasks, such as mail, for casework.

- b. Child Support Attorney hours need to be reviewed as to the actual breakdown and if a cooperative agreement is needed for federal matching funds of attorney's salary.
- C. Staffing Update
  - a. New hire, Melony Walters, passed probation period
- D. Dept of Justice Audit
  - a. DOJ is performing audits of the policy and practices of counties/agencies. So far this agency has not been audited, but double checking everything and preparing for it.

Hoffman presented an estimate and quote for an updated phone system for the agency. The Clerk of Courts recently obtained a grant to update the phone system for offices that are used by the Court. The rest of the building was not updated, but it is needed and being discussed. Hoffman stated she would like to be prepared and have office updated, possibly yet this year. Price depends on if the office updates all phone jacks or only the 3 phones that are in use. Scott stated the current system is 30 years old, there is no dire need for update immediately but agrees the system does need to be updated. Discussion is tabled until next month pending more review of the budget.

Hoffman updated the committee with progress of the office partition needed for compliancy with IRS guidelines. Randy Nelson started construction of it on Monday of this week and anticipating being done with the project yet this week.

Next meeting is scheduled for April 21, 2021 at 1:30 p.m. 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 11:35 a.m.

Respectfully Submitted,

Amy Hoffman  
Director