

# **RICHLAND COUNTY CHILD SUPPORT**

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## **CHILD SUPPORT COMMITTEE MEETING**

**Minutes for April 21, 2021**

The Child Support Committee met on April 21, 2021 at 1:30 pm using Webex.

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

Others present: Amy Hoffman, Child Support Director; Amy Forehand, Child Support Attorney; and Barb Scott, MIS.

Committee Chairperson Turk calls the meeting to order at 1:32 pm.

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

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

Committee members reviewed the bills from since the previous meeting on March 25, 2021. The bills totaled \$301.70. 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. 2<sup>nd</sup> 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. Restructuring**

- a. Workflow is going smooth, but the agency would still 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.
  - i. The idea of splitting an admin assistant with another department is discussed

### **C. Staffing**

- a. The agency will need to begin the process of converting paper files into electronic files in order to keep up with other counties. Currently there

are 726 cases that need to be converted. All 2021 cases are being scanned in and will be electronic files as well as paper files.

- b. 3<sup>rd</sup> position could help with this task. Attorney Forehand mentions the possibility of an LTE position hired to do the scanning. This would need to be brought before the Finance and Personnel Committee for consideration

Discussion & Resolution in Support of Increased County Child Support Funding: Ms. Hoffman explained the resolution that states the Richland County Board would support the State of Wisconsin providing additional funding to the Bureau of Child Support, which would then be disbursed to all county child support agencies and create less funds needed for counties to levy. Motion by Linda Gentes to approve the resolution, second by Dave Turk

Hoffman updated the committee with progress of the office partition needed for compliancy with IRS guidelines. The project is complete and the cost for the project was \$491.25.

The matter of re-placing the current phone system is re-visited from the last committee meeting. Hoffman provided the estimate of \$2,824.94 for 4 phones to be replaced vs \$1,985.04 for 3 phones to be replaced. Barb Scott explains the age of the current phone system is over 20 years old and very outdated. She feels it would be a good idea to update the current phone system. The committee questions if 3 phones were put in now, how hard would it be to add the 4<sup>th</sup> phone. Scott states it would be no problem. Motion is made by Linda Gentes to purchase a new phone system for the Child Support Agency with the expense not to go over \$2,000.00, second by Dave Turk.

Next meeting is scheduled for June 10, 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 2:03 pm.

Respectfully Submitted,

Amy Hoffman  
Director