



## Legislation Details (With Text)

**File #:** 17-964      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 10/31/2017      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 11/14/2017      **Final action:**  
**Title:** Approve Request to Close the Child Support Office for Training/Team Building on Wednesday, November 15, 2017  
**Sponsors:** Child Support Services  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Gail Woodworth Director, Child Support Services  
**DATE:** November 14, 2017  
**SUBJECT:** Approve Request to Close the Child Support Office for Training/Team Building on Wednesday, November 15, 2017

### EXECUTIVE SUMMARY:

I respectfully request Board's approval to close the Child Support Office to the public on Wednesday, November 15<sup>th</sup> from 8-5pm. During this time, our office will be conducting annual training, team building activities, and planning next year's Program Management Plan. However, in order to provide essential services to our customers, our front office doors will remain open to receive payments at our TouchPay kiosk and counter memos at the front desk. This training will also include meals (using E.A.T.S. funds) to keep the office going.

I am confident that the approval of this request will enable the staff to better understand the goals for this next federal fiscal year and be more prepared and motivated to serve our customers.

Thank you for your consideration in this matter.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

**STAFFING IMPACT (if applicable):**

**RECOMMENDED ACTION:**

Approve Request to close Child Support Services on November 15, 2017