**NCCSD Executive Committee Meeting Minutes**

November 17, 2011

Present:

Dan McDonald – President

Benidia Rice – Vice President

John Bernhart – Treasurer

Laurie McGrath – Secretary

Region 1 - Jeff Young for Jerry Joy

Region 3 - Charles Hayward

Region 4 - Ann Coffin

Region 5 - Cynthia Longest

Region 6 - Gary Dart

Region 7 - Carol Eaton

Region 8 - Brenda Lyttle

Region 9 - Louise Bush

Region 10 - Jean Fogarty

Sharon Santilli

Jeff Cohen

President McDonald called the meeting to order at 3:30PM ET. The first order of business was the approval of the October 2011 minutes. Brenda Lyttle motioned to accept the minutes and Ann Coffin seconded the motion. The minutes were approved unanimously.

**Treasurer’s Report**

 John Bernhart presented the Treasurer’s Report as follows:

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| --- | --- | --- |
| Balance as of 10/20/11:  |  | $67,560.41  |
|  |  |  |
| Deposits made since 10/20/11 |  |  |
|  Interest from Savings Account: | $2.58  |  |
|  Total Deposits: |  | $2.58  |
|  |  |  |
|  |  |  |
| Checks written since 10/20/11 & electronic debits |  |  |
| Lexie Barath - audit of financial reports and tax return: | ($500.00) |  |
| Chase Paymentech Fee (to process CC payments):  | ($45.00) |  |
|  Total Checks & Electronic Debits: |  | ($545.00) |
|  |  |  |
|  |  |  |
| Balance as of 11/17/11: |  | $67,017.99  |
|  |  |  |
|  |  |  |
| Pending Items |   |   |
| Accounts Receivable - Registrations for 2011 Conference - $700.00 |  |

John mentioned that since Sharon Santilli will be taking over as Treasurer within the next couple of weeks, she will need to open a bank account in RI. Our existing bank, Chase, does not have RI branches. We will need to leave the Chase account open until the transition is complete as certain bills related to the website have scheduled payments from that account. John provided copies of independent financial reviews of our financial statements for the two years that he was Treasurer and a completed *2010 US 990-EZ Tax Return of an Organization exempt from Income Tax* to the Board. Dan McDonald thanked him for his service to NCCSD. Carol Eaton moved to approve the Treasurer’s report and Chuck Hayward seconded her motion.  It was approved unanimously.

**Committee Reports**

**Medical Support** – AlishaGriffin was not present but Dan McDonald reported that the first meeting of the group is scheduled for December 1.

**TANF Reauthorization –** No report for this meeting.

**Website –** Jeff Cohen reported that we needed to take steps to ensure continuity of the site when we had changes to the officers. He further reported that to date ten states had accessed the site. We have the ability to track this and to see what parts of the site were viewed. This can help us understand the type of content that directors want to see. It is important that everyone keep their contact information updated on the web and provide feedback about the site. The group discussed whether to have a “public” page with published phone numbers of directors for organizations such as NCSEA to access. The group agreed that we would instead continue to email the directory upon request.

The website has a survey monkey subscription. If directors were to use this tool rather than the Yahoo emails, the results of questions would be collated on the site. This could save time and repeat questions as well as serve as a resource to new directors as they could view previously asked questions.

**Excess Funds –** Jean reported that the group has been meeting through emails and at the WICSEC conference. John Bernhart recommended that $25K be left in the account for contingency purposes based upon his experience as Treasurer. Most of our bills relate to expenses incurred for the annual conference. To date the group has identified two uses of the excess funds that are consistent with our charter:

1. Funding scholarships to encourage attendance by directors at meetings such as the annual NCCSD and Policy Meetings.
2. Training for new directors

Dan suggested using a state match approach where NCCSD reimbursed 34% of the travel expense and the state requested federal matching funds for the remainder. Chuck Hayward suggested prioritizing scholarships for new directors from states with travel restrictions. Dan pointed out that it was important to give all directors a chance to comment before we made any final decision about these funds. Jean agreed to create a survey.

**Monthly OCSE Call –**

Dan reported on several items that were discussed in the November 7th call between him, Benidia Rice and OCSE:

* OCSE was happy with the meeting that they had with the IRS about audit issues. There may be a workgroup formed that could include IVD Directors as well as federal staff.
* States have reported 563 federal tax refund fraud cases to OCSE. As has been discussed previously, there are many fraudulent returns being filed and some of these end up as federal tax offsets. Since adjustments are typically made after the funds have been distributed this represents significant risk to the state. Ann Coffin mentioned that FL has seen a significant increase in fraudulent refunds and recommended that states compare the number of offsets they are getting this year to previous years.
* OCSE plans to have a mockup of the strategic plan by early January and reports that it will have a family-centered theme. The plan will be discussed with directors at the February Policy conference on Saturday afternoon.
* No new news on the work of the Supercommittee or final answer on how child support programs will be impacted
* Jessica Pearson of the Center for Policy Research has a contract with OCSE related to Domestic Violence.
* OCSE continues to work on the employment services waiver and indicated that there will be employment centered grant opportunities this year.

**Old Business:**

* An informal NCCSD meeting will be held at the Policy conference during a Friday night dinner event

**New Business**:

* Alisha Griffin will be setting up a call for directors to give an overview of the Menendez Bill. A workgroup will also be set up to look at the bill in more detail.
* The suggested addition to the case closure recommendations (detailed in an email from Dan McDonald to directors on 11/9/11) will not be submitted to OCSE as there was not time to reach consensus on the proposal.
* Dan is setting up a call with the Board and NCSL for December. NCSL had asked for this in order to discuss their contract with OCSE and get some feedback from us.
* The next meeting will be December 15, 2011.

The meeting was adjourned at 4:45PM ET.