**NCCSD Executive Committee Meeting Minutes**

December **15**, 2011

Present:

Dan McDonald – President

Benidia Rice – Vice President

Sharon Santilli – Treasurer

Laurie McGrath – Secretary

Region 1 - Jerry Joy

Region 2 – Alisha Griffin

Region 3 - Charles Hayward

Region 5 - Cynthia Longest

Region 6 - Gary Dart

Region 7 - Carol Eaton

Region 8 - Brenda Lyttle

Region 9 - Louise Bush

Committee Chairs

Jeff Cohen - Website

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

**Treasurer’s Report**

Sharon Santilli gave an overview of her actions since taking over the Treasurer position. She opened a bank account with Bank of America (BOA). BOA has branches in DC, AK and RI so an account there will give flexibility to the Executive Board. Sharon discovered that an Annual Report had to be filed in VA before she could open the account. She recommended that in the future this be done after the Treasurer was elected. Dan pointed out that the bylaws and past practice call for an outside review of the books and a report that is submitted to 3 directors for review when a treasurer is leaving. John Barnhart’s sudden departure made this impractical this time but he did arrange for an independent review of financial statements for the past two years.

Sharon received a check for $61,204.43 from John which was deposited into the new account. She believes another check will be coming soon based on the ending balance in the report that John prepared for November. Dan and Sharon agreed to reach out to John and get a better understanding of the balance in the CO account and any accounts payable and receivable.

Louise Bush moved to accept Sharon’s report and Carol Eaton seconded the motion which was carried unanimously.

**Committee Reports**

**Medical Support** – AlishaGriffin held the committee’s first meeting on December 1 and she is finalizing the minutes. The group spent the first call getting a sense of what is going on in the states with regards to health care reform and discussing the impact to child support services. Also discussed was what role the IV-D agencies should play in the new system.

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

**Website –** Jeff Cohen shared a report that showed 10 states visiting the site 51 times during the previous months. He asked whether the group thought that a special page for new directors made sense. The group liked that idea as well as a suggestion that we have a checklist for new officers. This would include items such as, opening bank accounts, preparing tax returns and annual reports, ensuring we maintain website domain name.

Carol Eaton indicated that she has a paper copy of a training manual for new directors prepared by OCSE that could be posted.

For those who have not had a chance to access the website recently, they should check it out, using the following link:

[www.nccsd.net](http://www.nccsd.net)

Jeff asks that you reach out to the following volunteers with any technical questions about the site:

Russ Collins, [Russ.Collins@dss.sc.gov](mailto:Russ.Collins@dss.sc.gov) 803 898 9450

Paula Phillips, [paula.phillips@ocse.arkansas.gov](mailto:paula.phillips@ocse.arkansas.gov) 501 682 6169

John Powell, [John.Powell@illinois.gov](mailto:John.Powell@illinois.gov) 217 557 3079

**Excess Funds Committee** –No report for this meeting.

**Monthly OCSE Call – No call this month**

**Old Business:**

* Chuck Hayward gave a recap of the National Council of State Legislators (NCSL) conference call that occurred just prior to the meeting. NCSL has a contract with OCSE. The project includes NCSL bringing state legislators up to speed on child support issues. Plans include publishing documents for legislators which they will try to vet with NCCSD first, finding a means of getting directors and legislators together and identifying 1-2 key legislators in each state that are leaders in child support issues.

**New Business**:

* Carol Eaton sat in on an Access and Visitation conference call with OCSE. The goal was discussing the President’s plan for A & V. Directors want to hear more about the expectations and financing associated with the administration’s goals.

Alisha Griffin moved to adjourn the meeting with a second by Gary Dart.