**NATIONAL COUNCIL OF CHILD SUPPORT DIRECTORS**

**October 2013 Executive Committee Meeting**

October 17, 2013

Present:

Laurie McGrath – President

Sharon Santilli – Vice President

Jim Fleming – Treasurer

Carol Eaton – Secretary

Benidia Rice – Past President

Region 1 – Jerry Joy

Region 2 - Eileen Stack

Region 3 – Craig Burshem

Region 4 – Charles Bryson for David Sanchez

Region 6 – Dan McDonald

Region 7 – Trisha Thomas

Region 8 – Liesa Stockdale

Region 9 – Kathleen Hrepich

Region 10 – Kate Richardson

Guests:

Erin Frisch, Michigan IV-D Director

Kylie Claycomb, Iowa

Jennifer Burnszynski, OCSE

Thom Campbell, OCSE

President McGrath welcomed the directors and called the meeting to order at 3:30PM ET. Laurie advised Jennifer Burnszynski and Thom Campbell from OCSE will be on the call to discuss the process that will be used to gather feedback for the development of the FFY 2015-2019 National Child Support Strategic Plan.

**OCSE STRATEGIC PLANNING PROCESS**

Thom and Jennifer reviewed a slide presentation that detailed the process to engage critical thinking around key issues and trends in the child support program for the next five years, build and strengthen a national consensus for the overall vision of the program, and build strong relationships within the child support community and among the 100+ state and tribal child support directors.

Thom indicated the plan is consensus based and wants to ensure Director’s know they have a direct voice in creation of the plan. There will be approximately 5-10 interactive discussions with directors during the fall of 2013 and winter 2014 to help define the topics, clarify and strengthen the development process.

A group of directors (4-7) will be identified to explore and analyze specific topic areas and produce white papers. OCSE staff will serve as coordinators, facilitators and subject matter experts. There will be external stakeholder outreach through listening sessions and social media.

OCSE and a National Delegation of Directors will review the white papers and draft a Plan to be reviewed by all state and tribal directors. Webinar discussions, regional forums, and/or national conferences will give the opportunity for directors to discuss and respond. The feedback will be used to edit and create a final Plan for release in October 2014.

Thom and Jennifer stressed there will be multiple opportunities to gather input from directors throughout this process. They are asking for feedback from directors on the overall process. A question was asked regarding what OCSE wants to accomplish through development of the plan? Thom responded part of the value of developing a strategic plan is the process itself. The goal is to identify the vision that the child support community holds for the future of the child support program as a whole. How can we serve children better than we already do today?

Jennifer stated she is interested in who the directors would like to see attend the listening forums, such as county directors, fatherhood groups, workforce development, etc. The listening forums will be a place for those who are not part of the child support network to have an opportunity to share their insights. There was a question as to whether OCSE wanted the names of advocacy groups from the directors? Thom responded they are not planning to turn anyone away who wants to participate.

Any questions or comments regarding the process to develop the strategic plan were to be directed to Jennifer and Thom.

**APPROVAL OF MINUTES**

Benidia Rice made a motion to approve the September 2013 minutes and Jerry Joy seconded the motion. The minutes were approved.

**TREASURER’S REPORT**

Sharon Santilli reported the balance as of the end of September was $81,841.05. In addition, there are a few pending items including, deposits for the 2014 conference. Sharon is working with Jim Fleming to transfer the funds to a new bank account so that Jim can take over the Treasurer duties. An accountant has been hired who will review all of the financial records before the duties are transferred to Jim Fleming. Sharon Santilli made a motion to accept the treasurer’s report and Jim Fleming seconded the motion. The report was approved.

See copy of the September 1, 2013 – September 30, 2013 Treasurer’s Report at the end of this document.

**MONTHLY CALL WITH OCSE**

President McGrath advised there was a call this month to discuss the process for development of the FFY 2015-2019 Strategic Plan. In addition to the monthly calls with Sharon and Laurie, OCSE has expressed an interest in meeting with the Executive Committee on possibly a quarterly basis. OCSE is trying to find ways to stay connected with the directors since there will be limited opportunities for in-person meetings during the coming year. It was suggested that a good topic for discussion during the calls with OCSE would be any new Dear Colleague, Policy Interpretation and other items that come from OCSE during that quarter.

**COMMITTEE REPORTS**

Laurie indicated it is necessary, with a new fiscal year, to determine whether or not the previous committees will be continued.

**Medical Support** - Laurie advised there is a call scheduled for the committee on October 18 and their work will continue due to the implementation of the Affordable Care Act and the need to determine the impact on the child support program.

**NCCSD Website** – Laurie indicated several states are having trouble being able to get through firewalls to access the website. This may be something that a small group of directors could discuss going forward in terms of whether there are alternatives available that would allow directors access to the site without having issues with various security features within each state. Kate Richardson indicated she would be willing to help research the issue. Laurie indicated it may be helpful to have a group of directors to work on this topic. Laurie will contact Jeff Cohen regarding discussing at a future meeting. Craig Burshem indicated he has staff that would be able to help as well.

**VOE (Verification of Employment) Workgroup** - Jim Fleming indicated they are still waiting to hear from Commissioner Turetsky regarding next steps on this issue. Commissioner Turetsky had previously indicated she would forward the NCCSD letter to the Consumer Financial Protection Bureau for re-consideration, and depending on the response, she is willing to reconsider Dear Colleague Letter 12-12.

**Finance Committee** - Sharon advised the responsibility for this committee is transferring over to Jim Fleming. They are working to get the financial review done and transfer of funds to a new bank account completed in order for Jim to take over the treasurer duties. Chuck Hayward, Dan McDonald, Benidia Rice, and Laurie McGrath will continue to serve on this committee. Sharon stated they are still waiting to purchase the new accounting software until the transfer of funds has occurred.

**TANF Reauthorization** - Laurie indicated the committee should probably continue, however, until things start happening again in Congress on this topic, it is not necessary for the committee to meet at this time. Sharon indicated NCSEA has re-named their TANF Reauthorization Committee the “Emerging Issues” Committee. Laurie indicated we can discuss this possible change at the next Executive Committee meeting. It was suggested that this group may be helpful in the development process of the FFY 2015-2019 Strategic Plan. Laurie will check with Kandy Yearsley, who is the chair of the committee, regarding continuing in that role.

**IRS Fraud** – Laurie advised this committee drafted a resolution several months ago that was forwarded to OCSE regarding the IRS holding states liable for the fraudulent filing of tax returns. She stated Scott Hale, OCSE, is interested in setting up calls between directors, OCSE and IRS to discuss this issue. Erin Frisch indicated Michigan has a strong interest in this issue due to the significant impact of the fraudulent filings on their program.

Laurie indicated that Scott would like to send a survey to states asking where we are at with addressing the fraudulent tax returns. He also asked about re-constituting the IRS Fraud Committee so that they can participate in the calls with the IRS. Laurie advised the IRS indicates they are barred from not doing negative adjustments due to a Treasury Regulation, however, the Treasury Department agrees with OCSE that the IRS does have the authority to not initiate the negative adjustment to states.

Laurie asked if any of the directors on the call were interested in participating in the discussions with OCSE and IRS. Erin Frisch, Jim Fleming, and Eileen Stack all volunteered to participate. Laurie indicated she would check with Ann Coffin to see if she would be willing to chair the committee again. It was also suggested that Charles Smith from Texas may be interested due to the significant impact of fraudulent returns on the Texas program.

**NEW BUSINESS**

Laurie discussed the issue of officer liability insurance and that she has been advised by her legal counsel that it would be beneficial to have, especially in regard to planning activities for the annual conference. Laurie asked the Finance Committee to look into the possibility of purchasing liability insurance for the NCCSD officers.

Carol Eaton asked if there was ever a final recommendation on what to spend the NCCSD excess funds on? Dan McDonald advised the Finance Committee was comfortable with the balance in the bank account and the accountant was not concerned either. A recent by-laws change was made that indicated we should spend the money on projects or efforts that would support the entire NCCSD. Requests for use of the funds should be sent to the President of the NCCSD to be reviewed and approved by the Executive Committee.

Jim Fleming made a motion to have the NCCSD appoint Craig Burshem to serve as a registered agent. Laurie McGrath seconded the motion. Motion was approved.

Jim Fleming also made a motion for the NCCSD to adopt a resolution authorizing Jim Fleming to open a bank account on behalf of the NCCSD. Craig Burshem seconded the motion. Motion was approved.

**OLD BUSINESS**

Sharon stated the Executive Committee (via email survey) approved the signing of a contract with the hotel for the 2015 conference in Newport, RI. She indicated it is concerning to sign the various agreements necessary in order to effectively plan the conference on behalf of the NCCSD without being able to limit liability. Jim Fleming stated the NCCSD should always have enough funds available to cover any potential liability that may occur as a result of the conference planning for a given year. Laurie stated this was a good suggestion, and in essence, makes the NCCSD self-insured as far as conference planning is concerned.

**Meeting adjourned.**

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|  **NATIONAL COUNCIL OF CHILD SUPPORT DIRECTORS** |
|  **TREASURER'S REPORT** |
| **Activity September 1, 2013-September 30, 2013** |  |  |
|  |  |  |
| Checking Account Balance as of 8 /31/13 $ 82,461.05   |  |  |

**Deposits (electronic and check)**

9/23/13 Registration $ 400.00

 Total Deposits $ 400.00

**Checks Written & Electronic Debit**

Merchant Services 9/3/13 $ 20.00

Check #1035 Accountant $ 1,000.00

 Total Debits $ 1,020.00

Bank of America Balance as of September 30, 2013 $ 81,841.05

**Pending Items:**

10/2/13 Merchant Services - $ 20.00

 Check #1033 Joyful Noise - $ 200.00

.Check # 1037 Deposit Omni Park Hotel - $ 1,000.00

Check # 1036 Deposit Omni Park Hotel - $ 1,500.00