**NATIONAL COUNCIL OF CHILD SUPPORT DIRECTORS**

**August 2014 Executive Committee Meeting**

August 21, 2014

Present:

Sharon Santilli – Vice President

Jim Fleming - Treasurer

Carol Eaton, Secretary

Region 1 – Jerry Joy and Mary Weatherill

Region 4 – Charles Bryson

Region 5 – Erin Frisch

Region 6 – Dan McDonald and Steve Smith

Region 7 – Trisha Thomas and Byron Van Patten

Region 8 – Liesa Stockdale

Region 9 -- Todd Bright

Region 10 – Kate Richardson and Carol Beecher

Committee Chairs:

Alisha Griffin, Medical Support

Vice President Santilli welcomed the current and future Executive Committee members and called the meeting to order at 3:30 PM ET.

**APPROVAL OF MINUTES**

The first order of business was review of the May and July 2014 minutes. There were no comments or changes.

**TREASURER’S REPORT**

Jim Fleming reported the balance as of the end of June was $71,723.53. He also provided a recap of the conference revenues and expenditures that has been updated from what was distributed in Boston. The conference report shows revenue over expenses of $11,824.14. Clarification was provided that the refund of overage to the hotel was what the hotel required for a deposit, and therefore, because the expenses incurred was less than projected we received all of the overage back plus more. Dan McDonald asked if the credit card charge is monthly? Jim advised the bank requires a three-year contract with a minimum monthly charge. See copy of the July 1, 2014 – July 30, 2014 Treasurer’s Report and August 21, 2014 Conference Report at the end of this document.

Sharon Santilli commented the bank account is set up in the state where the treasurer is located. Historically, NCCSD has used the Bank of America; however, there was not a Bank of America in North Dakota. Dan McDonald stated he would like to commend Jim Fleming for a job well done as Treasurer. His work has been very detailed and advised he is looking forward to Jim continuing for another year.

Jerry Joy made a motion to approve the Treasurer’s report and Kate Richardson seconded. Motion was unanimously carried.

**MONTHLY CALL WITH OCSE**

Sharon Santilli advised there was not a monthly call with OCSE.

**COMMITTEE REPORTS**

**Medical Support** – Alisha Griffin reported the committee met and worked on comments/concerns regarding the fact sheets shared by OCSE in Boston. They don’t have a draft ready yet for review, but should be soon. Once the draft is ready, they will share with the Executive Committee for feedback before sending to OCSE.

The committee also discussed the interest by NCSEA to combine Medical Support Committees; however, further discussion with NCCSD will be needed before a decision is made. Sharon Santilli asked what kinds of things NCSEA is working on? Alisha stated they are working on similar efforts; however, NCSEA has not been meeting lately due to a change in leadership.

**NCCSD Website** – Kate Richardson commented there is nothing new to report since the meeting in Boston. The committee will be meeting soon to discuss next steps regarding moving forward with the SharePoint proposal approved at the annual meeting.

**Finance Committee** – Jim Fleming commented the conference report has already been discussed. He stated they are already moving forward on the budget for the upcoming conference in 2015. He is working on categorizing expenses, as well as trends in how the monthly registrations come in, to help with the budgeting process. Jim indicated he will be talking with the committee in September about insurance coverage.

Sharon commented the Boston conference attendance was extremely high and is making planning difficult for the 2015 conference. She stated it is tough to try and balance the conference budget and expenses when you don’t know what the attendance will be.

**Offset Reversals** – Sharon Santilli stated they are planning a call soon for the committee. Some states, like Florida, are setting up accounts to handle the impact of offset reversals. Alisha Griffin advised IRS and OCSE have met and thought there would be an answer soon on the proposal.

**VOE** – Jim Fleming advised the first meeting of the committee is set for August 25. They will be discussing the possibility of reaching out to payroll companies and payroll processing associations. He stated we want to put pressure on employers to get the Work # to lighten up on the requirements in their agreement regarding the need to comply with FCRA. The committee will also be discussing the possibility of approaching the Consumer Financial Protection Bureau (CFPB) directly.

**OLD BUSINESS**

**Update on Federal Legislation –** Alisha Griffin advised the last communication we had on HF 4980 was that Senate Finance was on hiatus until after Labor Day and after they return, will take up the bill at that time. There was some concern expressed by an Oklahoma legislator regarding the bill so Congress will need to figure out how to address the concerns when they return. The longer it takes to get the legislation approved, the shorter the timeline will be for states to implement.

**NPRM –** Jim Fleming stated at the recent August 10 NCSEA Board meeting, Commissioner Turetsky advised the NPRM should be out within the month. OMB has given final clearance and it has gone to the Secretary of HHS for a final check. Jim stated that Laurie McGrath thought it would be helpful for NCCSD to put together a committee to review the NPRM and coordinate comments. Laurie wanted to know if Carol Eaton would lead the committee and asked if there were any volunteers to be on the committee. Jim Fleming, Alisha Griffin, Sharon Santilli, Erin Frisch and Liesa Stockdale all agreed to participate.

**NEW BUSINESS**

**News from NCSEA Conference -** Sharon Santilli indicated there was discussion at NCSEA about how the strategic planning process was going. Donna Bonar with OCSE has asked for feedback from the directors on the process. There will be a call on September 4th to provide an update on where all of the groups are at in the strategic planning process. All directors are invited to attend.

Sharon indicated that she feels there has been a lot of repetition on her group as well as some confusion in regard to whose responsibility it is to put together the white paper. She feels it should be the responsibility of OCSE. Sharon also indicated that she wants to talk about the future of the program as opposed to rehashing the past.

Dan McDonald commented the Measuring Performance and Data Analytics workgroup is going well and seems to be on target with their task. They have good participation from the members. He indicated they felt a bit overwhelmed at first but after getting organized has been much better.

Jim Fleming indicated the State and Tribal Partnership workgroup has been challenging in terms of trying to find some balance. He stated there is concern that directors are spending a lot more time in the process than we are going to get out of it.

Wally McClure advised he is on the Sustainability workgroup and overall, it has gone well. He commented that it seems most of the discussion is coming from a small group of people. He also indicated that the leader has tried unsuccessfully to get the workgroup members to write the white paper.

Sharon asked if the facilitators work for a company? Kate responded she believes they work for OCSE? Liesa Stockdale advised OCSE was still recruiting members in Boston, although she has yet to hear which group she is on. Carol Beecher commented that she heard from them right after the conference.

OCSE is trying to create 3-4 page white papers that are all inclusive and say all directors have been involved, however, it has been a large effort in a short period of time. It has been difficult to really dive into the topics during such a short period of time.

**Quarterly Calls with OCSE** – Sharon advised there is a call scheduled for September 10 to have Dennis Putze talk about trends in collections. She asked if the directors liked the topic and whether we should still have in September since we already have a call on the strategic plan on September 4 and systems on September 18?

Jim Fleming indicated trends in collections was a topic of interest for the annual meeting so would be something directors are still interesting in hearing about. Sharon suggested that we push the call to October and keep the same topic. All agreed. Sharon also indicated that she is going to try and have the report of the monthly calls with OCSE in writing so that it is easier to review.

Sharon stated there would not be an Executive Committee call in September due to a conflict with another meeting. Future calls will be held at the same time. She will get call in information out to everyone soon. Sharon asked if there were any questions from the new members? Todd Bright asked what the expectations were for the new members? Sharon stated there would be monthly meetings with set agendas. There would be an occasional need to participate on a committee, as well as gathering input from their respective region on a particular topic. Sharon indicated she is considering forming a committee to stay on top of AT/PIQs that are issued, just to make sure all are aware of what they contain.

Sharon advised she would send out the by-laws to committee members for their information. The next meeting is set for October 16.

**Meeting adjourned.**

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| |  | | --- | |  | |  | **NATIONAL COUNCIL OF CHILD SUPPORT DIRECTORS** | | | | | |
|  |  | **2014 CONFERENCE** | | | | | |
|  |  | **August 21, 2014** | | | | | |
|  |  |  |  |  |  |  |  |
| **Conference Revenue** | | | | | | |  |
|  | Sponsorships - Total of 16 | | | |  |  | $16,000.00 |
|  |  | $1500 - 7 | |  |  | $10,500.00 |  |
|  |  | $1000 - 2 | |  |  | $2,000.00 |  |
|  |  | $500 - 7 | |  |  | $3,500.00 |  |
|  | Registrations - 153 at $400 (19 unpaid as of 8-20-14) | | | | | | $61,200.00 |
|  | Cruise Guest Registrations - 8 at $75 | | | | |  | $600.00 |
|  | Reception Guest Registrations - 4 at $35 | | | | |  | $140.00 |
|  |  |  |  |  |  | Total Revenue | $77,940.00 |
|  |  |  |  |  |  |  |  |
| **Conference Expenses** | | |  |  |  |  |  |
|  | Hotel (includes A/V of $6850.83) | | | |  |  | $49,540.88 |
|  |  | 3-Oct | Deposit |  |  | $ 1,000.00 |  |
|  |  | 28-Oct | Deposit |  |  | $ 1,500.00 |  |
|  |  | 30-Oct | Deposit |  |  | $ 1,500.00 |  |
|  |  | 9-Dec | Deposit |  |  | $ 1,500.00 |  |
|  |  | 3-Jan | Deposit |  |  | $ 1,300.00 |  |
|  |  | 24-Jun | Final Payment | |  | $ 48,764.43 |  |
|  |  |  | Refund of overage | | | $ (6,023.55) |  |
|  | Social | Cruise (includes DJ of $500) | | | |  | $12,150.80 |
|  |  | 18-Dec | Deposit |  |  | $ 2,257.50 |  |
|  |  | 13-Feb | Deposit |  |  | $ 2,257.50 |  |
|  |  | 24-Jun | Final Payment | |  | $ 7,550.50 |  |
|  |  |  | Additional Payment | | | $ 85.30 |  |
|  | Insurance coverage for cruise | | | | | | $300.00 |
|  | Credit card fees and charges | | | | | | $1,532.70 |
|  |  | March |  |  |  | $ 350.63 |  |
|  |  | April |  |  |  | $ 239.86 |  |
|  |  | May |  |  |  | $ 479.71 |  |
|  |  | June |  |  |  | $ 404.51 |  |
|  |  | July |  |  |  | $ 57.99 |  |
|  | Conference - Shipping for banner frame from DC to MA | | | | | | $29.00 |
|  | Conference - Blair Candy Company (Candy) | | | | | | $135.62 |
|  | Conference - Pacific Printing (lanyards, candy, koozies) | | | | | | $768.41 |
|  | Conference - Dollar Tree (bags for registrants) | | | | | | $76.50 |
|  | Conference - Pacific Printing (see above) | | | | | | $280.09 |
|  | Conference - Amazon (plastic name tag holders and paper) | | | | | | $52.88 |
|  | Conference - Name Tag.com (ribbons for name tags) | | | | | | $50.29 |
|  | Conference - Sir Speedy (NCCSD poster) | | | | | | $187.60 |
|  | Conference - Wire transfer fee to hotel | | | | | | $30.00 |
|  | Conference - Printing booklets | | | | | | $909.60 |
|  | Conference - Heather Duggan (water and chips for registrants) | | | | | | $71.49 |
|  |  |  |  |  |  | Total Debits | $66,115.86 |
|  |  |  |  |  |  |  |  |
| **Financial Status** | | |  |  |  |  |  |
|  | Conference revenue over expenses | | | |  |  | $11,824.14 |

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| |  | | --- | |  | |  | **NATIONAL COUNCIL OF CHILD SUPPORT DIRECTORS** | | | | | |
|  |  | **TREASURER'S REPORT** | | | | | |
|  |  | **Activity July 1, 2014 - July 31, 2014** | | | | | |
|  |  |  |  |  |  |  |  |
| Beginning Wells Fargo Balance as of 7/1/2014 | | | | | | | $71,723.53 |
|  |  |  |  |  |  |  |  |
| **Deposits/Credits** | | |  |  |  |  |  |
| 7/7 | Deposit ($1500 x 1, $400 x 1, $75 x 2) | | | | | | $2,050.00 |
| 7/14 | Deposit ($400 x 1) | | |  |  |  | $400.00 |
| 7/31 | Interest Payment | | | | | | $2.01 |
|  |  |  |  |  |  | Total Deposits | $2,452.01 |
|  |  |  |  |  |  |  |  |
| **Debits** |  |  |  |  |  |  |  |
| 7/7 | Printing of conference brochures | | | | | | $909.60 |
| 7/11 | Credit card fees and charges for June | | | | | | $404.51 |
| 7/11 | Additional items for registration baskets | | | | | | $71.49 |
| 7/11 | Refund of un-used guest cruise ticket | | | | | | $75.00 |
| 7/23 | Charge for additional guest for Boston Harbor cruise | | | | | | $85.30 |
|  |  |  |  |  |  | Total Debits | $1,545.90 |
|  |  |  |  |  |  |  |  |
| Ending Wells Fargo Balance as of 7/31/2014 | | | | | | | $72,629.64 |
|  |  |  |  |  |  |  |  |
| **Pending Items** | |  |  |  |  |  |  |
|  | Refund of unused overage at Omni Parker House | | | | | | $6,023.55 |