

**Monthly Executive Committee Call**

**Thursday, September 24, 2015**

**3:30pm to 5:00pm EDT**

**Dial-in: 877-679-7915 / Participant ID: 41038213**

**MINUTES**

1. Roll Call

Craig substituting for Wally called the roll:

Present:

Carol Beecher, Craig Burshem, Jeff Cohen, Carol Eaton, James Fleming, Erin Frisch, Alisha Griffin, Scott Lekan, Katy Morgan, Byron Van Paten, Benidia Rice, Patricia Risch, Sharon Santilli, Liesa Stockdale, Trisha Thomas, Mary Weatherill.

Not present:

Charles Bryson, Ann Coffin, John Dillon, Jeff Jorgenson, Wally McClure, Eileen Stack, Kandee Yearsley.

1. Welcome

Sharon welcomed the existing executive team and the new executive team members. She explained the responsibilities of being a member of the executive team. The need to report back to your region and solicit their input when necessary.

She discussed the various committees that we have and that additional committees have been added when necessary.

She encouraged the new members to read the bylaws that incoming President Carol Eaton sent out last week and to become familiar with the current NCCSD website [www.nccsd.net](http://www.nccsd.net) . Jim recommended that members read the procedure in the bylaws for sending a designee to meetings that you are unable to attend.

Sharon went over briefly some of the many accomplishments of NCCSD over the last year including:

* The IRS committee’s work, chaired by Ann Coffin, on the limitation on reversals and the draft IRS regulation that has not yet been promulgated.
* The comments the NPRM committee, chaired by Carol Eaton, drafted to respond to the OCSE Notice of Proposed Rule Making. This was clearly a monumental task.
* NCCSD sent letters to the staff on the Senate Finance and House Ways and Means committees citing support for the NPRM and in response to S. 1525 and HR 2688.
* Established a new IV-D mentoring committee, chaired by Erin Frisch, the purpose is to work with OCSE on establishing a program for training new IV-D Directors.
* NCCSD hosted a IV-D dinner at the Policy Forum.
* Held the NCCSD conference in May at the newly renovated Marriott in beautiful Newport Rhode Island. We had great vendor sponsorship and a 133 attendees.

1. Approval of Minutes –August 20, 2015

Approved with two changes to delete the last sentence of the President’s report the begins “Sharon…meeting about…” and delete under the IRS Offset report the second sentence in the third bullet that begins ““Previous reversals” and “BGG??? ….”

1. Presidents Report

Carol attended the OCSE call so gave the report:

OCSE reminded us of the new round of competitive demonstration and evaluation grants to be awarded in late fiscal year 2016. There are three upcoming discussion sessions (Sept. 15, 22 and 24) and encouraged states to participate.

Discussed Pub.1075 requirements.

OCSE has an interest in what requirements may be put on the states regarding the security background checks and fingerprinting. They suggested that we may want to include the larger community to have more leverage with the IRS.

Many states have raised concerns about the need to pass legislation to implement these changes. In addition, some states that have a union workforce may have to negotiate contract modifications. General feeling is that he IRS does not care what burdens these requirements place on the states.

It was clear that the IRS was leaving the criteria of whether you hire someone with a criminal record to the states protocol. Several concerns that the IRS will come back later and put further restrictions limiting hiring of convicted individuals based on the crimes committed.

OCSE mentioned that they are working with Erin on the Mentoring program.

OCSE wanted to know if there are any comments or issues with the changes to the Workforce Innovation and Opportunity Act (WIOA).

OCSE stated that the NPRM is going through final clearance.

OCSE staff are moving in October and there may be some difficulty contacting them during the move.

1. Treasurers Report

Jim reviewed the attached budget report. The current fund balance of $92,863.94 leaves NCCSD in good shape financially. We still have surplus funds. We have an additional $400 from a duplicate payment. There was a $5.00 charge which is a monthly credit card fee for having a dormant account. Motion to accept the treasurer report was made by Carol and seconded by Liesa. Passed unanimously.

1. Committee Reports

* IRS Offset Chair- Ann Coffin - No committee report
* Finance Chair- Jim Fleming
  + The issue previously reported regarding an IRS fee was resolved after our accountant talked to the IRS and they agreed to waive the fee.
* OCSE Update on Policy and Rules Chair- Craig Burshem
  + DCL 15-13 came out this month, stating that the federal offset and pre-offset notice program fees will remain unchanged at $14.65 and .52.
* Intergovernmental Committee- Chair Alisha Griffin
  + Had a meeting last month and have another meeting scheduled for tomorrow.
  + Discussion on redirect of payments. Next steps to consolidate concerns into a recommendation and to bring to the Executive Board.
* Imputing Income Committee –Chair Jim Fleming
  + We had a very good discussion at the last meeting and should make quite a bit of progress at our next meeting.
  + Next meeting is scheduled for September 30, 2015.
* VOE Committee Update- Jim Fleming
  + Nothing to report.
* Mentor Committee- Erin Frisch
  + Erin mentioned there are 30 new IV-D directors in the last 5 years and discussed the three components of the mentoring program including:
    1. Monthly calls – the “Newby” call. Considered as a “safe” place to ask questions that they may not want to put out to the whole IV-D director universe.
    2. Training Component – Working with OCSE and NCSEA to get it scheduled at the February policy forum.
    3. Mentoring relationships – linking experienced IV-D directors with new IV-D directors.
  + Had trouble with NCCSD website, just got email two days ago with the name of the web support person.
  + Created page on website for Mentors and Mentees to sign up for training.
  + Training will be on Saturday and Sunday at the end of the policy forum in February. Sharon said they hope they give people a lot of advance warning and don’t provide notice at last moment. Erin said she is pushing OCSE and NCSEA to keep things moving. Erin did hear from about 20-25 directors that they would be interested in the participating in the training. Working with Ann Marie Ruskin on food, extra room nights etc.
  + The curriculum will be ***“collaboration and contracting.”*** OCSE is looking for several directors volunteers to co-present and Erin will also be looking for additional directors to present.
  + Erin is encouraging and soliciting directors to be mentors for specific skills they can sign up via the website.
* Website Committee – Jeff Cohen
  + Background – Currently have a website based on Google sites – we have quite a bit of information and folks can add information such as contact info. Committees have the ability to add documents, minutes, etc. In addition, we have had a problem with our list serve –works okay but we have had problems with folks replying to all etc. We are looking for new list serve that would archive discussion threads. We would also like to have folks register for our conference through the website.
  + So we put out a bid and have a response. Contract would be a time and materials contract which would allow us to focus on the items we think are most important. Also, we want the flexibility in the new site to make changes such as adding pages without a lot of technical support.
  + Total cost of the project not to exceed $18,532.60. Sharon asked if we have a list of priorities. Jeff referred to the spreadsheet for the different things that can be done. At the core, we would be creating the site and templates. Jeff said he thinks that the committee will need to prioritize and determine what is the most important to get done.
  + Sharon asked about the registration – Jeff said there are vendors that have sites already done for you – you merely fill in the information about the conference and embed the vendor tool into our site. The vendor processes the transactions and provides us real time data on the numbers and dollars. The fee for us is on a per ticket basis – cost about $2 per person. Essentially it is prebuilt and totally hosted. Sharon asked Jim how that compares to what we have paid in the past. Jim explained that the $2 fee would be in addition to the credit card fee. Jim stated that the $2 fee might actually come down to a buck or a buck and a half. His thought is that would be much cheaper than trying to build the functionality into our new website.
  + Jim commented that we all are going to have to make a commitment to use the site and not fall back on using email or the old list serve. Jim does have a fear that our users may not take the time to learn to use the site.
  + Sharon raised the concern about paying for the website. Jim said he felt confident that we will be able to cover the cost.
  + Craig said he liked the idea of not polluting our email but wondered about the ability to have the list serve notify us – all directors will have option to how often they receive notifications, daily, weekly or monthly. Also, Jeff said if you want to reply the reply goes to the discussion board and not everyone - even if the person replying wanted to a reply all they would not be able to. But those of us who remain subscribe will get notice that there has been an exchange on the topic. The great thing is the discussions will be retained and you can search for a topic.
  + We may want to provide a training session at one of our meetings.
  + Jeff moved to accept and enter into the contract as amended with the new rate for the contract manager of $110 per hour with the understanding that the contract shall not exceed $18,532.60. Carol seconds the motion. Motion passes unanimously.
  + Jeff had a couple of question – name on contract who is signing on behalf of the organization – is it the president or treasurer. Sharon signs on behalf of the organization – probably Carol Eaton needs to sign as new President.
  + Jeff would like to have additional members, Katy and Craig volunteer to help on the committee.

1. New Business- CMS information
   * Erin – In our last Newby call we were talking about the IRS safeguard reviews. We thought it might be a good idea to get all of our safeguard directors in touch with each other to compare notes as often we get different findings on the same issue. Erin said it might strengthen our voice to be able to respond as a block. Carol will put on as an agenda item for next month.
   * Sharon thanked everyone for a great year and for all the hard work from the committees and everyone. “It has been a privilege and an honor to serve as your President.”
   * Sharon made motion to adjourn.

Attachments:

* August 20, 2015 minutes
* NCCSD President’s Report
* Treasurer’s Report