**Monthly Executive Committee Call**Thursday, December 20, 2018
12:30 PM to 2:00 PM Pacific/3:30 PM to 5:00 PM Eastern
*Conference Call Number 877-336-1828 Access Code 3630643#*

**Meeting Minutes**

1. Roll Call

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|  | **2018-19 NCCSD EXECUTIVE COMMITTEE** |
| **President** | X | Erin Frisch | Michigan |
| **Past President** | X | Craig Burshem | Virginia |
| **Vice President** | X | Jim Fleming | North Dakota  |
| **Treasurer** | Excused | Liesa Stockdale | Utah |
| **Secretary** | X | Michele Cristello | Massachusetts |
| **Region 1 Representative** | X | Robin Arnell | Vermont |
| **Region 2 Representative** | X | Pat Risch | New Jersey |
| **Region 3 Representative** | X | Kevin Guistwite | Maryland |
| **Region 4 Representative** | X | Robert Duck | Tennessee |
| **Region 5 Representative** | X | Cynthia Longest | Indiana |
| **Region 6 Representative** | X | Alan McVey | Arkansas |
| **Region 7 Representative** | X | Carol Eaton | Iowa |
| **Region 8 Representative** | X | Chad Dexter | Montana |
| **Region 9 Representative** | X | Heather Noble | Arizona |
| **Region 10 Representative** | Excused | Rob Rinard | Idaho |
| **Policy & Practice Comm.** | X | Eileen Stack | New York |
| **Collaborative Analytics** | Excused | Sharon Redmond | Washington |
| **Website Committee** | Excused | Kate Cooper Richardson | Oregon |

1. Welcome
2. Approval of Minutes: Erin provided edits. Minutes approved.

1. President’s Report
	1. Erin and Jim met with Commissioner Lekan and his staff at OCSE on 11/14. Reiterated that OCSE can utilize NCCSD when they are contemplating policy changes to ensure OCSE understands our states operate in the area of potential policy changes.
	2. OCSE systems meeting planned to be in conjunction with the NCSEA Policy Forum. Will be 1 ½ days – February 5th (afternoon) and 6th (full day). The invitation was issued and state directors and staff are encouraged to register (can cancel if travel approval isn’t obtained). Thus far, 50 individuals have registered.
	3. NCCSD provided feedback to OCSE regarding how to measure limited services paternity only cases.
	4. OCSE is holding listening sessions on FY2020 1115 grant topics and are interested in suggestions from directors.
	5. There will be no December call with OCSE.
	6. NCCSD Annual Conference/Employer Symposium – save the date notices have gone out to directors, vendors and employers. Erin to meet with Meghan McCann regarding legislative involvement. Conference budget will be out next week and Erin is asking for email approval prior to the next meeting. Some travel expenses will be covered in the budget to assist with travel approval. In addition, she will be soliciting volunteers to sit on the conference planning committee.
2. Treasurer’s Report
	1. Leisa provided a written report.
	2. One page monthly report provided after being reviewed and approved by Finance Committee.
	3. Month end balance - $73,784.02
	4. All documentation requested by the accountant has been sent for the annual review and tax preparation (as of December 10th).
3. Committee Reports
	1. Collaborative Analytics – Sharon Redmond; no report
	2. Finance – Liesa Stockdale; provided Treasurer’s report (see #5 above)
	3. Data Analysis – Cynthia Longest
		1. Continue to gather members to participate.
		2. First meeting to start in January.
	4. Intergovernmental – Carol Eaton
		1. Committee is working on getting three documents out – (1) identified issues with payment forwarding, (2) 1 pg flow chart regarding court orders entered in another state and (3) recommendation on 319B.
		2. Next step is to go back to OCSE and utilize the documents from the Committee to do so. Committee will edits documents in preparation for review by Executive Committee and Directors prior to taking to OCSE.
	5. Lump Sum – Craig Burshem
		1. APA drafted a letter to OCSE to enhance the portal to allow two-way communication; Erin drafted a letter to send to OCSE regarding employers utilizing the portal; need improved communication between employers and state to facilitate additional collections.
		2. Discussion around NCCSD letter which originally mandates portal changes for states to assist states in setting priorities. Concerns about mandate were raised and letter will be edited to remove mandate language prior to sending to OCSE.
	6. Mentoring – Jim Fleming
		1. Jim is maintaining list of current directors.
		2. New Director training and the Employer Symposium will overlap.
		3. Committee received good responses re: training topics for new director training.
	7. Policy and Practice – Jim Fleming/Eileen Stack
		1. Policy releases from November 15-December 20 provided by Jim/Eileen to Executive Committee
		2. Meeting held on December 6th with a robust agenda.
		3. OCSE-157 paternity only limited services comments shared with OCSE. OCSE decided not to make changes to the 157.
		4. Employment verifications – Continued discussion around The Work Number and the impact their actions on states and the employer community. Committee preparing a proposed resolution to articulate NCCSD’s concern regarding the WN not verifying employment and potentially misleading employers into thinking they are complying. Sherri Grigsby of OCSE is also looking to escalate concerns about the Post Office not verifying employment.
		5. PIQ-18-02 – encourage directors to provide comments to this technical clarification. NCCSD considering submitting official comments. Significant concerns raised by the clarifications provided.
		6. Next meeting January 3rd.
	8. Public Relations – Erin Frisch
		1. Met on Monday 12/17.
		2. The Committee is finishing up work on a media guide to provide helpful information about how we talk about the child support program. This will be shared with directors and county administrators.
		3. Producing a survey around what states are doing in terms of website, social media, etc.
		4. Article in next NCSEA newsletter about the Committee and what they are doing.
		5. Committee is discussing how they might be able to leverage the work of the digital marketing grantees.
	9. System Modernization – Erin Frisch
		1. Continued to work with OCSE on agenda and content for meeting with OCSE at Policy Forum.
		2. Meetings scheduled for vendor calls in the new year
	10. Website – Kate Richardson – no update but directors are encouraged to check out the site
4. Unfinished Business - None
5. New Business – NPRM (see above). No other new business.

Meeting Adjourned.