

**Executive Committee Meeting**Thursday, March 19, 2020

**MINUTES**

3:00–4:30 PM Eastern • 2:00–3:30 PM Central • 1:00–2:30 PM Mountain • 12:00–1:30 PM Pacific

Members & Attendees

**NAME ROLE(S) NAME ROLE(S)**

✓ Jim Fleming\* President ✓ Jeremy Toulouse\* Region 6

✓ Erin Frisch\* Past President ✓ Carol Eaton\* Region 7

✓ Michele Cristello\* Vice President ✓ Chad Dexter\* Region 8

✓ Kate Cooper Richardson\* Secretary, Region 10, Website ✓ Heather Noble\* Region 9

✓ Liesa Stockdale\* Treasurer, Finance ✓ Carla West Systems & Data Sharing

✓ Robin Arnell\* Region 1, Systems & Data Sharing ✓ David Kilgore Public Relations

✓ Terrence Joseph\* Region 2 ✓ Eileen Stack Policy & Practice

✓ Benidia Rice\* Region 3 ✓ Karen Hebert Mentoring

✓ Lyndsy Landry Irwin\* Region 4 A Robert Patrick Collaborative Analytics

✓ Jeff Aldridge\* Region 5 ✓ Sharon Redmond Collaborative Analytics

 **\*Voting member**

Pre-Meeting Conversation with OCSE Deputy Commissioner Linda Boyer

* President Jim Fleming introduced OCSE Deputy Commissioner Linda Boyer and LaShawn Scroggins of OCSE.
* OCSE joined the Executive Committee meeting to discuss issues and concerns around COVID-19.
* Linda emphasized that OCSE is looking at all the concerns that the directors have raised so far. They have categorized and prioritized items based on urgency. She also noted that before anything can go out from OCSE, it has to go through a review.
	+ Self-Assessment timeframes have been moved out to 5/29. If that is a problem for any state, let OCSE know.
	+ Annual Certification Statement deadline can be extended as well.
* IRS/stimulus payments
	+ Jim will reach out to Directors to get their thoughts. No guidance from the IRS yet regarding the opportunity to opt out.
	+ Scott Hale with OCSE is confirming whether there will be flexibility for states and is keeping his finger on the pulse on what is going on.
* Continue to escalate concerns to Jim/Michele or filter through regional staff. OCSE will categorize items and provide information back. Ideally that will come in an IM or AT so states have all information in one document.
* Two-day distribution requirement is a very challenging standard. If states don’t have the resources to get things through, OCSE won’t penalize.
* Performance measures and PEP penalty are concerns of directors.
* 90/10 funding would help states automate after this crisis.
* OCSE wants to ensure that directors aren’t worried about things they don’t need to be worried about. ACF and OCSE are trying to make sure that there is a consistent message across ACF.
* Linda will review Jim’s notes before he sends to all directors to confirm accuracy.

Welcome

* President Jim Fleming called the meeting to order

Roll Call

* Attendance as noted
* Quorum present

Approval of Minutes

* Minutes from the last meeting were not circulated
* Will take up at a future meeting

New Business – COVID-19 pandemic mitigation/intra-director communication

* Jim is maintaining a spreadsheet with information from all states’ response to COVID-19. That spreadsheet will be updated daily.
	+ 45 states have responded thus far and there seems to be a common approach.
	+ The goal would be to use the spreadsheet as much as possible to avoid individual questions that states may not be able to be responsive to.
* Discussion around outgoing interstate requests led to a consensus “gentlemen’s agreement” to hold off on sending paper requests to other states during this time.
	+ States are beginning to run at reduced levels.
	+ This will be revisited at the end of next week.
* Karen Hebert and the Mentoring Committee are proposing a biweekly support call for Directors to share experiences, ideas, tips around crisis management and for directors to support one another.
	+ This will be informal and directors are free to join or not.
	+ Executive Committee agreed that this will be helpful.
	+ This biweekly meeting will use the Newbie call timeslot and add one other meeting.

Treasurer’s Report – *accepted*

* Monthly report presented as submitted and approved by the Finance Committee.

President’s Report – *accepted*

* Jim is getting contacted by NCSEA’s Policy and Government Relations committee regarding any beneficial laws changes that could be made during this time.
	+ Everything should be on the table for discussion.
	+ The 90/10 system match was in the last stimulus package and given that states will likely need to be making systems changes, this would be helpful.
	+ Potential changes will be an ongoing discussion even as states start to recover from this.
* Jim had a very good meeting with Commissioner Lekan and Linda Boyer regarding Audits to confirm understandings about ambiguous issues that arise during the audits.
	+ OCSE reiterated that an ambiguous issue would not be an error but did not agree that any error finding a state disagreed with would be rescinded.
	+ This is consistent with previous agreements with OCSE.
* In the recent OCSE/NCCSD leadership meeting, the responsibilities of regional representatives, QUICK expert conference calls and Section 1115 waivers were discussed.

Committee Reports

* Audit Workgroup – Michele
	+ Monthly meeting held last week. Committee is finalizing action items and next steps.
	+ Discussion around involvement with OCSE about how the process can be more collaborative.
* Child Support Employer Workgroup – Jim
	+ Workgroup is meeting monthly focused on employer verification and streamlining the process for employers.
* Collaborative Analytics Committee – Sharon
	+ Committee is evaluating a shared platform and will be meeting regarding a new charter.
	+ Subcommittee is meeting next month and will have more information forthcoming
* Finance Committee – Liesa Stockdale
	+ See Treasurer’s Report
	+ Back on schedule and on time with the accountant agreement.
* Joint Committee on Public Relations – David
	+ Shutting down everything for right now.
* Mentoring Committee – Karen
	+ Nothing further; see discussion above about biweekly call
* Policy & Practice Committee – Eileen/Carol
	+ Had a good meeting this month; continue to discuss what’s next for this committee
* System Modernization & Data Sharing Workgroup – Carla/Robin
	+ Cancelled last Friday’s meeting and pushed out 2 weeks.
* Website Committee – Kate Cooper Richardson
	+ Goal is to keep things going on the listserv and update the website with key information.

Unfinished Business

* Medora & NCCSD Annual Conference
	+ Not ready to cancel yet but if necessary, NCCSD will not lose any funds with the exception of the deposit.
	+ Vendors are owed a save the date but holding on this. A decision is not needed now.
	+ States may end up with restrictions on travel.
	+ Executive Committee agrees on waiting.
	+ ERICSA is not cancelling yet but waiting.

New Business

* No other new business

Next Meeting – Thursday, April 15, 2020 at 2:00 PM Central

*Meeting adjourned at 3:30 PM Central*

*Minutes respectfully submitted by Michele Cristello, NCCSD Vice President
for Kate Cooper Richardson, NCCSD Secretary*