



Colusa, Sutter and Yolo Regional Child Support Agency Leadership Advisory Committee

Meeting Minutes

Wednesday, February 24, 2021

1:00 – 4:00 PM

This meeting occurred via teleconference compliant with the Governor's [Executive Order N-29-20](#) which allows for a deviation of teleconference rules required by the Brown Act. The recording of this meeting can be viewed [here](#).

LAC Members	
Kent Boes	Colusa County Supervisor
Wendy G. Tyler	Colusa County Administrative Officer
Mike Ziegenmeyer	Sutter County Supervisor
Steven M. Smith	Sutter County Administrative Officer
Don Saylor	Yolo County Supervisor
Daniel Kim	Yolo County Interim Administrative Officer

General Agenda

1. Call to Order, Roll Call and Introductions

Meeting started 1:02pm.

Roll called, LAC members present were:

Colusa County Supervisor Kent Boes.

Colusa County Administrative Officer Wendy Tyler.

Sutter County Supervisor Mike Ziegenmeyer.



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Sutter County Administrative Officer Steven Smith.
Yolo County Supervisor Don Saylor.
Yolo County Administrative Officer Daniel Kim.
Yolo County Supervisor Oscar Villegas (alternate).

Also present were:

Colusa, Sutter, and Yolo Regional Child Support Services
Director Natalie Dillon.
Assistant Director Colin Anderson.
Assistant Director Amanda Battles.

2. Designation of Chair for Day

1:12pm, Director Dillon requested motion to designate meeting chair for the day. Supervisor Saylor nominated Supervisor Villegas chair meeting, Administrator Tyler seconded motion. Votes approved.

MOVED BY: Saylor / SECONDED BY: Tyler
AYES: Boes, Tyler, Ziegenmeyer, Smith, Saylor, Kim.
NOES: None.
ABSTAIN: None.
ABSENT: None.

3. Approval of Consent Agenda

1:14pm, Supervisor Ziegenmeyer motioned to approve consent agenda. Supervisor Saylor seconded motion. Votes approved.

MOVED BY: Ziegenmeyer / SECONDED BY: Saylor
AYES: Boes, Tyler, Ziegenmeyer, Smith, Saylor, Kim.
NOES: None.
ABSTAIN: None.
ABSENT: None.



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4. Public Comment

1:16pm, No live public comment via callers / online chat. None received via other correspondence before meeting start.

Consent Items

5. Status of Regionalization

Approved via Consent Agenda, no questions or comments made.

Discussion Items

6. Draft Bylaws Review and Feedback

1:17pm, Director Dillon prepared draft bylaws that were shared with LAC members with request for any edits. No edits or additions requested by LAC members. Administrator Tyler motioned to adopt bylaws as prepared, Supervisor Saylor seconded motion. Votes approved.

MOVED BY: Tyler / SECONDED BY: Saylor

AYES: Boes, Tyler, Ziegenmeyer, Smith, Saylor, Kim.

NOES: None.

ABSTAIN: None.

ABSENT: None.

1:20pm, Director Dillon asked LAC if they would like to establish meeting chair from LAC membership or allow for meetings to be chaired by Regional Agency Director by default per adopted bylaws. After discussion by LAC members, decision made not to elect chair/vice chair; future meetings to be chaired/facilitated by Regional Agency Director; subject to change at LAC discretion via future vote.



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7. 2021 Meeting frequency and location

1:24pm, Director Dillon offered that the LAC Memorandum of Understanding (MOU) requires one meeting annually but recommended two meetings be held. A first meeting of a year around February / March prior to budget submission and to discuss performance from previous federal fiscal year; a second meeting to occur around August/September to discuss performance planning and priorities for the upcoming federal fiscal year. Supervisor Boes requested to meet quarterly for the first year then adjust frequency later; to cancel meetings as needed.

Director Dillon recommended virtual meetings continue through 2021 and the LAC consider future location / meeting arrangements in 2022.

Supervisor Ziegenmeyer motioned to adopt quarterly virtual meetings through 2021, Supervisor Saylor seconded motion. Votes approved.

MOVED BY: Ziegenmeyer / SECONDED BY: Saylor
AYES: Boes, Tyler, Ziegenmeyer, Smith, Saylor, Kim.
NOES: None.
ABSTAIN: None.
ABSENT: None.

8. Yuba City Office Move

1:30pm, Director Dillon described packet materials and four options available to the regional agency. Option 1, continue current month to month arrangement; Option 2, negotiate with landlord for improvements and new lease; Option 3, work with Sutter County to secure space at 850 Gray; and Option 4, explore new leased space by Yolo County but within Yuba City. Staff recommendation to explore Options 3 and 4 where viable. Administrator Smith discussed support for option 3 or 4, Supervisor Ziegenmeyer agreed.



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Several factors concerning the Yuba City office move were discussed by the LAC. Supervisor Saylor motioned to pursue options 3 and 4 in parallel and for the LAC to receive update at next meeting, Administrator Smith seconded motion. Votes approved.

MOVED BY: Saylor / SECONDED BY: Smith

AYES: Boes, Tyler, Ziegenmeyer, Smith, Saylor, Kim.

NOES: None.

ABSTAIN: None.

ABSENT: None.

9. Budget and Allocation Update

1:44pm, Assistant Director Battles provided Budget and Allocation update. LAC members and regional staff discussed budget methodology.

10. FFY 2020 Program Performance (10/1/2019-9/30/2020)

1:59pm, Assistant Director Anderson provided performance update for federal fiscal year 2020. LAC members and regional staff discussed federal performance measures and state-level performance measurements. Supervisor Saylor requested regional program metrics, such as caseload size and children served, be shared at next meeting.

11. Leadership Advisory Committee Comments

2:23pm, Director Dillon requested report and meeting content feedback. Administrator Smith reported appreciation of staff reports and presentation detail, Supervisor Saylor agreed and requested performance measures / practice indicators be a standing meeting subject. Administrator Tyler agreed with Administrator Smith and Supervisor Saylor.



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Future meetings will be planned in two-hour blocks pending any large items that may be time consuming.

No other comments.

12. Adjourn

Meeting adjourned 2:28pm.

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