



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

Meeting Minutes

Wednesday, September 1, 2021

1:00 – 3:00 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

Meeting started 1:06pm.

Roll called, LAC members present were:

Colusa County Administrative Officer Wendy Tyler.

Sutter County Administrative Officer Steve Smith.

Yolo County Supervisor Don Saylor.

Yolo County Interim Administrative Officer Daniel Kim.



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

(Sutter County Supervisor Mike Ziegenmeyer and Colusa County Supervisor Kent Boes later joined the meeting from phone and over video, respectively).

Also present were:

Colusa, Sutter, and Yolo Regional Child Support Services

Director Natalie Dillon.

Assistant Director Colin Anderson.

Assistant Director Amanda Battles.

2. Consider Approval of Agenda

1:08pm, Director Dillon requested motion to approve the agenda. Supervisor Saylor motioned to approve, Administrator Tyler seconded motion. Votes approved.

MOVED BY: Saylor / SECONDED BY: Tyler

AYES: Tyler, Smith, Saylor, Kim.

NOES: None.

ABSTAIN: None.

ABSENT: Boes, Ziegenmeyer.

3. Public Comment

1:09pm, No live public comment via callers / online chat. None received via other correspondence before meeting start.

Approval of Consent Agenda

1:09pm, Administrator Tyler motioned to approve consent agenda. Administrator Smith seconded motion. Votes approved.

MOVED BY: Tyler / SECONDED BY: Smith

AYES: Tyler, Smith, Saylor, Kim.

NOES: None.



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

ABSTAIN: None.

ABSENT: Boes, Ziegenmeyer.

Consent Items

- 4. Approve the minutes of the May 26, 2021 Leadership Advisory Committee Meeting**
- 5. General Update**
- 6. Long Range Planning Calendar**

Discussion Items

7. Yuba City Office Move Update – Colin Anderson

1:10pm, Assistant Director Anderson provided update on the possible move of Yuba City office staff to property at Butte House Road. The Regional Agency is now obtaining contractor bids for tenant improvements and other necessary construction to create office space for personnel. Estimated completion time is April, 2022.

8. Regional Child Support Agency Financial Update – Amanda Battles

1:20pm, Assistant Director Battles advised the Committee that the Regional Agency's financial year 2021 has been completed and all budgets have been submitted to the State under-budget. Battles explained that for the year 2021, the Regional Agency still used three separate County and three separate State budgets throughout the financial year and for end-year submissions per the regionalization memorandum of understanding (MOU). Presently, the Regional Agency is still using three separate budgets but are working to transition this to a single budget under Yolo County to simplify this process.

Battles explained updates to the budget methodology for the California Child Support Program; the statewide program using this new method now considers caseload sizes and full-time equivalent (FTE) employees to local funding



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

allocations. The Regional Agency is monitoring how future changes to case load and personnel costs will affect future funding allocations. The most up to date calculator will be released in the spring of 2022. However, the Regional Agency can better monitor its financial glidepath to better plan spending.

Supervisor Saylor asked for clarification on glidepath terminology. Using current examples, Battles explained that the glidepath involves calculations on what future program allocation is likely to be considering present-day changes to methodology factors; this is so local agencies may better plan spending and expenditures moving toward future allocations.

Battles provided update on Federal Performance Incentive Funds, explaining that unspent regular State and federal program funding cannot be rolled over or saved to be spent in future years. However, more flexibility is offered by Federal Performance Incentive Funds, essentially allowing the State to roll over these funds which in turn can help local agencies. The Regional Agency recently learned we're likely to receive \$77,000 in roll-over incentive funds. These funds will help the Regional Agency with the upcoming Yuba City office move; not all planned spending has been determined at this time.

9. Performance Management Plan (PMP) Update – Colin Anderson

1:35pm, Assistant Director Anderson explained that as of October 1st, 2021, the start of the Federal Fiscal Year, the Regional Agency will have an integrated caseload. One of the benefits of this approach is it will allow for us to better understand performance data and efforts. An important performance effort by local child support agencies is the development and utilization of a Performance Management Plan (PMP), which is also submitted to the State Department of Child Support Services. Pre-regionalization, the Agency prepared and submitted three separate PMPs; with an integrated caseload and new personnel organization, we have now developed and are preparing to submit a single regional PMP.



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

Anderson provided an overview of the Regional Agency's 2021/2022 PMP. The five goals of this plan include Facilitate Consistent Support for Children; Strengthen Customer Engagement; Enhance Program Performance; Build Collaborative Partnerships and Benefit Families; and Foster Innovation and Improve Service Delivery.

Supervisor Saylor requested clarification on Performance Indicators. Anderson clarified the difference between strategic State goals and how they've added to our PMP; adding the Performance Indicators (PI) gives the Agency raw data that can indicate effort performance, like stipulation efforts, as an example. Saylor also requested more data in the future to better understand program impact, like stipulation, new cases, and overall collections. Administrator Tyler commented that she appreciates that the Regional Agency has chosen to focus on stipulations as it relates to strategic performance goals and how this may strengthen relationships.

Anderson provided update on new case opening efforts, sharing recent caseload trend data from the Regional Agency compared to the child support program statewide. These efforts include concentrating on Social Media usage to increase program awareness; regional implementation of our Quick Application process; a new Bold Chat feature for our website to increase access to our personnel; and increasing community engagement with partners, like local Family Law Facilitators (FLFs).

Director Dillon and LAC members discussed the nature of assisted and never-assisted classified cases and opportunities to reach families that may be unfamiliar with child support services. Dillon also provided information on Federal Performance measures providing an example of local tracking of this data. Supervisor Saylor requested monthly performance data reports for the LAC; Dillon confirmed the Regional Agency can provide this to whichever LAC member would like reporting.

10. Leadership Advisory Committee Comments and Discussion



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

2:14pm, Director Dillon opened the discussion to all committee members for questions, comments, or input.

No questions or comments from the LAC. Dillon provided update on changes and meeting requirements surrounding the expiration of the Governor's executive order concerning public meetings and the Brown Act; advising the LAC should be able to continue a form of virtual meetings to cut down on travel as long as requirements are met.

11. Adjourn

Meeting adjourned 2:17pm

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