



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

Meeting Minutes

Friday, December 10, 2021
10:00 AM – 12:00 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 10:03am.

Roll called, LAC members present were:

Colusa County Supervisor Kent Boes.

Colusa County Administrative Officer Wendy Tyler.

Sutter County Supervisor Mike Ziegenmeyer.



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

Sutter County Deputy Administrator Matt Michaelis *for*
Sutter County Administrative Officer Steve Smith.
Yolo County Supervisor Don Saylor.
Yolo County Deputy Chief Administrator Jill Cook *for*
Yolo County Interim Administrative Officer Chad Rinde.

Also present were:

Colusa, Sutter and Yolo Regional Child Support Agency
Director Natalie Dillon.
Assistant Director Amanda Battles.

2. Consider Approval of Agenda

10:05am, Director Dillon requested motion to approve the agenda. Supervisor Saylor motioned to approve, Supervisor Ziegenmeyer seconded motion. Votes approved.

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

3. Public Comment

10:05am, No live public comment via callers / online chat. None received via other correspondence before meeting start.

Approval of Consent Agenda

10:05am, Supervisor Saylor motioned to approve consent agenda. Administrator Tyler seconded motion. Votes approved.



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

MOVED BY: Saylor / SECONDED BY: Tyler.

AYES: Boes, Tyler, Ziegenmeyer, Michaelis, Saylor, Cook.

NOES: None.

ABSTAIN: None.

ABSENT: None.

Consent Items

- 4. Resolution to Authorize Remote Meetings by Finding**
- 5. Approve the minutes of the minutes of the September 1, 2021 LAC Meeting**
- 6. General Update**
- 7. Long Range Planning Calendar**

Discussion Items

- 8. 2022 Meeting Schedule and Location – Natalie Dillon**

10:06am, Director Dillon introduced this topic with the staff recommendation that the Leadership Advisory Committee meet twice annually, once in the spring and once in late summer; and that meetings be held virtually where possible. When virtual meetings are no longer possible the LAC alternate meeting locations, starting in Woodland, then Colusa, then Sutter counties.

Administrator Tyler and Supervisor Boes discussed agendaizing the meeting as virtual to consider meeting requirements. Director Dillon advised that per Yolo County counsel, if conditions such as the pandemic and requirements for social distancing persist, virtual meetings would meet requirements and a sort of special, 30-day notice meeting would not be required. However, should conditions change, it is the understanding that in-person meetings be required. Supervisor Saylor and Administrator Tyler offered that provisions of the Brown Act should still allow virtual meetings provided all meeting locations are posted with proper notice; both adding support for virtual meetings.



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

Director Dillon requested feedback on recommended meeting frequency. Administrator Tyler supported the recommended two meeting per year; Supervisor Boes agreed, barring any urgent matters which may be resolved through special meetings.

10:11am, Supervisor Ziegenmeyer motioned to approve 2 meetings annually for 2022, Supervisor Saylor seconded motion. With request by Administrator Tyler, Supervisor Ziegenmeyer amended motion to approve 2 meetings annually to be conducted virtually, Supervisor Saylor seconded amended motion. Votes Approved.

MOVED BY: Ziegenmeyer / SECONDED BY: Saylor.

AYES: Boes, Tyler, Ziegenmeyer, Michaelis, Saylor, Cook.

NOES: None.

ABSTAIN: None.

ABSENT: None.

9. Yuba City Office Move Update – Natalie Dillon

10:13am, Director Dillon explained the former intention to pursue leased property at Butte House Road became too expensive due to labor and supply chain issues. Original construction estimates were approximately \$150,000.00 and once learning that new factors would increase this cost to an estimated \$500,000.00, the RCSA began pursuing alternative locations. One property included in the meeting package is located at 1007 Live Oak Blvd, STE B2, Yuba City, CA. A Yolo County space planner, State IT, and RCSA staff have toured this space; near Highway 20 and closer to the Sutter Superior courthouse compared the current Garden Highway location. A letter of intent to lease the space is being negotiated with the owner.

Administrator Tyler confirmed the space to be suite B2, approximately 3,800 square feet. Deputy Administrator Michaelis inquired on estimated cost; Assistant



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

Director Battles advised that with tenant improvements, monthly cost is estimated to be at or less than current space cost. Director Dillon confirmed, approximately \$7,000 per month, comparable to current cost.

10. FFY 2021 Performance Update – Natalie Dillon

10:22am, Director Dillon provided overview of included materials. These performance metrics included Total Regional Distributed Collections; Regional versus State Paternity Establishment Percentage (PEP), Supervisor Saylor asked a clarifying question concerning paternity percentage over 100%, Director Dillon explained this metric. Supervisor Saylor requested to learn more about dashboard metrics in use by specialists of the RCSA.

Other performance topics included Cases with Support Orders Established; Collections on Current Support; and Cases with Collections on Arrears. The LAC had no additional requests at this time.

11. Leadership Advisory Committee Comments and Discussion

10:33am, Director Dillon opened the discussion to all committee members for questions, comments, or input.

No questions or comments from the LAC. Dillon acknowledged that first Board of Supervisor meetings of the year may include changes for committee assignments and requested any LAC member updates that may occur be relayed so staff may update material.

12. Adjourn

Meeting adjourned 10:36pm



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

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