

# Guideline Review Committee Minutes

## November 13, 2025

### Call to Order, Introductions & Roll Call:

The meeting was called to order by Kim Watne, Guidelines Project Manager, at 10:02 a.m. Kim extended a welcome to all attendees and introduced the newest member, Colleen Kay, who is filling the role of a member with lived experience. Kim announced that Member Jess Hoge has stepped down from the committee.

Self-introduction and roll call confirmed the following members' attendance:

#### Committee Member Attendees:

Kim Watne	CSSD Guidelines Project Manager
Amy Lord	Family Law Attorney & UM Law School Professor
Ford Hayes	Office of Administrative Hearings Administrator
Brittany Swan	Chippewa Cree Child Support Director
Colleen Kay	Member with Lived Experience
Jade Atkinson	CSSD Compliance Manager
Miranda Ensey	CSSD Supervisor
Kelsey Christensen	CSSD Investigator
Kate Pappé	CSSD Supervisor
Chad Martin	CSSD Investigator

#### Absent Members:

Colleen Timmer	Standing Master
----------------	-----------------

#### Additional CSSD Staff Attendees:

Christie Twardoski	CSSD Administrator
Barb Delaney	CSSD Bureau Chief

### Review of Agenda & Adoption of Minutes:

The Minutes of the September 11, 2025, meeting were adopted as circulated with no objections or comments.

### Unfinished Business:

- 1. Quadrennial Review Guideline Proposals update** The Decision Brief has not been finalized yet. This is the next step of the process, and the committee will be kept informed as progress is made.

**2. Public Outreach** Discussion centered on utilizing public outreach to educate judges, courts, attorneys and other interested parties on the entire child support process and not just on the calculation.

- A strategy was discussed to inform the public about the process for obtaining services from the Child Support Services Division (CSSD) and the necessary steps required prior to any guideline or support calculation. It was noted in some instances, parents get a Court ordered Parenting Plan stating “CSSD shall determine child support”. However, this does not automatically initiate the process; an enrollment for CSSD services is required.
- **Committee Recommendations:**
  - Educational material could be placed at various locations including courthouses, legal centers, self-help centers, and social media. Recommended formats include pamphlets, brochures, posters and postcards that incorporate QR codes and/or a web link.
  - A guidance sheet at the self-help centers was also suggested as a possible way to assist individuals in understanding and properly completing the child support section of a self-help parenting plan.

## **New Business**

1. **GROC Project Charter** The Charter for the Guideline Committee was distributed to all members. No questions were raised by members.

## **Adjournment**

The meeting adjourned at 1:04 PM.

**Next Meeting Scheduled** February 12, 2026, 10:00 AM – 12:00 PM (MST)