



INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting *Minutes*

**April 25, 2017
11:30 a.m. EDT**

Committee Members in Attendance:

1. David Barrett (ME) Chair
2. Jeff Cowger (KS) Treasurer
3. Pat Pendergast (AL) Designee
4. Cindy McKenzie (MT) Commissioner
5. Mike Lacy (WV) Commissioner
6. Patricia Welcome (VI) Commissioner

Committee Members Not in Attendance:

1. Sherry Jones (MD) Commissioner
2. Kevin McKenna (RI) Commissioner

Guests in Attendance:

None

ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Administrative and Logistics Coordinator

Call to Order

Chair Barrett called the meeting to order at 11:30 a.m. EDT.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

M. Lacy (WV) made a motion to approve the agenda. C. McKenzie (MT) seconded. The motion passed.

Minutes

J. Cowger (KS) made a motion to approve the February 28, 2017 meeting minutes. P. Pendergast (AL) seconded. The motion passed.

Discussion

FY 2017 Budget Update

- Chair Barrett presented the 2017 fiscal budget through March 31, 2017. At 75 percent of the year complete, the total is 55 percent of budget.
- J. Cowger (KS) questioned the education, accreditation line item. Director Underwood clarified that the line item includes training for national office staff. Due to limited staff and time, opportunities have been limited year to date. There is software training on the horizon for the new training coordinator.
- J. Cowger (KS) questioned the Rules Committee line item budgeted in a non-rules year. Director Underwood clarified that funding is budgeted each year should the Rules Committee require a meeting for emergency rules or special projects.
- C. McKenzie (MT) questioned the insurance line item at 201% of budget. Director Underwood explained that since the de-affiliation of CSG, ICJ now pays 100% of its D&O insurance. The amended fiscal year 2018 budget reflects the new premium.

FY 2018 Budget Amendment Summary

- Chair Barrett presented the approved 2018 fiscal budget alongside a proposed amended 2018 fiscal budget. The amended budget is proposed due the significant fiscal impact of ICJ's de-affiliation from the Council of State Governments (CSG) on December 1, 2016.
- Director Underwood provided a summary and explanation of the proposed amended budget projecting a total estimated savings of 12.2 percent. The substantial savings is primarily as result of exiting the Kentucky Employee Retirement System (KERS), which is reflected in a reduction in line items related to salaries/benefits and indirect costs. There was an increase in the line item for D & O Insurance and a new line item was added for outside accounting services (which were previously provided by CSG).
- Chair Barrett commented on the significant costs savings resulting from the de-affiliation and noted that duties previously performed by CSG are now performed by other staff. He noted how the timing of the de-affiliation in December was closely followed by the resignation of Executive Director Lippert and the training coordinator in January. He commended the two remaining staff (Emma Goode and Jenny Adkins) on how well they performed the additional responsibilities at the same time of implementing the new administrative processes.
- P. Welcome (VI) emphasized the importance of continuity within staff and voiced support to compensate Jenny Adkins and Emma Goode for handling the additional work load during the first quarter vacancies. J. Cowger (KS) shared that the Kansas Compensation Plan ensures employees are compensated for the performance of additional duties during staff vacancies.
- Chair Barrett clarified that in addition to the temporary additional duties during the staff vacancies, permanent accounting and human resource functions previously handled by CSG are now being administered by the ICJ national office. The budget includes \$11,000 for an outside accounting firm service fee and the online payroll fee, but staff are responsible for several related duties, such as account coding, financial reconciliations, and payroll.
- **P. Welcome (VI) made a motion to recommend that the Executive Committee consider compensating the national office staff (Emma Goode and Jenny Adkins) for the additional tasks taken on during the Executive Director and Training Coordinator vacancies; and to review the current national office staff job descriptions and update the new job responsibilities as a result of the Council of State Governments (CSG) de-affiliation; and modify position(s) accordingly. C. McKenzie (MT) seconded. The motion passed unanimously.**

- Chair Barrett commented that the Executive and the Finance Committees will be considering long term projects and the appropriation of funds in future meetings.
- **C. McKenzie (MT) made a motion to approve the amended Fiscal Year 2018 Budget as presented. M. Lacy (WV) seconded. The motion passed unanimously.**

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- **Chair Barrett adjourned the meeting by acclamation at 12:03 p.m. EDT.**