

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

January 26, 2022
2:00 p.m. ET
Via Zoom



Voting Members in Attendance:

1. Corrie Copeland (TN), Commissioner, Chair
2. Dale Dodd (NM), Commissioner, Vice-Chair
3. Sherry Jones (MD), Commissioner, Treasurer
4. Pat Pendergast (AL), Designee
5. Summer Foxworth (CO), Commissioner
6. Francis "Mike" Casey (DE), Commissioner
7. Nate Lawson (OH), Commissioner
8. Nina Belli (OR), Commissioner
9. Natalie Dalton (VA), Commissioner

Members Not in Attendance:

None

Guests in Attendance:

N/A

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Jenny Adkins, Policy and Operations Specialist
4. Amanee Cabbagestalk, Training and Administrative Specialist

Call to Order

Chair Copeland (TN) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- N. Dalton (VA) made a motion to approve the agenda as presented.**
- S. Foxworth (CO) seconded. The motion carried.**

Minutes

- S. Foxworth (CO) (AL) made a motion to approve the December 8, 2021, meeting minutes as correct. D. Dodd (NM) seconded. The motion carried.**

Discussion

FY 22 Budget Update

- Director Underwood presented the FY 22 Budget update, with information regarding expenditures through December 31, 2021. With 50 percent of FY 22

year complete, she reported that the budget to be healthy and on track with 51 percent of budgeted funds expended, and without any funds used from the Carry Over Reserves/Investments.

- As January, 2022, all FY 22 Dues have been paid.
- The meetings and conferences line item stands at 61 percent of budgeted funds expended, with most expenditures complete. The Executive Committee will conduct its annual extended spring meeting virtually due to the resurgence of COVID spikes and restrictions. She noted that 2022 Annual Business Meeting expenditures are budgeted in the FY 23 Budget.
- The UNITY line item stands at 66 percent, which includes the payments for the final phase of UNITY.
- Director Underwood noted that the budgeted amount for UNITY in FY 22 may not be sufficient. When the budget was developed, there was no knowledge of how many enhancements would be requested nor how much each enhancement would cost. The first vendor quote received indicates the costs will be significantly higher for enhancements to the UNITY than for the JIDS. This is due in large part to the fact that UNITY is a custom-built data management system, which means that the Commission bears the total cost of enhancements (as compared to JIDS, which was an off-the-shelf product). She provided an update about conversations with the Interstate Commission for Adult Offender Supervision (ICAOS), Executive Director Lippert, who indicated that the quote is consistent what ICAOS has expended for changes in their data system. Based on this conversation, \$90,000 is budgeted for UNITY enhancements in FY 23, as compared to for \$30,000 in FY 22. Director Underwood briefly explained the list of enhancements and how to find more information on the website.
- Chair Copeland asked if any of the enhancements could be considered “bug fixes,” for which there is no additional charge. Director Underwood affirmed the bug fixes were to address items included in the original build only and nearing completion. Going forward, costs for enhancements will be billed separately.
- S. Foxworth (CO) questioned who approves the UNITY enhancements. Director Underwood explained the protocol. Due to the large volume of UNITY Enhancement Requests this year, a Technology Enhancements Subcommittee was formed to review all enhancements and make recommendations. The subcommittee shared concepts with the Technology Committee in January for the Phase I enhancements. These enhancement requests have now been forwarded to the vendor for quotes. Once quotes are received, each of the Phase I enhancement requests will be vetted by the Technology Committee for a recommendation to the Executive Committee. The Executive Committee may seek input from the Finance Committee before making a decision due to the higher budgetary expenditures.

ICJ 2022 Annual Business Meeting (ABM) Planning Update

- Commission Vice Chair N. Belli (OR) updated on the research that has been conducted to address concerns related to COVID-related precautions for an onsite 2022 Annual Business Meeting in Vermont in October, 2022. Suggestions expressed by the Finance Committee last month were:
 - assess costs for streaming;
 - limit attendance to critical staff only; and
 - implement COVID-related safety precautions.

- Commission Vice Chair Belli (OR) presented the information below for the Finance Committee discussion and consideration. Additionally, she updated that COVID-related safety protocols are under development that are not a part of the list as they do not have a fiscal impact.

1. **Modify Meeting Structure. This option would reduce risk and maximize involvement of those not present onsite.**
 - Limit onsite participants to only one representative per state/territory + ex officio members
 - Present meeting agenda in a 2-day format
 - Hold region meetings prior to the ABM
 - Provide onsite, boxed meals (rather than buffets or attendees leaving for lunch)
 - Offer optional “Cocktail Hour” social event (rather than “Reception”) as it is more feasible to manage drinks and masks, than drinks, food, and masks
 - Individuals will be seated 6ft apart & have individual microphones. (Additional cost: \$5,000)
 - Live-Stream content, which allows others to view & submit questions (but not vote or speak)
 - Live stream would use automated camera, which would not include footage from audience (Additional cost for operator with different camera: \$3,000/day)
2. **Offer hybrid option, especially for voters who are unable or unwilling to attend.**
 - Estimated cost: \$40,000
 - In-person & virtual participants would need to use laptops/other device for voting.
 - Ensure infrastructure available in case need to transition to virtual shortly before the meeting to spike in COVID positivity
 - This estimated does not include virtual reception
3. **State/attendee assumes liability for health and financial risks related to travel and participation.**
 - Encourage attendees to purchase tickets with trip insurance or as refundable
 - Because attendees may become ill or require quarantine before, during, or after the meeting, we need to be up-front about who is liable for related expenses.
 - State/attendee must purchase airline tickets, and get reimbursed after attending.
 - Commission cannot reimburse if person does not attend, including if last minute cancelation due to COVID.
 - Commission’s travel agency will not be available due to high risk of loss.
 - ICJ Policy allows reimbursement up to \$550. Prior authorization is required if planning to seek reimbursement for higher cost ticket. Such approvals are limited to locations that are furthest away (therefore always have higher rates).

- Tickets may be higher due to COVID-related inflation & trip insurance.
 - If Commission wants increased reimbursements across the board, the policy and budget need to be increased accordingly.
 - If an attendee is unable to return home immediately due to COVID, state/attendee is responsible for the costs of lodging, food, health care, and other costs.
4. **National Office will provide welcome bag for attendees at hotel check-in** consisting of:
- 2 FDA-approved rapid antigen tests; masks for meeting use; sanitizing wipes & hand sanitizer; COVID isolation/quarantine decision tree handout; list of COVID symptoms & local COVID testing centers, urgent care facilities, hospitals; and contact information for designated National Office staff.
 - Estimated cost: \$3,000.
- The Finance Committee's discussions focused primarily around the information in paragraph 3, which in part, includes segments from the current [ICJ Travel Reimbursement Policy](#).
 - P. Pendergast (AL), S. Foxworth (CO), S. Jones (MD), and D. Dodd (NM) each expressed that they have been a part of the Commission since inception, and recalled one of the points highlighted when states were asked to enact the Compact was that the Commission would pay for costs to attend an annual meeting with funds from the annual dues assessment.
 - Director Underwood shared that the ICJ Travel Reimbursement Policy was adopted in 2009, and very few changes have been made since. It includes:
 - If purchasing an airline ticket in advance creates a financial hardship, participants may utilize an approved travel agency.
 - Any cancelled prepaid flight arrangements are subject to reimbursement to ICJ.
 - Up to \$550 is authorized. Prior approval from the Executive Director is necessary for any fare exceeding this amount.
 - Expenses are reimbursed at the conclusion of an event. The policy does not permit travel advances.
 - P. Pendergast (AL) focused on the issue of the state or attending purchasing the travel in advance and being reimbursed after the event. He was not aware of a cap or use the travel agency is limited to cases involving financial hardship.
 - Director Underwood shared there have been some financial losses in the past for cancelled tickets purchased by the Commission, such as the traveler is no longer a part of the Commission at the time of travel. In today's environment with all the uncertainties, it is more important that ever to following the policy closely, be transparent about the guidelines, and stay within budget.
 - N. Belli (OR) explained the recommendation is to encourage the purchase of refundable tickets or travel insurance to recoup costs, should there be last minute cancellations. Her research revealed that travel insurance ranges from \$30 - \$60 per flight. The National Office will research costs to purchase reimbursable tickets versus non-refundable tickets.
 - Another concern shared members was tickets being purchased in advance by the states, waiting for reimbursement, and bearing the responsibility for additional

COVID- related costs (such as extended stays and cancellations). Director Underwood reported that she consulted with Meetings and Inceptives Worldwide, who assisted with previous virtual ABMs, and learned that the current standard is for the participant to accept liability for any additional COVID-related costs as there is no way to anticipate and/or budget. N. Belli (OR) updated that the National Office is checking with the hotel to determine whether the government per diem rate could be extended for any COVID-related extended stays.

- N. Lawson (OH) stated his understanding with the maximum allowable amount of \$550 to be the total ticket purchase, including the travel insurance if the total is less than \$550. Director Underwood affirmed that scenario to be correct.
- S. Foxworth (CO) supports travel insurance. She asserted the Commission should cover all costs for the voting presentative to attend an ICJ Annual Business Meeting and suggested the Commission should increase the travel cap.
- Director Underwood asked for input on the suggestions in paragraph 1, Meeting Structure. She shared the results from the November 2022 ABM Survey. At that time, 70% responded no restrictions and 83% responded they would be approved to attend.
- N. Lawson (OH) noted the survey was taken prior to the emergence of the Omicron variant and the survey responses could be very different depending on when conducted. N. Dalton (VA) agreed, adding some states have returned to a state of emergency which may be extended. She suggested conducting a new survey that would include the proposed COVID guidelines and asking whether respondents prefer to attend in-person or virtually. She believes it would be fiscally irresponsible to spend the additional money for a hybrid meeting with low attendance. N. Belli (OR) commented that survey would probably vary from month to month, as it is hard to predict at this time.
- N. Lawson (OH) asked how on-site attendees would vote, if they had to quarantine due to a positive test result. Director Underwood explained they could attend during quarantine with the hybrid format if pursued. N. Belli (OR) reported that the Vermont Designee Trissie Casanova has a contact with the local Vermont Health Department, who could offer assistance for COVID guidelines and information during the event. S. Jones (MD) supported engaging the resource and applauded the forethought.
- N. Belli (OR) asked what happens should we cancel the contract with the hotel. Director Underwood replied the contract contains a broad “Impossibility “clause, which would provide a good argument for canceling or modifying without penalty. She added that the first deposit in the amount of \$2,500 is due February 15, 2022. Treasurer Jones noted that the Executive Committee extended meeting in Lexington in March was cancelled and those funds (\$21,000) could be reallocated to the 2022 ABM to offset costs.
- Chair Copeland thanked everyone for the discussion and research regarding the ABM. There are a lot of “what ifs” to be explored as planning progresses through what appears to the new normal. With regard to budget for the ABM, she summarized that conducting a live meeting with a live stream only would stay within budget. Adding a hybrid option would cost an additional estimated \$40,000.
- The Finance Committee did not make a recommendation at this time for the Executive Committee. There was agreement that Commission members should be made aware of what to expect prior to the meeting.

- N. Belli will share with the Executive Committee the feedback from the Finance Committee's discussion.

Old Business

- Director Underwood reported that all FY 22 Dues have been paid. It is now time to prepare invoices for the FY 23 Dues. Historically, all ICJ Dues Invoices have been mailed via the USPS. Last year, many states asked they be emailed.
- The Finance Committee discussed and agreed that email would be the most efficient means to receive and share within their states for payment due to the varied telework schedules in states. F. Casey (DE) suggested the email be sent with a required reply message.
- **S. Foxworth (CO) made a motion that ICJ FY 2023 Invoices be emailed with a "read receipt" reply notice. S. Jones (MD) seconded. The motion passed.**

New Business

There was no new business.

Adjourn

S. Foxworth (CO) made a motion to adjourn. S. Jones (MD) seconded. Chair Copeland adjourned the meeting by acclamation at 3:32 p.m. ET.