

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

August 12, 2021
2:00 p.m. ET
Via WebEx



Voting Members in Attendance:

1. Corrie Copeland (TN), Commissioner, Chair
2. Nina Belli (OR), Designee, Vice-Chair
3. Nate Lawson (OH), Commissioner, Treasurer
4. Pat Pendergast (AL), Designee
5. Mary Kay Hudson (IN), Commissioner
6. Roy Yaple (MI), Commissioner
7. Jedd Pelander (WA), Commissioner

Members Not in Attendance:

1. Angela Bridgewater (LA), Commissioner

Guests in Attendance:

N/A

National Office Staff in Attendance:

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

Call to Order

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

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

- P. Pendergast (AL) made a motion to approve the agenda as presented.**
R. Yaple (MI) seconded. The motion carried.

Minutes

N. Belli (OR) made a motion to approve the June 8, 2021, meeting minutes as presented. N. Lawson (OH) seconded. The motion carried.

Discussion

Executive Committee Update

- Director Underwood reported that the Executive Committee has taken action on the following finance related items:
 - Amendments to the FY 22 Budget were approved without question. We are currently in the second month of Fiscal Year 2022.

- The recalculation of dues was deferred for one year and the ICJ Dues Policy #2009-08 was amended to reflect the extension.
- The following cost reduction strategies for FY 23 were approved:
 - ICJ National Office space will be reduced to two offices and one storage area, as most staff continue to telecommute;
 - extended Rules Committee Meeting will move to a virtual platform rather than a face-to-face meeting;
 - ICJ video conferences be conducted exclusively through Zoom; and
 - the ABM Docket Book, Annual Report, and Bench Book are transitioning to virtual publications.
- The Executive Committee authorized the use of reserve funds for operating expenses to balance the budget, if necessary.
- N. Lawson (OH), Treasurer, added that the officers have reviewed trends and find that recent changes to the budget format make it easier to review expenditures and make long-term projection decisions.
- Director Underwood noted that the transitioning to the new format reduces redundancies of transferring data to different spreadsheets and provides a more streamline approach to details and budgeting year after year.
- P. Pendergast applauded the updates, modifications, and the overall sound fiscal due diligence by the Commission.

FY 21 Year End Update

- Chair Copeland reported that the Commission completed fiscal year at 14% underbudget, due in large part to cancellations of in-person meetings due in the wake of the COVID-19 pandemic. Also, the extension of the UNITY go-live pushed the final payments for development into the FY 22.
- Director Underwood added that funds budgeted for in-person meetings were re-directed to other projects, such as UNITY development and the Leadership Development Series. Therefore, it was not necessary to withdraw any funds from investments for UNITY development, as was originally planned
- Treasurer Lawson reported that the ICJ investment fund experienced an overall rate of return of 5.5 percent and the Commission is financially sound. Next year there will be a decision regarding the recalculation of dues. The goal is to set a dues-neutral budget to cover all operational costs and have an investment account to fund special projects.

FY 22 Dues Update

- Director Underwood updated that most states operate on the same fiscal year as the Commission, which is July 1 – June 30. Therefore, dues for most states were due by July 30. Reminder letters have been issued to all states that did not pay by July 30. As of the meeting, 13 states are overdue. Four of those states operate on fiscal years that begin later in the year, thus their payments are not yet due.

FY 23 Budget

- Chair Copeland presented a proposed FY 23. Director Underwood provided an explanation of all line items highlighted in green depicting an increase and yellow depicting a decrease. All other items remained the same as FY 22.

- Line items projected to decrease include:
 - Carry Over from Reserves/Investments – The amount was elevated in FY22 in order to pay for final UNITY development costs. The amount in FY23 is reduced to what is needed for regular operations, including UNITY enhancements.
 - Postage and photocopy/ printing - are all reduced by not shipping printed materials such as docket book and bench book.
 - Rent - reflects reduction in the office space for the ICJ National Office.
 - Video Conferencing – reflects transition to Zoom. Also, current WebEx subscription includes training platform previously used for live rules trainings. Live training features are now available in TalentLMS.
 - Leadership Development – will not continue in the current manner after the return to in-person Annual Business Meetings.
 - UNITY costs will be reduced, given that development will have been completed in FY 22. The budget includes \$90,000 for enhancement costs, which are significantly higher for customized data management systems.
- Most projected increases are due to inflation and impact line items:
 - Accounting and Banking;
 - Agency Insurance;
 - Internet and Telephone;
 - Software Administration;
 - Software Training;
 - Computer & IT Equipment; and
 - Staff salaries and benefits.
- Costs for meetings and conferences line items were increased in order to fund in-person meetings, which were mostly eliminated in the FY 22 budget.
- In the Spring, the Finance Committee will review the FY 22 actual expenses to determine if it is necessary to amend any of the line items in the FY 23 budget.
- **P. Pendergast (AL) made a motion to approve the FY 23 Budget as presented and forward to the Executive Committee for a recommendation of adoption by the full Commission during the 2021 Annual Business Meeting. J. Pelander (WA) seconded. The motion carried.**

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

N. Lawson (OH) made a motion to adjourn. Chair Copeland adjourned the meeting by acclamation without objection at 2:46 p.m. ET.