

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

December 8, 2021
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), Designee
9. Natalie Dalton (VA), Commissioner

Members Not in Attendance:

N/A

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. Joe Johnson, Project Manager

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. Belli (OR) made a motion to approve the agenda as presented.
S. Jones (MD) seconded. The motion carried.

Minutes

P. Pendergast (AL) made a motion to approve the August 12, 2021, meeting minutes as presented. D. Dodd (NM) seconded. N. Dalton (VA) abstained.
The motion carried.

Discussion

Committee Orientation

- Director Underwood welcomed the new and returning Finance Committee members. She provided an overview of the Commission's accounts; a list of priority items for the Finance Committee in the year ahead; and an introduction to the ICJ Budget format.

ICJ Accounts Update

- Director Underwood explained the three primary accounts of the Commission are: savings, checking, and investments. Additionally, there is a flexible spend account solely to cover that employee benefit. A grid was provided to share the current balance, purpose, and the flow of funding through each of the three accounts.
- D. Dodd (NM) inquired if the investment account is professionally managed. Director Underwood affirmed the investment account is professionally managed by Vanguard. D. Dodd (NM) inquired to the management fees. N. Lawson (OH) recalled the investment fees to be based on the account balance. Director Underwood agreed to verify and report specifics at the next Finance Committee.
- S. Jones (MD) requested more information about the money market account. Director Underwood clarified that \$500,000 of the investment account balance is in a money market product whereby the money is readily available for withdraw when needed. The remaining balance is invested in stocks and bonds.
- S. Foxworth (CO) applauded the fiscal due diligence required to grow the funds over the years from the initial investment.
- Director Underwood reported that money saved from cancelation of meetings and travel during the pandemic allowed those funds to be reallocated, which offset the UNITY development costs and avoided withdrawal from the investment account for UNITY.

Priority Items

- Director Underwood shared the priority items for the Finance Committee this year and expanded on the each.
 - Budget Monitoring and Development
 - Policies Review and Development
 - Review ICJ Accounting Policies & Procedures Manual
 - Changes due to separation from ICAOS and telecommuting
 - Review Policy #06-2009: Travel Reimbursement
 - Increase of airline costs
 - Review Policy #08-2009: Dues Assessment and Enforcement
 - Dues assessment formula
 - Develop a new policy on Investments
 - A Vanguard consultant will be available to offer guidance.
 - Recalculation of ICJ Dues
 - Dues are tied to Commission's operational costs which are increasing. The dues formula has remained unchanged and was added into the dues policy. There has been no significant increase in dues since inception.
 - P. Pendergast (AL), D. Dodd (NM), and S. Foxworth (CO) recalled the initial dues were based on reported numbers before the Commission had a data management system. Dues were calculated based on the dues formula and states were assigned to a tier based on natural breaks. P.

Pendergast (AL) added that the Commission incorporated a lower-level tier which currently only the U.S. Virgin Islands qualifies. He suggested reaching out to Executive Director Lippert with the Interstate Commission for the Adult Offender Supervision (ICAOS) for information about changes to their dues and dues policy. Director Underwood agreed to do so, noting they use a different formula and do not use tiers.

- Chair Copeland (TN) shared her concern for a potential negative impact by using the number of cases during the pandemic. She suggested modifying the policy to take a five-year average rather than a three-year average. S. Jones (MD) added that during pandemic some cases did not get reported to the Compact offices and therefore were not processed via ICJ. P. Pendergast added that it appears most states dealt with similar issues
- D. Dodd (NM) questioned how we would implement an increase in dues once the additional income needed for operations is determined. Director Underwood replied the ratio could be adjusted.

Introduction to ICJ Budget

- Director Underwood presented the ICJ Budget which includes three fiscal years.
- The income and expense line items were highlighted, as she explained the overall budget format and noted particular line items of interest. She noted that expenditures are “front-end” expenses. The budget line items level out as the year progresses because they are paid in full early in the fiscal year.

ICJ 2022 Annual Business Meeting (ABM) Planning Update

- Commission Vice Chair N. Belli (OR) shared the responses from a recent survey asking states about travel restrictions and any issues expected to prevent to attendance at the 2022 ABM in Vermont in October, 2022.
 - The survey was completed by 47 attendees from 41 states.
 - 79% answered there are currently no travel restrictions or other limits prevent traveling to out-of-state meetings.
 - 83% answered they believe travel will be approved for 2022 ABM.
 - Additional suggestions for COVID precautions were provided, such as masks during in-session, social distancing, and COVID testing.
- The National Office and Executive Committee continue to monitor changes and will provide updates as planning proceeds while looking at what other organizations are doing.
- N. Belli (OR) shared a breakdown of the estimated budgeted costs for the 2022 ABM in Vermont approved in the FY 23 Budget as the actual costs occur in FY 23. The budget may need to be modified we get closer to the date.
- M. Casey (DE) noted that he recently attended the Association of Administrations of the Interstate Compact on the Placement of Children (AAICPC) emergency meeting in Minnesota. He shared that COVID rapid tests were provided and required each morning before entering the conference room. It took time each morning to test 8-10 persons in a group before breakfast, but overall went smoothly.
- The National Office will check with Carla Fults (AAICPC) for more information on their guidelines and actions taken should an attendee test positive.

- Chair Copeland inquired whether the hotel contract could be cancelled should the Commission wish to change to a virtual format. Director Underwood explained there is a cancellation clause. If cancellation is to be considered, it should be done as soon as possible as the costs for cancellation increase over time.
- N. Dalton (VA) questioned whether the hotel can accommodate social distancing requirements. E. Goode affirmed that the contracted ballroom should provide adequate space. However, the hotel would have to reconfigure the layout for social distancing.
- N. Dalton (VA) commented that although people may be allowed to travel, they may not be comfortable attending, whether they are vaccinated or not. S. Foxworth (CO) agreed that some will not be comfortable and suggested limiting the attendance to “crucial or essential” members which could include: voting representatives and staff that perform the day-to-day work.
- Director Underwood commented that there may be a need to renegotiate the contract to address the number of rooms contracted. Director Underwood noted that there have been discussions of streaming for those who cannot attend, which would increase audio/visual (A/V) costs. Another option would be limiting the ABM to 2-days rather than 3-days particularly with streaming for training.
- N. Lawson (OH) updated that the Training Committee also reviewed the 2021 ABM Survey Results and had discussions about streaming the training and general session for those who cannot attend. S. Jones (MD) advocated for streaming to those not in attendance noting the Maryland Compact Staff learned a lot about the ICJ processes and rules by attending the 2021 virtual ABM.
- N. Belli (OH) suggested continue exploration. Director Underwood added that members who are also an Executive Committee may share information with the Executive Committee without a recommendation from the Finance Committee.
- The Finance Committee agreed to continue the discussion at the January meeting to allow the National Office an opportunity to research:
 - costs for streaming;
 - critical staff only attending;
 - and safety precautions.

FY 22 and FY 23 Budget Updates

- Director Underwood noted the budgets were reviewed earlier in the meeting in the ICJ Budget overview. There were no further questions.

Old Business

FY 22 Dues Update

- All FY 22 Dues have been paid except one member. The National Office has been in communication with the outstanding member. Should monies not be received in January, the matter will be referred to the Compliance Committee.

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 3:29 p.m. ET.**