

# INTERSTATE COMMISSION FOR JUVENILES

## Finance Committee Meeting Minutes

March 9, 2022

2:00 p.m. ET

Via Zoom



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### 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:

None

### National Office Staff in Attendance:

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

### Call to Order

Chair Copeland (TN) called the meeting to order at 2:02 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.**
- P. Pendergast (AL) seconded. The motion carried.**

### Minutes

**S. Jones (MD) made a motion to approve the January 26, 2022 meeting minutes as correct. D. Dodd (NM) seconded. The motion carried.**

### Discussion

### FY 22 Budget Update

- Director Underwood presented the FY 22 Budget update. As of March 9, 2022, all FY 22 dues have been paid. No funds have been drawn out of investment accounts, but it may be necessary to do so before the end of the fiscal year.

- The National Office is now fully operating through Zoom for phone and videoconferencing, which will result in a significant decrease in the “Communications” line item.
- The National Office staff have also finalized downsizing the office space, which will result in \$26,000 savings next year.
- Chair Copeland (TN) inquired as to what is included in the “Computer & Information Tech” line items. Director Underwood indicated these lines include funds for the ICJ website, online learning management system (TalentLMS), as well as computers and software for the National Office and products produced by the Commission.
- N. Dalton (VA) inquired as to which payments have been processed for the UNITY system, specifically whether payment had been made for “migration of reports” (as included in the initial proposal). Director Underwood stated that payments have been finalized for data management system development, training system, and User Guides. She will review invoices and report back regarding “migration of reports.”

### **ICJ Accounting Policies and Procedures**

- Chair Copeland (TN) stated that the “ICJ Accounting Policies and Procedures Manual” has not been updated since 2019.
- Director Underwood reported that updates are recommended to reflect our current practices, which have shifted some due to the transition to working remotely. Additional edits were made to the sections regarding National Office staff passwords, disposal of furniture, and expense reports.
- Director Underwood provided an overview of the bank account reconciliation process.
- **D. Dodd (NM) moved to approve and adopt the recommended changes to the “ICJ Accounting Policies and Procedures Manual” and pass the document onto the Executive Committee for a final vote. S. Jones (MD) seconded. The motion carried.**
- N. Dalton (VA) asked a question about a duplicated “Accrued Leave” line item. Director Underwood stated that she would need to check with the accountant. She will report the findings directly to the Executive Committee.

### **Travel Reimbursement Policy**

- Chair Copeland (TN) provided an overview of the Travel Reimbursement Policy, including the process for using a designated travel agent. She asked members if anyone would like to recommend changes.
- S. Jones (MD) moved to table the discussion until next year.
- N. Lawson (OH) agreed with the proposal to table the discussion, as no one identified potential changes. N. Dalton (VA) agreed.
- **S. Jones (MD) moved to table the Travel Reimbursement Policy discussion until next year (FY 23). N. Lawson (OH) seconded. The motion carried.**

### **Old Business**

- There was no old business.

### **New Business**

There was no new business.

**Adjourn**

**Chair Copeland adjourned the meeting by acclamation without objection at 2:39 p.m. ET.**