

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

March 11, 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 Yapple (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
3. Jenny Adkins, Operations and Policy 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. Lawson (OH) made a motion to approve the agenda as presented. M. K. Hudson (IN) seconded. The motion carried.

Minutes

N. Belli (OR) made a motion to approve the December 10, 2020 meeting minutes as presented. N. Lawson (OH) seconded. The motion carried.

Discussion

FY 2021-2022 Budget

- Director Underwood presented the FY 2021 Budget update, as of January 31, 2021. She provided FY 2021 end-of-year projected expenditures. The pandemic has impacted several line items in the budget, which were highlighted.

- The amount of funds from the reserve/investment accounts to be used for UNITY in FY 21 is less than projected. However, the final payment to the vendor will be made in FY 22 (rather than FY21).
 - There were significant reductions in the following line items: Consultant Services & Travel; Video Conferencing; Printing; Photocopy; Committee Meetings; Annual Business Meeting; and UNITY development. These reductions were primarily due to pandemic related cancelations
 - There were increases in the following line items: Internet and Telephone Services; JIDS; and Leadership Development. These increases are due to inflation; withdrawal of ICAOS from sharing national office space and services; continued operation of JIDS to delayed UNITY go-live; and Executive Committee decision to add Leadership Exchange Series.
- P. Pendergast (AL) asked for more information about the new line item for leadership development. Director Underwood explained that the Executive Committee use reallocate funds that were to be used for the Annual Business Meeting to create the leadership exchange series, which also aligns to the ICJ Strategic Plan
 - Chair Copeland noted that the ICJ Budget continues to be healthy and on track to complete the fiscal year under budget.

FY 2021-2022 Budget Report – a new look in QuickBooks

- Director Underwood reported that she is working with the Livesay accounting firm to simplify and improve accounting and budgeting processes using QuickBooks software.
- Director Underwood shared her screen and explained how the current budget coding and information are reported using the QuickBooks Report. She explained that she would present QuickBooks reports in this format, and no longer use the Excel-based report that ICJ adopted while affiliated with CSG.
- Shifting to this method of reporting will provide the necessary financial updates and increase efficiency and accuracy.
- P. Pendergast (AL) asked about the Accounting and Bank Fees line item. Director Underwood explained that the line item includes expenses related to the accountant, audit, and banking fees. Additionally, she noted the functionality of the new reporting to more readily provide a budget forecast.
- J. Pelander (WA) commented to the importance of accessing detailed expenditure information for items such as the annual business meeting. Director Underwood affirmed the detailed information would be readily accessible on an additional QuickBooks report.
- Director Underwood asked if anyone had concerns about changing the format of the reports. No concerns were indicated. switch. The next budget report update will be presented in the new report format.

Old Business

Amendment of Policy #08-2009 Dues Enforcement

- Chair Copeland noted that the Finance Committee tabled discussion at the last meeting regarding amendment of ICJ Policy #08-2009: Dues Enforcement to allow the members more time to review. The Finance Committee received the proposed amended policy prior to the meeting for review.

- **N. Belli (OR) made a motion to approve the amended ICJ Administrative Policy #08-2009 Dues Enforcement as presented to recommend to the ICJ Executive Committee. P. Pendergast (AL) seconded. The motion passed.**
- Director Underwood updated that the policy will go to the Executive Committee for final approval in March. Afterwards, it will be uploaded to the website and made available to the Commission.

New Business

New Resource: ICJ Dues Quick Reference

- Chair Copeland reported that she suggested creating a guide to assist new Commissioners/Designees to better understand the ICJ Dues in the areas of: structure, invoicing, and related issues.
- Chair Copeland acknowledged Vice Chair Belli and Treasurer Lawson for their assistance in developing the draft quick reference guide presented for discussion.
- Director Underwood highlighted the section regarding electronic transfers via Automated Clearing House (ACH). She added that electronic ACH is the preferred method of payment rather than mailing checks.
- J. Pelander (WA) asked where the guide would reside. Director Underwood updated that the national office will upload to the website under “resources” and also include a printed copy with the annual dues invoice.
- **R. Yapple (MI) made a motion to motion to approve the new resource, “ICJ Dues Quick Reference Guide” for publication. J. Pelander (WA) seconded. The motion passed.**
- Chair Copeland will share the new resource with the Executive Committee at the March meeting.

Adjourn

- Chair Copeland updated that due to the UNITY roll out the later part of May, the next Finance Committee meeting is re-scheduled to May 4 @ 2:00 p.m. ET.
- **P. Pendergast (AL) made a motion to adjourn, Chair Copeland adjourned the meeting by acclamation without objection at 2:41 p.m. ET.**