

**INTERSTATE COMMISSION FOR JUVENILES**  
**Finance Committee Meeting**  
**Minutes**  
**April 23, 2019**  
**2:30 p.m. ET**

---



**Commissioners/Designees in Attendance:**

1. Jedd Pelander (WA), Chair
2. Pat Pendergast (AL), Designee
3. Tony DeJesus (CA), Designee
4. Anne Connor (ID), Designee
5. Angela Bridgewater (LA), Designee
6. Traci Marchand (NC), Commissioner
7. Peter Sprengelmeyer (OR), Commissioner

**Commissioners/Designees Not in Attendance:**

1. Jeff Cowger (KS), Commissioner
2. Mary Kay Hudson (IN), Commissioner

**ICJ Staff in Attendance:**

1. MaryLee Underwood, Executive Director
  2. Jenny Adkins, Policy and Operations Specialist
  3. Emma Goode, Training and Administrative Specialist
  4. Leslie Anderson, Administrative and Logistics Coordinator
- 

**Call to Order**

Chair Pelander (WA) called the meeting to order at 2:35 p.m. ET.

**Roll Call**

Executive Director Underwood called the roll and a quorum was established.

**Agenda**

- **A. Connor (ID) made a motion to approve the agenda. P. Pendergast (AL) seconded. The motion carried.**

**Minutes**

- **A. Connor (ID) made a motion to approve the January 22, 2019 meeting minutes. T. Marchand (NC) seconded. The motion carried.**

**Discussion**

- **Long-term Investment Plan**
  - Chair J. Pelander (WA) provided a brief history regarding the purpose of the Long-term Investment Plan and its two primary goals. One to allow the Commission to sustain its duties for at least one year in the case of an unforeseen event and the second is to fund the new database system and other future technological advances. Chair J. Pelander (WA) suggested suspending the monthly deposit into the current long-term investment account

and begin depositing those funds into the savings account to make funding more readily available for the new data system development project. The floor was opened for committee discussion.

- The committee discussed the unknown final cost of the new data system at this time, splitting the funds and depositing into both accounts, interest rates/rate of return of both the long-term investment account and the savings account, risk management related to market fluctuations/stability, lack of transfer fees or penalties for withdraw from the long-term investment account and amendments that would be required for the current FY2019 budget and proposed budgets for FY2020 and FY2021.
  - A consensus was reached not to change the current plan, in order to benefit from the higher return rate on the Long-Term Investment account and reduce risks. Amendments were made to the current FY2019 budget and proposed FY2020 and FY2021 budgets to reflect the impact on specific line items.
  - **P. Pendergast (AL) made a motion to continue the current monthly deposits into the long-term investment account. A. Connor (ID) seconded. The motion carried.**
- **Special Projects/Data Systems Development Update**
    - Chair J. Pelander (WA) requested Executive Underwood provide an update on the current data system project.
    - Executive Director Underwood provided a brief history and reported that after the initial release of the Request for Proposals (RFP) and review of vendor proposals, the RFP Team and Technology Committee agreed not to accept any of the proposals submitted and to issue a revised RFP and continue the search for a proposal that meets the needs and requirements of the ICJ. The revised RFP was released and a Vendor Information Conference was conducted to allow potential vendors the opportunity to engage with ICJ and obtain information on the needs for the new data system. The vendor proposals are due by May 17, 2019 and the RFP Team will meet face-to-face in June to score the submitted proposals. Vendor demonstrations are scheduled to be conducted in July 2019 with a recommendation to be made to the Technology Committee and Executive Committee in August 2019 with contract negotiations to follow shortly after with a potential start date of September 2019.
    - Executive Director Underwood announced that the National Office has hired Joe Johnson as the Systems Program Manager.
  - **SEARCH Contract Amendment Proposal**
    - Chair J. Pelander (WA) reported that the SEARCH contract is set to expire on June 30, 2019. With the re-issuance of a revised RFP, a contract extension to September 30, 2019 is needed to allow SEARCH to continue to assist with the second round of proposals and contract development process.
    - **A. Connor (ID) made a motion to recommend to the Executive Committee an amendment to the SEARCH contract deadline to September 30, 2019, and to increase the maximum amount by \$15,000.00. P. Pendergast (AL) seconded. The motion carried.**
  - **Fiscal Year 2019 Budget Update**

- Chair J. Pelander (WA) reported that the commission is nineteen percent (19%) below budget through the third quarter of FY2019.
  - The Committee members discussed several line items of the budget and expectations for the next few months. Some topics of discussion included the amendment of the Long-Term Investment Funds, savings and funding for the technological advancements currently being pursued as well as conference presentations.
- **Fiscal Year 2020 Budget Modifications**
    - Chair J. Pelander (WA) presented to the committee proposed amendments of the FY2020 budget and reviewed the adjustments to some line items where needed due to cost adjustments with vendors and changes to plans for face-to-face committee meetings. The adjustments do not increase the total budget.
    - **A. Connor (ID) made a motion to recommend the FY2020 proposed budget modifications as amended and presented to the Executive Committee for approval. T. DeJesus (CA) seconded. The motion carried.**
  - **Fiscal Year 2021 Budget Proposal**
    - Chair J. Pelander (WA) presented to the committee the proposed Budget for FY 2021. This proposed budget as presented, is based on the FY 2020 with line items adjusted in specific areas due to projected inflation. Several line items were discussed due to cost adjustments related to inflation, technological expenses and expenses related to meetings and conferences.
    - **P. Pendergast (AL) made a motion to recommend the FY2021 Budget to the Executive Committee for review and approval. A. Connor (ID) seconded. The motion carried.**

### Old Business

- No Old Business to report.

### New Business

- No New Business to report.

### Adjourn

- **A. Connor (ID) made a motion to adjourn. P. Pendergast (AL) seconded the motion. Chair J. Pelander (WA) adjourned the meeting at 3:59 p.m. ET.**