

**INTERSTATE COMMISSION FOR JUVENILES**  
**Finance Committee Meeting**  
**Minutes**  
**May 14, 2020**  
**2:00 p.m. ET**

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**Commissioners/Designees in Attendance:**

1. Nate Lawson (OH), Chair
2. Pat Pendergast (AL), Designee
3. Barbara Murray (AK), Commissioner
4. Melanie Grimes (DE), Commissioner
5. Mary Kay Hudson (IN), Commissioner
6. Roy Yaple (MI), Commissioner
7. Felicia Dauway (SC), Designee
8. Jedd Pelander (WA), Commissioner

**Commissioners/Designees Not in Attendance:**

1. Angela Bridgewater (LA), Designee

**Non-Voting Members in Attendance:**

1. Shirleen Cadiz (HI)
2. Mason Harrington (SC)

**ICJ Staff in Attendance:**

1. MaryLee Underwood, Executive Director
  2. Emma Goode, Training and Administrative Specialist
  3. Leslie Anderson, Administrative and Logistics Coordinator
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**Call to Order**

Chair N. Lawson (OH) called the meeting to order at 2:01 p.m. ET.

**Roll Call**

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

**Agenda**

F. Dauway (SD) made a motion to approve the agenda. P. Pendergast (AL) seconded. The motion carried.

**Minutes**

M. Hudson (IN) made a motion to approve the February 13, 2020 meeting minutes. B. Murray (AK) seconded. The motion carried.

## Discussion

- **Long-Term Investment Management**
  - Chair N. Lawson (OH) reported that, based on previous Committee discussions, long-term investment funds were transitioned to the Vanguard LifeStrategy Fund to ensure the asset mix automatically adjusts to the target ratios. \$500,000.00 was transferred to a federal money market reserve to ensure funding availability for the UNITY project during FY 2021. Due to the impact of the pandemic on the market, there has been a slight decrease in the balance between April 9, 2020 and April 13, 2020.
- **Fiscal Year 2020 Budget Update**
  - Chair N. Lawson (OH) reported that as of April 30, 2020, the Commission has expended 55.49% of the FY 2020 budget, which is 19.51% below budget.
  - The committee discussed several decreases in line items impacted by the pandemic.
- **Fiscal Year 2021 Budget Amendments**
  - Chair N. Lawson (OH) presented the FY 2021 amendments to the committee for discussion.
  - The committee discussed several amendments to specific line items including reduction of the Investment funds to be used for UNITY development, addition of funding to Education and Accreditation to support a request made a staff member that is consistent with ICJ Personnel Policies, corresponding reduction to Staff Travel, and a reduction in JIDS funding, as the system is being phased out.
  - **M. Hudson (IN) made a motion to approve and recommend the FY2021 budget amendments to the Executive Committee for review and approval. B. Murray (AK) seconded. The motion carried.**
- **Fiscal Year 2022 Proposed Budget**
  - Chair N. Lawson (OH) presented the proposed FY 2022 budget to the committee reporting that funding would entirely come from state dues payments, rather than from Investments. The floor was opened for committee discussion.
  - The committee discussed increases in line items related to employee salaries, employee benefits, rent, computer services and support, and accounting and banking. Also discussed were reductions to line items related to equipment purchases and JIDS.
  - **M. Hudson (IN) made a motion to approve and recommend the proposed FY2022 budget to the Executive Committee for review and approval. J. Pelander (WA) seconded. The motion carried.**

## Old Business

- Executive Director M. Underwood reported that the policy development discussion regarding *ICJ Policy 08-2009: Dues Enforcement* would be postponed until a later date.

## New Business

There was no New Business to discuss.

## Adjourn

**M. Hudson (IN) made a motion to adjourn the meeting. P. Pendergast (AL) seconded. The meeting was adjourned at 2:36 p.m. ET.**