

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes



June 8, 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

Call to Order

Vice Chair Belli (OR) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

**M. K. Hudson (IN) made a motion to approve the agenda as presented.
N. Belli (OR) seconded. The motion carried.**

Minutes

R. Yapple (MI) made a motion to approve the March 11, 2021, meeting minutes as presented. P. Pendergast (AL) seconded. The motion carried.

Discussion

FY 2021 Budget Update

- Director Underwood presented the Fiscal Year (FY) 2021 Budget year-to-date actuals as of April 2021. She reported the Commission to be on target to complete the year significantly under budget. This is primarily due to the extension of the UNITY go-live date, which means that final payments for the

UNITY development will be delayed until FY2022. The overall costs for development remain the same.

FY 2022 Budget Amended

- Director Underwood presented the approved FY 2022 Budget, alongside a proposed amendments to the FY 2022 Budget. Amendments are necessary due to the extension of the UNITY go-live date, impact of COVID-19 on planned meetings, impact of no longer sharing office space and accounts with the Interstate Commission for Adult Offender Supervision (ICAOS), and general inflation. She reported that, while there are significant changes in particular line items, the budget is still balanced.

- Director Underwood explained the impact to specific line items as noted below:
 - + Reserves Carryover: Increase due to shifting UNITY development funds to FY 2022 with the UNITY go-live date extension.
 - + Accounting & Bank Fees: Increase due to general inflation
 - Rent: Decrease due to reorganizing space and renegotiating the lease
 - + Internet & Telephone: Increase due to establishing separate account where previously shared cost with ICAOS
 - Video Conferencing: Decrease anticipated when WebEx contract is renegotiated and shift to using TalentLMS as platform for live training.
 - Meetings & Conferences: Decrease due to shifting virtual Annual Business Meeting (ABM) in 2021, rather than in Billings, Montana
 - + Virtual Meeting Expense: Increased due to shift to virtual ABM in 2020 (offset by the decrease above in meetings and conferences)
 - + UNITY System: Increase to cover remaining development costs
 - + JIDS System: Increase to retain access to JIDS for 5 years, as recommended by Technology Committee
 - + Data System Other: Increase for data visualization (UNITY Reports) and miscellaneous expenses.
 - + Salaries: Increase reflects cost of living adjustment approved by Executive Committee.
 - + Leadership Development: Increase to extend the Leadership Exchange Series another year as approved by the Executive Committee.

- J. Pelander (WA) inquired about the experience of using the new format for budgeting. Director Underwood replied the monthly reporting is simpler and the new format will be very helpful for long-term budget forecasting. Additionally, it was helpful to talk through the revenue and budget in detail with the accountant who offered additional insights and expertise.

- **P. Pendergast (AL) made a motion to approve the amendments to the FY 2022 Budget as presented. N. Belli (OR) seconded. The motion carried.**

Old Business

There was no old business.

New Business

Next Steps: FY 2023 Budget and Recalculation of Dues.

- Director Underwood provided an overview of the next steps with regards to the ICJ FY 2023 Budget and recalculation of dues, which will be addressed at the next Finance Committee meeting in August.
- During the August meeting, the Finance Committee will review a proposed budget for Fiscal Year 2023 and make a recommendation to the ICJ Executive Committee. Subsequently, the Executive Committee will review and recommend a budget for approval by the full Commission at the 2021 Annual Business Meeting.
- Most of the budget line items require an adjustment for general inflation of 5-10 percent per year.
- Some line items may be reduced, including:
 - National office space rent, if overall space is reduced.
 - Virtual Meeting Expense could be reduced if the contract for WebEx services is not renewed and the Commission used Zoom for video conferencing instead. J. Pelander (WA) and P. Pendergast (AL) noted that they would support a proposal to use only Zoom.
- There will be an increase in Meeting and Conferences expenses, as in-person meetings resume. The costs for the 2022 Annual Business Meeting will be particularly high due to the location (Burlington, Vermont), as there are few facilities in the East Region that will accommodate the Commission's space requirements at government rates. The FY 2023 budget will also include a face-to-face Executive Committee meeting and possibly a face-to-face Rules Committee meeting. Due to general inflation and the impact of the pandemic, significant increases are anticipated in areas of travel, food, and lodging.
- The UNITY line item will decrease upon completion of both the development and the enhancements, leaving maintenance as the primary cost.
- The agenda for the August meeting will also include recalculation of dues, which will be effective in FY 2023. The calculation is based on a formula set forth in the ICJ Rules, which takes into account the last 3-years of data regarding cases processed by each state and the most recent U.S. Census population figures. The national office will consolidate JIDS and the UNITY data for FY 21, calculate the 3-year averages, and apply the formula set forth in the ICJ Rules. This information will be presented to the Finance Committee, along with the FY 2023 budget and budget projects for the next 5 years.
- N. Belli (OR) questioned the availability for states to access their states' data via UNITY prior to the August meeting. Director Underwood replied that the UNITY dashboards for reports will not be ready for states to pull data; however, the vendor will pull the data and the national office will consolidate for the annual report and dues calculation.

Adjourn

- Chair Copeland noted that considering the crucial business of the Finance Committee in August, that members anticipate a meeting extending past the 60-minute time slot. The next meeting is scheduled for August 12 @ 2 pm ET.
- **Chair Copeland adjourned the meeting by acclamation without objection at 2:30 p.m. ET.**