



**INTERSTATE COMMISSION FOR JUVENILES**  
**Finance Committee Meeting**  
*Minutes*

**July 24, 2018**  
**2:30 p.m. EDT**

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**Commissioners/Designees in Attendance:**

1. Jeff Cowger (KS) Chair
2. Barbara Murray (AK) Commissioner
3. Pat Pendergast (AL) Designee
4. Angela Bridgewater (LA) Commissioner
5. Peter Sprengelmeyer (OR) Treasurer
6. Jedd Pelander (WA) Commissioner

**Commissioners/Designees Not in Attendance:**

1. Jane Seigel (IN) Commissioner

**ICJ Staff in Attendance:**

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

Chair Cowger called the meeting to order at 2:35 p.m. EDT.

**Roll Call**

Director Underwood called the roll and a quorum was established.

**Agenda**

**B. Murray (AK) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion was approved.**

**Minutes**

**A. Bridgewater (LA) made a motion to approve the April 24, 2018 meeting minutes. P. Pendergast (AL) seconded. The motion was approved.**

**Discussion**

**Amendment to the FY19 Budget**

Chair Cowger reviewed proposed amendments, as detailed in the "ICJ Budget Worksheet – Fiscal Years 2018 – 2020; FY 18 (Working), FY 19 (w Proposed Amendments), FY 20 Proposed)." He noted that increases in the salaries and benefits lines were approved by the Executive Committee at its last meeting to cover expenses for an additional staff

person to perform compliance and/or technology related tasks. He noted that several line items were adjusted for inflation or overbudgeting including accounting, photocopies, cell phone expenses, and equipment purchase.

Director Underwood explained that WebEx/Video Conferencing was adjusted to reflect increase costs of WebEx and learning management software used for virtual meetings and trainings. The line item for rent was increased due to an annual increase built into the lease and to fund the cost of additional office space for the newly hired person. The Special Projects Line item was reduced primarily to offset expenses related to hiring a new employee.

A Bridgewater (LA) inquired about whether there is a cap on the rent increases. Director Underwood explained that it is built into the lease, which extends another three (3) years, then could be renegotiated.

P Pendergast (AL) inquired about funding set aside for Ad Hoc Committees. Director Underwood explained the proposal is to change the title of the line item from “ICJ/ICPC Workgroup” to “Ad Hoc Committee(s),” to provide a mechanism for training expenses related to any ad hoc committee. The amount of funding remained the same.

Chair Cowger explained that the line item for the Annual Business Meeting needs to be increased to cover increased costs in per diem rates, as well as unusually high audio-video and food costs in New Orleans.

**P. Pendergast (AL) made a motion to approve the amendments to the FY 19 budget. B Murray (AK) seconded. The motion was approved.**

### **Approval of FY 20 Budget**

Chair Cowger (KS) presented the FY20 Proposed Budget, as detailed in the “ICJ Budget Worksheet – Fiscal Years 2018 – 2020; FY 18 (Working), FY 19 (w Proposed Amendments), FY 20 Proposed.” He noted increases in salaries and benefits, to provide for the new employee. He noted other lines were increased to account for inflation, including computer services and supports and web/video conference. A line item was added to fund production of the ICJ Bench Book. Rent was increased pursuant to the lease agreement.

P. Sprengelmeyer (OR) noted that significant funds had been carried over from previous years and asked whether dues assessment should be reevaluated. Chair Cowger replied that the Special Projects Committee is currently considering technology upgrades that would significantly deplete reserved funds and suggested that process should be completed prior to any dues adjustment. Director Underwood added that the dues formula is re-assessed every five (5) years. P. Sprengelmeyer agreed with Chair Cowger that the decisions related to technology upgrades should be finalized before other decisions related to the reserved funding were made. He also suggested further discussion on what amount of operating reserves should be maintained.

**P. Sprengelmeyer (OR) made a motion to approve the FY 20 proposed budget as presented. J. Pelander (W) seconded. The motion was approved.**

## **Special Projects Ad Hoc Committee Update**

SEARCH has been commissioned to assist in evaluating potential technology upgrades. Their recommendations are due by September 30, 2018.

### **Old Business**

No old business was raised.

### **New Business**

Chair Cowger noted that ICJ has recently been audited by an independent firm, as required by the ICJ Bylaws. Director Underwood reported that ICJ was previously audited as part of the Council of State Governments. Hicks and Associates performed the audit, with auditors on site 2 days of the previous week. Preliminary results were positive. Recommendations regarding how to improve policies and procedures are expected. The auditors indicated that is necessary to keep the books open for two (2) months after the close of business, in order to ensure that all invoices have been processed. Consequently, the Annual Report will be delayed.

### **Adjourn**

- **P. Pendergast (AL) made a motion to adjourn. A. Bridgewater (LA) seconded the motion. The motion was approved.**
- **Chair Cowger adjourned the meeting at 3:07 p.m. EDT.**