

INTERSTATE COMMISSION FOR JUVENILES
Finance Committee Meeting
Minutes
August 13, 2020
2:00 p.m. ET



Commissioners/Designees in Attendance:

1. Nate Lawson (OH), Chair
2. Pat Pendergast (AL), Designee
3. Melanie Grimes (DE), Commissioner
4. Mary Kay Hudson (IN), Commissioner
5. Angela Bridgewater (LA), Designee
6. Felicia Dauway (SC), Designee
7. Jedd Pelander (WA), Commissioner

Commissioners/Designees Not in Attendance:

1. Barbara Murray (AK), Commissioner
2. Roy Yaple (MI), Commissioner

Non-Voting Members in Attendance:

1. Terrance Clayton (FL)
2. Shirleen Cadiz (HI)
3. Mason Harrington (SC)

ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
 2. 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 (SC) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion carried.

Minutes

J. Pelander (WA) made a motion to approve the May 14, 2020 meeting minutes. P. Pendergast (AL) seconded. The motion carried.

Discussion

- **Fiscal Year 2020 Wrap Up**
 - **Budget Report**

- Chair N. Lawson (OH) reported the Commission finished FY 2020 with 80.17% of the allocated budget being utilized. Expenditures were reduced during the year due to canceled face-to-face meetings due to the COVID-19 pandemic and careful management of the UNITY system development resulting in a significant reduction in the cash reserves/investments utilized.
 - Because of the reduction in expenditures, it was not necessary to utilize significant funds from the Commission's long-term investment funds, as planned.
- **Long-Term Investment Update**
 - Chair N. Lawson (OH) reported that the rate of return on the Commission's long-term investment accounts for FY 2020 was 0.88%. The fund saw a decline in stock market returns during the early months of 2020, due to the pandemic. However, the market has stabilized. The end of the fiscal year balance is \$1,652,812, which is approximately \$24,000 more than at the same time last year.
- **Audit Update**
 - Executive Director M. Underwood reported that the FY 2020 audit is in progress. All documents have been submitted with the exception of one that is awaiting approval by the Executive Committee during their August 20, 2020 meeting. The audit is scheduled to be completed by the end of August and will be presented to the committee at their next meeting.
- **Fiscal Year 2021 Dues Update**
 - Chair N. Lawson (OH) reported that 32 of the 52 states have paid their dues. Of those that have not paid, five (5) states have different fiscal years and are not yet due. Reminders will be sent during the first part of September 2020 to any states that have not paid their dues at that time.
- **Fiscal Year 2021 and 2022 Budget**
 - Chair N. Lawson (OH) noted that in May the committee recommended the amended FY 2021 budget and the proposed FY 2022 budget to the Executive Committee for approval. The Executive Committee approved both proposed budgets with some revisions. Those revisions included a decrease in the Annual Business Meeting expenses for FY 2021 due to a cost reduction for holding the meeting virtually. This revision resulted in an overall reduction of the FY 2021 budget.

Old Business

- Chair N. Lawson (OH) reminded committee members of several discussion topics that would need to be reviewed at future meetings, including Investment Policy, Accounting Policy and Procedures Manual, and ICJ Policy 08-2009: Dues Enforcement.
- M. K. Hudson (IN) asked whether there had been discussion of reducing ICJ dues in the wake of the current pandemic, noting that this topic was under discussion by the Interstate Commission for Adult Offender Supervision.

- Chair Lawson indicated that no such discussion had been undertaken. He also noted that no members indicated that they were unable to pay dues or had requested a reduction.
- Chair Lawson noted that the dues structure would be reviewed in the coming fiscal year, when the committee reviewed ICJ Policy 08-2009. According to the current plan, dues will be recalculated in 2021 and new rates will take effect in FY23.

New Business

No New Business to report.

Adjourn

M. K. Hudson (IN) made a motion to adjourn. F. Dauway (SC) seconded. Chair N. Lawson (OH) adjourned the meeting at 2:20 p.m. ET.