

INTERSTATE COMMISSION FOR JUVENILES
Finance Committee Meeting
Minutes



October 23, 2018
2:30 p.m. ET

Commissioners/Designees in Attendance :

1. Jeff Cowger (KS), Chair
2. Pat Pendergast (AL), Designee
3. Tony DeJesus (CA), Designee
4. Anne Connor (ID), Designee
5. Peter Sprengelmeyer (OR), Commissioner

Commissioners/Designees Not in Attendance :

1. Angela Bridgewater (LA), Designee
2. Traci Marchand (NC), Commissioner

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 Cowger (KS) called the meeting to order at 2:32 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 was approved.**

Minutes

- **P. Sprengelmeyer (OR) made a motion to approve the July 24, 2018 meeting minutes. P. Pendergast (AL) seconded. The motion was approved.**

Discussion

Fiscal Year 2019 Budget Update

- Chair Cowger (KS) reported that the commission is six percent (6%) below budget through the first quarter of the way through FY2019. Some areas were higher this year than prior years due to the higher per diem cost of the Annual Business Meeting, cost of the audit, Request for Proposal (RFP) for SEARCH project and Technical and Training Assistance (TTA) for the SC Corrective Action Plan.

- Executive Director Underwood discussed the rent waiver for September and October for continued maintenance issues that are unresolved. The ICJ and ICAOS National Office have began searching for other potential spaces to lease jointly.
- Chair Cowger (KS) recommended seeking legal counsel to assist the national office if the lease would need to be breached.
- Executive Director Underwood reported that there are currently five (5) states with fiscal years that begin in September and October. There are only four (4) states with outstanding dues.

Auditor's Report and Recommendations

- Chair Cowger (KS) reported that the first independent audit resulted in an "unmodified opinion," which means that no significant concerns were identified. There were 5 recommendations made by the auditors for improved policies and procedures. Those recommendations included the following items:
 - Maintaining an accounting manual. This is currently being drafted and will be presented at the next quarterly meeting.
 - Creation of an expense sharing agreement with ICAOS. This has been addressed and an agreement has been developed and implemented.
 - Making an update to the capitalization policy threshold.
 - **A. Connor (ID) made a motion to amend the capitalization threshold to \$1,000.00 and amend ICJ Policy 02-2012 *Disposal of Assets* accordingly. T. DeJesus (CA) seconded. The motion carried.**
 - That the Executive and Finance Committee Minutes be signed by the Committee Chair.
 - **P. Pendergast (AL) made a motion that recommendation number four (4) not be adopted. A. Connor (ID) seconded. The motion carried.**
 - The review of bank reconciliations and disbursements would also be reviewed and signed by the commission treasurer each month for transparency and accuracy.
 - **A. Connor (ID) made a motion to have the Commission Treasurer or Finance Chair review and sign off on monthly bank reconciliations and disbursements. P. Sprengelmeyer (OR) 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. T. DeJesus (CA) seconded the motion. The motion carried.**
- **Chair Cowger (KS) adjourned the meeting at 3:02 p.m. ET.**