

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

November 14, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Call to Order

Finance Committee Chair A. Connor (ID), called the meeting to order at 2:04 p.m. EST.

Roll Call

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

Commissioners/Designees in Attendance:

1. Anne Connor (ID), Commissioner, Chair
2. Corrie Copeland (TN), Commissioner, Vice Chair
3. Dale Dodd (NM), Commissioner, Treasurer
4. Amy Welch (KY), Commissioner
5. Kellianne Torres (IA), Designee

Additional State ICJ Personnel in Attendance:

1. Rhonda Turner (FL)
2. Latoya Oliver (MD)
3. Abbye Tyler (MD)
4. Shyra Bland (NJ)

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Joe Johnson, Systems Project Manager
3. Kirsten Wade, Logistics and Administrative Specialist

C. Copeland (TN) made a motion to approve the agenda as presented. The motion passed by unanimous consent.

C. Copeland (TN) made a motion to approve the July 8, 2025, meeting minutes as presented. The motion passed by unanimous consent.

Chair Report

- Chair A. Connor (ID) emphasized the importance of transparency and encouraged members to ask questions, noting that the committee aims to make financial information more accessible.

Unfinished Business

Review Fiscal Year (FY) 2025 Financial Audit Report

- Chair A. Connor (ID) shared information on the Fiscal Year (FY) 2025 Audit. She reported that it was a good, clean audit with no recommendations for changes.
- Chair A. Connor (ID) explained the meaning of amortization, a concept related to how items are valued as they age, and its relevance in audit reports.
- Director Underwood explained the audit process, highlighting the importance of organized records and the involvement of the treasurer and Kirsten Wade, Logistics and Administrative Specialist, in maintaining receipts and bank statements.

New Business

Introduction to ICJ Accounts and Budget Worksheet

- Chair A. Connor (ID) presented an overview of the Commission's financial accounts and explained the purpose of the checking, savings, and investment accounts.
- Director Underwood explained the organization's financial strategy, noting that most operating funds are kept in savings to earn interest, with transfers made to checking quarterly to meet expenses.
- Director Underwood presented the FY 2025-2027 budget summary.
- Chair A. Connor (ID) noted the increase in the professional services category.
- Director Underwood reported that the professional services budget included planned spending on legal services and consultants to assist with human resources, annual business meetings, and the revision of the UNITY Privacy Policy.
- Director Underwood reported the Commission's investment account was opened in 2012 to fund future technology expenses. The Commission has never withdrawn funds from its investments.

Review funding streams for UNITY updates and enhancements

- Director Underwood explained how the UNITY/national data system budget is calculated, including annual allocations for maintenance, support, and enhancements. She stated that budget projections are developed approximately 18 months prior to the beginning of the fiscal year based on contracts, previous expenses, and available funds. Unspent funds are retained in the Commission's savings account for future expenses.
- Director Underwood reported that UNITY expenses for FY 2025 were significantly less than projected because no significant enhancements were made. The remainder was retained in the savings account.
- She shared that the fees for Zendesk and Salesforce Tableau are included in the overall UNITY budget.

Identify Regional Ambassadors

- Chair A. Connor (ID) requested volunteers to serve as the regional ambassadors.
- S. Bland (NJ) was selected to serve as the East Region ambassador.
- K. Torres (IA) was selected to serve as the Midwest Region ambassador.
- C. Copeland (TN) was selected to serve as the South Region ambassador.
- D. Dodd (NM) was selected to serve as the West Region ambassador.

Next Steps

- Chair A. Connor (ID)
- The next Finance Committee meeting was scheduled for January 15, 2026, at 2:00 p.m. EST.

Adjourn

Finance Committee Chair Connor (ID) adjourned the meeting by acclamation without objection at 3:12p.m. EST.