

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

December 10, 2020
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. Angela Bridgewater (LA), Commissioner
7. Roy Yapple (MI), Commissioner
8. Jedd Pelander (WA), Commissioner

Members Not in Attendance:

N/A

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

Chair Copeland (TN) 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

M. K. Hudson (IN) made a motion to approve the August 13, 2020 meeting minutes as presented. N. Lawson (OH) seconded. The motion carried.

Discussion

FY 2020 Audit Summary

- Chair Copeland welcomed everyone to the meeting and started the meeting with a review of the FY 2020 Audit Summary.
- Director Underwood highlighted the FY 2020 Audit Summary prepared for the third year by Hicks and Associates, CPAs. The report was summarized as a

“clean audit” and there were no corrections and recommendations. She noted that the increased expenses were in the area of the new data system and the addition of the new project manager staff position. The accountants commended the Commission in their success in managing the finances of the Interstate Commission for Juveniles.

- The Finance Committee had no objections or questions to the Audit Report Summary as presented.

FY 2021 Dues Update

- Chair Copeland reported to date all but two members have paid their FY 2021 dues in full.
- Director Underwood updated the two outstanding members and clarified the complications that have been encountered:
 1. A state’s new statute requires quarterly payments; therefore, the amount has not been paid in full.
 2. The USVI now requires that all vendors register through SAM.GOV to receive payments. ICJ initiated the process and continues to address the required information to complete the registration.

FY 2021 Budget Update

- Director Underwood presented the actual expenditures through November 30, 2020 for the FY 2021 working budget. The report reflected the budget to be healthy and on track with 41.67 percent of the year complete. Line items highlighted included:
 - The dues assessment at 98 percent reflects the dues update as reported above. The total expenses are underbudget at 28 percent with 42 percent of the year completed, largely due to cancelation of face-to-face meetings due to COVID.
 - Under the administrative expenses, line items that appear to be overbudget include auditor costs and insurance premiums. These “front-end” expenses are paid in full for the year and the percentage levels off as the year progresses.
 - There has been an increase in Computer Services/Support costs, primarily due to the UNITY project. An adjustment to the line item should be reviewed in the future after the full transition to UNITY.
 - Under the other expenses section, committee line items are underbudget primarily due to cancelation of face-to-face meetings as a result of COVID.
 - In the transition from JIDS to UNITY, JIDS was extended and therefore the line item is overbudget; however, UNITY is underbudget in part due to many projected face-to-face meetings cancelled. She noted that the savings in the UNITY line item will continue to fund JIDS without use of investment funds.
- Chair Copeland commented on the impact of COVID to the budget. Director Underwood assured the budget to be solid at this time; nonetheless, in February the Finance Committee will review the budget line items impacted by COVID to adjust accordingly.

Old Business

Amendment of Policy #08-2009 Dues Enforcement

- Director Underwood shared that, in recent years, the Commission has worked to standardize and add transparency to the ICJ Administrative Policies. In addition to the standardized format changes, the draft proposes suggestions for clarity regarding the payment, tier structure, and calculation of annual dues.
- The Finance Committee agreed that policy should be amended.
- **N. Belli (OR) made a motion to table discussion of amendments to the ICJ Administrative Policy #08-2009 Dues Enforcement until the next meeting. N. Lawson (OH) seconded. The motion passed.**

New Business

- Chair Copeland announce that Nina Belli (OR) has accepted her request to serve as the Finance Committee Vice Chair this year.
- The next meeting of the Finance Committee is February 11, 2021.

Adjourn

Chair Copeland adjourned by acclamation at 2:23 p.m. ET.