



INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting *Minutes*

**April 26, 2016
11:30 a.m. EDT**

Committee Members in Attendance:

1. Jeff Cowger (KS) Treasurer
2. Melanie Grimes (DE) Commissioner
3. Agnes Denson (FL) Commissioner
4. Patricia Welcome (VI) Commissioner
5. Mike Lacy (WV) Commissioner
6. Shelley Hagan (WI) Commissioner

Committee Members Not in Attendance:

1. Avery Niles (GA) Chair
2. Pat Pendergast (AL) Designee
3. Alicia Ehlers (ID) Designee
4. Sherry Jones (MD) Commissioner
5. Jen Baer (ID) Ex-officio
6. Chris Newlin (NCAC) Ex-officio

Guests in Attendance:

None

ICJ Staff in Attendance:

1. Ashley Lippert, Executive Director
2. Emma Goode, Administrative and Logistics Coordinator
3. Shawn Robinson, Training and Administrative Coordinator
4. Jenny Adkins, Project Manager

Call to Order

Treasurer Cowger called the meeting to order at 11:34 a.m. EDT.

Roll Call

A. Lippert called the roll and a quorum was established.

Agenda

S. Hagan (WI) made a motion to approve the agenda. M. Lacy (WV) seconded. The motion passed.

Minutes

S. Hagan (WI) made a motion to approve the January 26, 2016 meeting minutes. P. Welcome (VI) seconded. The motion passed.

Discussion

FY 2016 Budget Update

Expenditures

- A. Lippert presented the 2016 fiscal year budget through March 31, 2016. The actual expenditures reported were 71.5 percent of budget at 75 percent into the fiscal year.
- Treasurer Cowger questioned line item 30 currently at 90.3 percent of budget. A. Lippert clarified that the line item incurs a lump sum upfront fee and is anticipated to complete just under budget.

FY 2018 Budget Proposed

- A. Lippert presented a proposed 2018 fiscal year budget for consideration. The majority of budgeted line items mirror the 2017 fiscal year budget with modest changes regarding rent, operating expenditures, and the annual business meeting. The proposed budget includes the continuation of \$20,000 per month into the long term investment fund (line item #54) and an anticipated surplus of \$59,000 (line item #60).
- S. Hagan (WI) questioned line item 29 Equipment Purchases that typically completes under budget. A. Lippert explained the line item includes operating equipment in the national office such as the audience response system (ARS), computers, copiers, and projectors on a three year replacement cycle to defray costs.
- S. Hagan (WI) questioned line item 47 Rules Committee commenting that the budget amount would be lower in the non-rule making years. A. Lippert clarified that the consensus from past discussions was to continue budgeting annually until the two year cycle settles. The 2016 ABM will be the first year without any rule proposals.
- M. Lacy (WV) questioned the impact to decreasing specific line items. A. Lippert clarified that the amount would go into reserves if not budgeted into another line item.
- A. Lippert reported that the proposed 2018 fiscal year budget line item 5 reflects the current dues assessment; however, fiscal year 2018 will be the first year to implement the new dues structure. The new assessment calculation requires a three year average of statistics from fiscal years 2014, 2015, and 2016. M. Lacy (WV) questioned the impact to the total revenue and state dues. A. Lippert clarified that when the dues restructure passed, the projected numbers indicated a few states would experience a decrease and a few states would experience an increase with minimal change to the total revenue. S. Hagan (WI) mentioned using surplus funds to supplement dues for states that will incur a dues increase due to the restructure. A. Lippert spoke to the importance of a stable budget in today's economy and cautioned to lowering dues only to have to increase in the future. The Finance Committee discussed the importance of a healthy budget year after year and retaining a surplus for future projects. M. Grimes (DE) questioned the plan for JIDS. A. Lippert briefed on the discussion from the Executive Committee March meeting wherein the Executive Committee reached a consensus to continue with JIDS rather than moving to a case management system.
- The Finance Committee agreed to recommend the 2018 fiscal year budget as presented to the Executive Committee. A 2018 fiscal year budget will be presented for vote to the full Commission at the 2016 Annual Business Meeting.

- **M. Lacy (WV) made a motion to recommend to the Executive Committee the proposed 2018 fiscal year budget as presented. M. Grimes (DE) seconded. The motion passed.**

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- The next meeting date is July 26, 2016 @ 11:30 a.m. EDT.
- **M. Lacy (WV) made a motion to adjourn. S. Hagan (WI) seconded. Treasurer Cowger adjourned the meeting by acclamation at 12:02 p.m. EDT.**