



## INTERSTATE COMMISSION FOR JUVENILES

### Finance Committee Meeting *Minutes*

February 26, 2013  
11:00 a.m. EST

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#### **Committee Members in Attendance:**

1. Patrick Pendergast (AL) Chair
2. Philip Cox (OR) Treasurer
3. Alicia Ehlers (ID) Designee
4. Paul Gibson (KY) Commissioner
5. Lisa Bjergaard (ND) Commissioner
6. Letta Porter-Jones (VA) Designee
7. Pat Welcome (VI) Commissioner
8. Shelley Hagan (WI) Commissioner
9. Gloria Soja (MT) Ex-Officio

#### **Committee Members Not in Attendance:**

1. Summer Foxworth (CO) Commissioner
2. Sharon Harrigfeld (ID) Commissioner
3. Thomas Southard (IA) Commissioner
4. Gerry Prine (IA) Designee
5. Eric Borrin (NH) Commissioner
6. Mark Gooch (VA) Commissioner

#### **Guests in Attendance:**

None

#### **ICJ Staff in Attendance:**

1. Ashley Lippert, Executive Director
  2. Jennifer Adkins, Training and Administrative Coordinator
  3. Emma Goode, Administrative and Logistics Coordinator
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#### **Call to Order**

Chair Pendergast called the meeting to order at 11:03 a.m. EST.

#### **Roll Call**

A. Lippert called the roll. Nine of the fifteen members were present. Eight of the eleven *voting* members were present, establishing a quorum.

#### **Agenda**

**L. Bjergaard (ND) made a motion to approve the agenda, P. Welcome (VI) seconded. The motion passed to approve the agenda as presented.**

## Minutes

**S. Hagan (WI) made a motion to approve the January 22, 2013 meeting minutes. P. Gibson (KY) seconded. The motion passed to approve the minutes as presented.**

## Discussion

### *2013 Budget Update*

- A. Lippert reported the FY13 Budget expenditures through January 31, 2013.
- Chair Pendergast noted the budget to be healthy and that front-end expenditures have begun to level out.
- P. Gibson (KY) questioned Line 21 Software Purchase at 90% and questioned whether or not it should be increased. A. Lippert clarified the administrative line item encompasses software for the National Office only. The large expenditures incurred were a result of filling the vacant National Office staff position.
- P. Welcome (VI) questioned the expenditures in Line 34 Legal Services. A. Lippert clarified that the line item would run slightly higher than normal this year due to the AAICPC/ICJ MOU Work Group legal requests.

### *2014 Budget Update*

- A. Lippert updated that Line #42 Annual Meeting was adjusted upon receipt of all 2012 Annual Meeting expenditures. The lower budget estimate reflects an aggregate average of attendees and costs for the past three years rather than 100 percent attendance.

### *2015 Budget Update*

- A. Lippert presented a proposed FY 15 Budget for consideration by the Finance Committee noting the carryover line items from the FY 14 Budget and highlighted the following:
  - Dues assessments remain unchanged.
  - Modest increase to line items 12, 13, and 36 for salaries, benefits, and rent.
  - The Annual Meeting line item 42 will be adjusted after the location site is approved and finalized.
- P. Cox (OR) questioned Line 5 Dues Assessment to include the approved next lowest tier and inquired to the odd amount in Line 8 Interest Income. A. Lippert clarified the approved change to the dues structure was retroactive to FY 13. The lower revenue is reflected in Budgets FY 13, 14, and 15. Line No. 8 Interest Income depicts interest paid by states paying interest fees for late dues payments.
- S. Hagan (WI) questioned the continued high budget line items with and low expenditures in the areas of: equipment purchase, consultant services, and staff travel.
- A. Lippert clarified the purpose for each of the line items:
  - Line 27 includes equipment purchases and replacements at the National Office on a yearly capital improvement cycle. She updated the current equipment scheduled for replacement in FY 13 noting any excess funds roll over into the reserve.
  - Line 30 includes the technical and assistance training for states. Initially the policy was underutilized; however, the demand has greatly increased since the launch of JIDS.
  - Line 31 includes any travel by National Office staff for conferences, training, presentations, and outreach.
- P. Gibson (KY) recommended the budget line items remain as presented and to revisit in the next fiscal year.

- S. Hagan (WI) proposed reimbursing DCAs to accompany Commissioners /Designees to the annual meetings. Chair Pendergast suggested acquiring input from the regions. A. Lippert commented to the timing of the suggestion explaining that the Executive Committee will conduct a strategic planning meeting in March. P. Cox (OR) noted the value and agreed to share the suggestion during the March meeting.
- **P. Welcome (VI) made a motion to recommend the proposed FY 15 Budget for approval as presented. P. Gibson (KY) seconded. The motion passed.**

### **Old Business**

There was no old business.

### **New Business**

- A. Lippert reported the FY 14 dues invoices will be issued on April 1, 2013.

### **Adjourn**

- **P. Welcome (VI) made a motion to adjourn, P. Gibson (KY) seconded. The motion passed, Chair Pendergast adjourned the meeting at 11:36 a.m. EST.**