



**INTERSTATE COMMISSION FOR JUVENILES**  
**Finance Committee Meeting**

*Minutes*

**April 26, 2011**

**11:00 a.m. EDT**

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**Committee Members in Attendance:**

1. Dennis Casarona (KS) Treasurer
2. Susan Burns (DE) Commissioner
3. Paul Gibson (KY) Commissioner
4. Shelley Hagan (WI) Commissioner
5. Alicia Ehlers (ID) Ex-Officio

**Committee Members Not in Attendance:**

1. Lisa Bjergaard (ND) Chair
2. Damian Seymour (DE) Designee

**Guests in Attendance:**

None

**ICJ Staff in Attendance:**

1. Ashley Lippert, Executive Director
2. Jack Branum, Project Manager
3. Jimmy Frazier, MIS Project Manager
4. Emma Goode, Administrative and Logistics Coordinator

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**Call to Order**

Treasurer D. Casarona (KS) chaired the Finance Committee meeting in the absence of Committee Chair L. Bjergaard (ND). He called the meeting to order at 11:05 a.m. EDT.

**Roll Call**

A. Lippert called the roll. Five of the seven members were present. Four of the five *voting* members were present, establishing a quorum.

**Agenda**

Treasurer D. Casarona (KS) requested a motion to approve the agenda. **S. Hagan (WI) made the motion to approve the agenda as presented, S. Burns (DE) seconded. The motion passed.**

**Minutes**

Treasurer D. Casarona (KS) requested a motion to approve the minutes. **S. Burns (DE) made the motion to approve the minutes of March 22, 2011 as presented, D. Casarona (KS) seconded. The motion passed.**

**Discussion**

### *FY '11 Budget Update*

A. Lippert reported the actual figures for the FY '11 Budget through March 31, 2011 and highlighted the following Line Items:

- #19 Computer Services, #24 Telephone, and #36 Rent expenditures slightly elevated due to one-time deposits resulting from the relocation of the National Office.
- #53 Total Commission Expenses equal 72.9% of the budget with 75% of the year complete.
- #38 Total Administrative Expenditures were reported under budget and the trend is anticipated through year end.

### **Old Business**

#### *FY '12 and FY '13 Budgets*

A. Lippert reported that the Executive Committee approved the recommendations of the Finance Committee with regard to the FY '12 Budget revisions and the FY '13 Budget proposal.

#### *Bench Book*

Treasurer D. Casarona (KS) reported that the Executive Committee also agreed with the Finance Committee's recommendation that the Commission not incur any additional expenses relative to distributing the Bench Book.

#### *National System*

A. Lippert reported that Technology Chair C. Powell, Finance Chair L. Bjergaard, Treasurer D. Casarona, and A. Lippert conducted a meeting to consider viable funding options for a National System. The group discussed the costs and feasibility to the following options: assess member states a one-time technology fee; postpone the project to develop reserve fund; borrow the funds; or scale back the project and implement an online forms management system. At the request of the Committee, A. Lippert reported a ballpark figure based on the current reserves and a continued 20-25 percent maintained in reserve. She reported the Commission could afford an estimated \$200,000 initial development and 25-50k annual maintenance of a forms management system.

### **New Business**

Treasurer D. Casarona (KS) updated the Finance Committee that the Executive Committee selected Kansas City, Missouri for the 2012 Annual Business Meeting noting it to be the most cost effective of the three locations presented. Additionally, he reported that Summer Foxworth (CO) was appointed Commission Vice-Chair.

### **Adjourn**

**S. Burns (DE) made the motion to adjourn. S. Hagan (WI) seconded. The meeting adjourned at 11:27 a.m. EDT.**