



INTERSTATE COMMISSION FOR JUVENILES
Finance Committee Meeting

Minutes
October 26, 2010
11:00 a.m. EST

Committee Members in Attendance:

1. Lisa Bjergaard (ND) Finance Committee Chair
2. Dennis Casarona (KS) Commission Treasurer
3. Paul Gibson (KY) Commissioner
4. Shelley Hagan (WI) Commissioner
5. Alicia Ehlers (ID) Ex-Officio

Committee Members Not in Attendance:

1. Susan Burns (DE) Commissioner
2. Damian Seymour (DE) Designee

Guests in Attendance:

None

ICJ Staff in Attendance:

1. Ashley Lippert, Executive Director
 2. Jack Branum, Project Manager
 3. Emma Davis, Administrative and Logistics Coordinator
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Call to Order

Chair Bjergaard called the meeting to order at 11:02 a.m. EST.

Roll Call

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

Agenda

The agenda was approved by acclamation with the understanding meeting dates would be discussed under new business.

Minutes

D. Casarona (KS) made the motion to approve the minutes of July 27, 2010. P. Gibson (KY) seconded. The minutes were approved as presented.

Discussion

Committee Member Introductions

- The Committee members gave a brief introduction of themselves as this was the first meeting of the newly formed 2011 Finance Committee.

Budget Update

- Chair Bjergaard turned the meeting over to A. Lippert to update the Committee on the FY11 Budget.
- A. Lippert highlighted items from the FY 11 Budget spreadsheet, noting the actual costs through September 30:
 - Not all of the FY 11 Dues are collected.
 - Refunds are reflected under revenue.
 - A new staff member will join the national office on November 1, 2010.
 - While there are a few outstanding expense reports to be paid, the 2010 Annual Business Meeting expenses are expected to come in under budget.
- A. Lippert noted the budget's first quarter includes three major expenses: 2010 Annual Business Meeting, the Rules Committee face to face meeting, and signing off on the functional requirements document.
- A. Ehlers (ID) Ex-Officio requested an explanation of the line item for Salaries and Wages questioning staff raises.
- A. Lippert explained the increase from FY 10 to FY 11.
 - The 2010 Actual Budget reflects a 12 month time period and the Commission's national staff was not employed until half way through the 2010 fiscal year.
 - The 2011 Budget reflects a 12 month time period that includes four national office staff for the full year.
 - A 3-5 percent wage increase is allocated for the FY11 and FY12 budget years.
 - The Commission follows budget guidelines established by the Council of State Governments (CSG).
 - At their spring face to face meeting, the Executive Committee considers staff recommendations regarding performance and cost of living, and votes whether to approve salary increases up to the five percent budgeted.
- Chair Bjergaard clarified the procedures followed by the Executive Committee are in alignment with CSG guidelines and the performance evaluations are rigorous.
- Treasurer D. Casarona added the budget, guidelines, and structured pay plan were developed in alignment with CSG. The CSG guidelines are relative to the market place and established based on solid Human Resources practices to obtain and maintain qualified personnel.
- A. Ehlers (ID) Ex-Officio shared the concern of many states is that the national office continues to receive raises while their states experience budget economic hardships.
- A. Lippert pointed out a common misconception that although the Commission is funded by state dues, the National Office is considered a private not-for-profit organization. The National Office Staff are not considered state employees and therefore not afforded the same privileges and benefits of a state employee.
- Treasurer D. Casarona acknowledged there are 46 different budget situations and unfortunately, most are experiencing pay plan freezes. It is his observation that the sensitivity to this line item is two-fold: the transparency of the Commission's budget

which is visible to the public and state tax dollar funding. He made the comparison to a state contracting with a vendor and the unknown of their budget with the use of the state funds.

- P. Gibson (KY) affirmed the FY12 budget includes a 4.7 percent increase over FY11 which is in alignment with the 3-5 percent allotted in most budgets.
- A. Ehlers (ID) agreed a state raise would normally be 3-5 percent based on performance.
- Chair Bjergaard reiterated the transparency of the ICJ budget, summarizing the budgeting and justification process.
- Chair Bjergaard expressed sympathy for budget deficits and economic restraints for states that mandate furloughs and freeze salaries, but included that it should not prohibit the approval of performance based increases allotted within a healthy budget.

Old Business

There was no old business.

New Business

The Committee discussed the November and December meeting dates and agreed the committee would not meet in November. The next meeting will be held on December 14 with Treasure D. Casarona presiding.

Adjourn

P. Gibson (KY) made the motion to adjourn. D. Casarona (KS) seconded. The meeting adjourned 11:53 a.m. EST.