



INTERSTATE COMMISSION FOR JUVENILES
Finance Committee Meeting

Minutes

March 23, 2010 · 11:00 a.m. EST

Committee Members in Attendance

1. Lisa Bjergaard (ND) Commissioner, Chair
2. Dennis Casarona (KS) Commissioner
3. Paul Gibson (KY) Commissioner
4. Gloria Soja (MT) Designee
5. Alicia Ehlers (ID) Ex-Officio

Committee Members Not in Attendance

1. Susan Morris (OK) Commissioner

Guests in Attendance

None

ICJ Staff in Attendance

1. Ashley Lippert, Executive Director
 2. Jack Branum, Project Manager
 3. Emma Davis, Executive Assistant
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Call to Order

Chair L. Bjergaard called the meeting to order at 11:04 a.m. EST.

Roll Call

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

Agenda

P. Gibson (KY) made the motion to approve the Agenda. G. Soja (MT) seconded. The agenda was approved as presented.

Minutes

D. Casarona (KS) made the motion to approve the minutes of March 24, 2009, June 23, 2009, and September 22, 2009. P. Gibson (KY) seconded. The minutes were approved as drafted.

P. Gibson (KY) made the motion to approve the minutes of January 26 and February 23, 2010. G. Soja (MT) seconded. The minutes were approved as drafted.

Discussion

Update FY10 Budget

- A. Lippert updated the Committee on the FY10 budget stating the preliminary year end forecast appears to be on target for anticipated carryover. Executive Director Lippert provided explanation for the line items projected to come in under budget.

Chair Bjergaard (ND) asked about RI litigation costs. A. Lippert responded that R. Masters (Legal Counsel) continues to negotiate fees and fines which incurs more costs.

- D. Casarona (KS) asked about staff travel expense. A. Lippert explained the current actual costs include the Virginia Island Legislative trip, the American Probation and Parole Association Meeting, and a site visit to a potential 2011 annual meeting location.
- D. Casarona (KS) requested more information on the Executive Committee expenses. A. Lippert explained amount includes travel by the Executive Chair for the Virgin Islands legislative trip and committee conference calls.

Approved FY11 Budget and Proposed FY12 Budget Option 1 and Option 2

- A. Lippert presented budget FY12 Option 1 based on current member states (41) and the current three member national office staff.
- D. Casarona (KS) questioned the conservative amount for staff travel. P. Gibson (KY) agreed. A. Lippert explained travel expenses by committee members is not included in staff travel, committee member travel is accounted for separately under consultant services and committee expenses includes expenses incurred by Committee Members for committee work.
- D. Casarona (KS) requested clarification on legal services. A. Lippert responded legal action brought forward is noted in statute and bylaws. ICJ is entitled to a reimbursement of the fines and fees associated with a lawsuit in a win situation. ICJ maintains liability insurance protection in the event of litigation.
- D. Casarona (KS) inquired as to costs for developing a national system and asked for percentages based on ICAOS' experience. A. Lippert agreed to draft a spreadsheet for the committee based on Casarona's request.
- A. Lippert presented budget FY12 Option 2 *adjusted for additional staff* based on current member states (41), the current three member staff, and the addition of one staff member.
- A. Lippert explained the additional staff and responsibilities would take effect as soon as possible and affect the already approved FY11 budget noting the Executive Committee has the authority to approve any changes.
- The committee discussed the FY12 Budget Option 2 and agreed that additional staff is needed.

- **G. Soja (MT) made a motion to recommend the Executive Committee approve the FY12 Budget that includes an additional National Office staff person with the Finance Committee's endorsement of the funding. P. Gibson (KY) seconded. Motion passed.**
- A. Lippert agreed to prepare language on the aforementioned motion on behalf of the Finance Committee to be presented to the Executive Committee in Lexington next week.

Old Business

There was no old business.

New Business

- Chair Bjergaard opened discussions relative to a committee replacement for Phil Cox. A. Lippert noted Phil Cox has a standing conflict with the monthly meeting time and has asked to be excused from the Finance Committee. The committee agreed to continue with the current six members until after the September annual meeting.
- A. Lippert noted a schedule conflict for next month's meeting. Chair Bjergaard agreed to move the meeting to April 20, 11:00 a.m. EST with the consent of the committee.

Adjourn

Chair Bjergaard adjourned the meeting 11:53 a.m. EST.