

**Interstate Commission for Juveniles
Finance Committee Conference Call
5/26/2009**

In Attendance:

- 1) Lisa Bjergaard (ND) Commissioner, Committee Chair, Midwest Regional Representative
- 2) Dennis Casarona (KS) Commissioner, Commission Treasurer
- 3) Paul Gibson (KY) Commissioner
- 4) Gloria Soja (MT) Designee
- 5) Susan Burns (DE) Commissioner
- 6) Donna Bonner (TX) Commissioner, Commission Chair
- 7) Crady deGolian, CSG

Absent:

- 1) Beth Meng (LA) Commissioner
- 2) Susan Morris (OK) Commissioner
- 3) Alicia Ehlers (ID) Designee, Ex-Officio

- Crady deGolian began the meeting by calling the roll. Five of eight committee members were present, ensuring there was a quorum.
- Chair Bjergaard next informed the Committee about the conference call with CSG's CFO Wade Littrell, Dennis Casarona, Donna Bonner, Rick Masters and Keith Scott on 5/21/09. Lisa outlined the various issues discussed on the call.
 - The first issue that was raised was could the Commission begin spending FY '10 dues prior to July 1, 2009.
 - Rick Masters and Wade Littrell both thought this was appropriate.
 - The possibility of moving the fiscal year start date to June 1 was also discussed. CSG did not think this was a good idea. It would be better to leave the fiscal year alone for record keeping purposes and note money spent prior to July 1 as a prepaid expense.
 - Dennis Casarona added that this is a normal accounting process.
 - Chair Bjergaard also raised a question about record keeping. Specifically, the group was trying to determine who should get the financial reports and who should be granted the authority to spend Commission funds.
 - Lisa would like the Committee to make a recommendation that can be passed along to the Executive Committee.
 - Audits were also discussed on the call. Wade and Rick noted that audits are covered by CSG under the MOU. The Commission could, however, seek an individual audit beyond that provided by CSG. Rick did not think this was necessary.
 - The group also discussed insurance and bonding.
 - The ICJ Commission is included under CSG Directors and Officers insurance.

- Chair Bjergaard did think it was appropriate to pass this along to the Executive Committee because they may think it is necessary to carry additional insurance beyond what CSG provides.
 - Chair Bjergaard also notified the Committee that CSG will provide designated people with a detailed ledger. The ledger can be adjusted if the group prefers, but CSG already has a system in place.
 - Finally, Chair Bjergaard noted that the Finance Committee is free to adjust the budget as necessary so long as it does not exceed the bottom line.
 - Treasurer Casarona was asked to share his thoughts about how to adjust the budget.
 - He thought it was first necessary to ensure the Commission's immediate expenses are accounted for and addressed.
 - Dennis also thought that it was appropriate to develop a budget variance report as a way to look at expenditures and compare those to the budget for the entire fiscal year.
 - Doing so will allow the Commission to track spending against income.
 - Dennis recommended the Committee suggest this to the Executive Committee.
 - Donna Bonner suggested that the group find out what kind of reports CSG will provide. That way, the Committee can determine what additional reports are needed.
 - Donna agreed to ask Keith Scott if CSG would provide sample reports to the Committee.
 - Dennis added that the reports CSG provides to ICAOS would be sufficient for ICJ's needs as well.
 - Paul also noted that we probably should include a way to track the percentage of funds expended v. the annual budget to allow the Committee to closely monitor expenses.
- Chair Bjergaard asked the Finance Committee to pass five recommendations along to the Executive Committee for consideration and action:
 - To determine which individuals should receive financial reports.
 - To determine who should have the authority to sign for expenses until an Executive Director is appointed.
 - To determine whether or not to carry adding additional insurance and bonding separate and apart from CSG.
 - To allow the Finance Committee to develop a budget variance report on a monthly basis, if needed.
 - To allow the Finance Committee the authority to re-forecast the budget.
 - Paul Gibson made the motion and Susan Burns seconded to pass these five items along to the Executive Committee.
 - The motion carried.
- Chair Bjergaard discussed how the Committee should go about re-forecasting the budget, assuming the Executive Committee grants this authority.
 - Dennis Casarona stated the Committee should do their best to have something ready by the end of June.

- He thought having each committee provide input about their existing financial needs would be a good start. Chair Bjergaard stated that the committees have been asked for their input.
 - Other major expenses would include Commission meetings. Dennis added that the costs of CSG Secretariat work will need to be considered. CSG probably has a pretty good idea of what these costs will be.
 - This would likely include indirect costs and also rent and utilities.
 - Dennis thought it was appropriate to verify this information with CSG.
- Paul Gibson raised the issue about penalties for states that are delinquent with dues. This is something the rules committee is going to need to take up moving forward.
 - The Committee noted that they may need to be aware of different state fiscal years when adopting different policies.
 - Crady deGolian agreed to see if Wade Littrell knows this information. He will pass his findings along to the Committee
 - Chair Bjergaard would like the Committee to review this information during the next call.
- Dennis Casarona agreed to develop sample financial reports for the Committee's review during the next call once he receives reports from CSG.
- Chair Bjergaard asked if there was any old or new business the Committee needed to discuss.
 - Dennis Casarona noted that there needs to be a motion to approve the minutes from the 5/13/09 call.
 - Paul Gibson made the motion and Gloria Soja seconded. The minutes were approved and will be updated accordingly on the Web site.
 - Chair Bjergaard informed the Committee that the next call is scheduled for 6/23/09 at 11:00 AM. ET.
- Hearing no additional business, Chair Bjergaard adjourned the call.