



INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting *Minutes*

November 19, 2013
11:00 a.m. EST

Committee Members in Attendance:

1. Shelley Hagan (WI) Chair
2. Phillip Cox (OR) Treasurer
3. Pat Pendergast (AL) Designee
4. Summer Foxworth (CO) Commissioner
5. Alicia Ehlers (ID) Designee
6. Pat Welcome (VI) Commissioner
7. Jeff Patnode (WA) Commissioner

Committee Members Not in Attendance:

1. Sharon Harrigfeld (ID) Commissioner
2. Gloria Soja (MT) Ex-Officio

Guests in Attendance:

None

ICJ Staff in Attendance:

1. Ashley Lippert, Executive Director
 2. Morgan Rhodes, Training and Administrative Coordinator
 3. Emma Goode, Administrative and Logistics Coordinator
 4. Jennifer Adkins, Project Manager
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Call to Order

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

Roll Call

- A. Lippert called the roll. Seven *voting* members were present, establishing a quorum.

Agenda

- **S. Foxworth (CO) made a motion to approve the agenda. P. Cox (OR) seconded. The motion passed.**

Minutes

- **P. Pendergast (AL) made a motion to approve the September 24, 2013 meeting minutes. A. Ehlers (ID) seconded. The motion passed.**

Discussion

Budget Update

Dues Assessment

- Chair Hagan requested an update on Line 5 Dues Assessment.
- A. Lippert reported that as of last week four states were outstanding. The District of Columbia and Michigan were issued a 30-day notice letter. Louisiana and Maryland were issued a 90-day delinquent letter. A. Lippert updated that Louisiana's dues have since been received and the Maryland Commissioner is actively engaged to ensure payment within the next 30 days. The Compliance Committee will make a recommendation at the next Executive Committee to authorize legal counsel to issue a non-compliance letter should dues not be received by November 30, 2013.

Annual Meeting

- Chair Hagan questioned the low expenditures for Line 42 Annual Meeting in October.
- A. Lippert clarified that the fiscal year 2014 budget update presented includes expenditures through September 30, 2013. She informed that all invoices (with the exception of four expense reports) have been processed. The annual meeting is projected to complete under budget primarily due to additional hotel concessions resulting from faulty A/V equipment.

Over/Under Budget

- A. Lippert reported Line 55 Total Commission Expenses to be on target at 21 percent of budget with 25 percent of the year complete. She clarified that a number of expenditures occur early in the year and level out as the year progresses.
- J. Patnode (WA) affirmed the budget to be front-end loaded as opposed to a straight-line projection. The Finance Committee concurred with the budget as presented.

JIDS Enhancements

- S. Foxworth (CO) questioned the status of the JIDS enhancements. A. Lippert updated on the items that the National Office and InStream are working to implement which were approved by the Technology Committee prior to the annual meeting and the current budget for JIDS enhancements appears adequate at this time.

Old Business

Investment Options

- P. Pendergast (AL) updated that a formal request was submitted to the Council of State Governments for ICJ's participation in the CSG-sponsored Vanguard portfolio beginning December 1, 2013.
- P. Pendergast (AL) suggested developing a protocol for status reporting of the investment. The Finance Committee discussed and agreed to echo the current protocol for budget reporting and deviate should an urgent matter necessitate.
- P. Cox (OR) questioned the time and means to expect Vanguard reports. A. Lippert updated she awaits a response from CSG and will report at the next meeting.

New Business

Annual Meeting

- J. Patnode (WA) requested reconsideration to reimbursing DCAs to attend the annual meetings. Chair Hagan agreed to revisit with the Executive Committee at the next meeting.

Adjourn

- **S. Foxworth (CO) made a motion to adjourn. J. Patnode (WA) seconded. Chair Hagan adjourned the meeting at 11:27 a.m. EST.**