



INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting *Minutes*

December 17, 2013
11:00 a.m. EST

Committee Members in Attendance:

1. Shelley Hagan (WI) Chair
2. Pat Pendergast (AL) Designee
3. Summer Foxworth (CO) Commissioner
4. Alicia Ehlers (ID) Designee
5. Pat Welcome (VI) Commissioner
6. Jeff Patnode (WA) Commissioner
7. Gloria Soja (MT) Ex-Officio

Committee Members Not in Attendance:

1. Phillip Cox (OR) Treasurer
2. Sharon Harrigfeld (ID) Commissioner

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 11:04 a.m. EST.

Roll Call

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

Agenda

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

Minutes

- **A. Ehlers (ID) made a motion to approve the November 19, 2013 meeting minutes. P. Pendergast (AL) seconded. The motion passed.**

Discussion

Budget Update

- A. Lippert presented the fiscal year 2014 budget update through October 31, 2013. She noted that all invoices for the annual meeting (with the exception of a couple expense reports) have cleared. The Annual Meeting budget is projected to finish approximately \$10,000 under budget. The savings is primarily due to hotel concessions for food and beverage and audio visual.

Old Business

Reimbursing DCAs to attend the Annual Business Meeting

- Chair Hagan updated that she presented to the Executive Committee the Finance Committee's request to reconsider reimbursing DCAs to attend the annual meetings.
- Chair Hagan reported that she and committee members Alicia Ehlers (ID) and Jeff Patnode (WA) met to discuss DCAs involvement at the annual business meetings. Chair Hagan presented a memorandum developed by the sub-committee which outlined six goals for involvement, three recognizable concerns, and proposed the following three options:
 1. All DCAs attend ABM each year.
 2. DCAs attend ABM every other year (rule amendments year).
 3. Live-stream or record the ABM for DCAs and other local staff to listen to at their work sites.
- Members voiced their support and concurred with the six goals presented. The Finance Committee discussed the three primary concerns presented in the areas of finance, impact to small compact offices, and increased logistics workload to the National Office.
- S. Foxworth (CO) spoke in favor of Option #2 and stipulated that the second person attending must be a person who works in the state compact office daily. She commented that one-person offices such as Colorado would continue to send only the Commissioner.
- A. Lippert presented an estimated 2013 ABM budget assuming all states would send a second person. The estimate increased the budget by \$70,900. She detailed each of the budget areas: lodging, food per diem, travel, food and beverage, audio visual and administrative costs. She explained the increases in each category and provided a couple options to lower costs in food and beverage and administration.
- A. Lippert updated that the general session is recorded each year. The recording could be formatted and made available for download on the Commission's website. The training sessions could also be recorded and made available. The live-feed option would depend upon the limitations of the hotel.
- A. Lippert cautioned to the burden on the National Office to oversee the hotel, travel logistics, and direct billing for all attendees suggesting that each attendee make their hotel and travel arrangements and seek reimbursement at the close of the meeting.
- S. Foxworth (CO) suggested that the National Office continue to handle all hotel and travel arrangements for the Commissioners/Designees.
- P. Pendergast (AL) noted that any decisions would need to be clarified in the region meetings and suggested updating the travel policy.
- Chair Hagan suggested that the Training Committee weigh in on the proposed options as ABM training sessions would be impacted and the Finance Committee concurred.

- Chair Hagan summarized the consensus of the Finance Committee at this point to be in support of further exploration of the options and that the budget could stretch to support some level of participation.
- **A. Ehlers (ID) made a motion the Finance Committee supports further exploration of DCA involvement at the annual business meeting options and that the Training Committee review the proposed options prior to forwarding the recommendation to the Executive Committee. J. Patnode (WA) seconded. The motion passed.**
- Chair Hagan will update the memorandum to incorporate the discussion points and higher estimated cost and then forward to the Training Committee Chair, Traci Marchand.

New Business

There was no new business.

Adjourn

- The next Finance Committee meeting is January 21, 2014.
- **Chair Hagan adjourned the meeting by acclamation at 11:51 a.m. EST.**