

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes



November 16, 2022
2:00 p.m. ET
Via Zoom

Voting Members in Attendance:

1. Dale Dodd (NM), Commissioner, Chair
2. Sherry Jones (MD), Commissioner, Treasurer
3. Francis “Mike” Casey (DE), Commissioner
4. Michael Tymkew (MI), Commissioner

Members Not in Attendance:

1. Pat Pendergast (AL), Designee, Vice-Chair
2. Corrie Copeland (TN), Commissioner
3. Maureen Clifton (WY), Commissioner

Non-Voting Members in Attendance:

1. Tracy Howard (FL)

Guests in Attendance:

None

National Office Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Logistics and Administrative Specialist
3. Amanee Cabbagestalk, Training and Administrative Specialist
4. Jenny Adkins, Operations and Policy Specialist
5. Joe Johnson, System Project Manager

Call to Order

Chair Dodd (NM) called the meeting to order at 2:00 p.m. ET.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

S. Jones (MD) made a motion to approve the agenda as presented. M. Casey (DE) seconded. The motion carried.

Minutes

S. Jones (MD) made a motion to approve the August 18, 2022 meeting minutes as presented. D. Dodd (NM) seconded. The motion carried.

Discussion

- Director Underwood provided an overview of the ICJ financials and processes for the new and returning Finance Committee members. She summarized that three areas would be included in the overview: ICJ Accounts, priority items, and an introduction to the budget.

ICJ Accounts

- There are three primary types of accounts:
 1. Savings (short term reserves)
 2. Checking (operations)
 3. Investment (long term reserves)
- As a “check and balance” procedure, the monthly statements are received from the bank and reconciled by Emma Goode. Director Underwood reviews and forwards to the accounting firm and to Treasurer Jones (MD), who reviews the reconciliation.

Priority Items

- Priority Items for the Finance Committee this year include:
 - Budget monitoring and development
 - Policy Development
 - Revise *Travel Reimbursement Policy*
 - Develop new Investment Policy

ICJ Budget

- The ICJ Budget includes three (3) years of data and automatically updates via QuickBooks by the Commission’s contracted accounting firm.
- The Finance Committee will receive an update on actual expenditures for the current fiscal year budget during each meeting. At this time, the actual expenditures are at 13 percent of budget. The actual expenses will be closer to the proposed year-to-date budget at the next meeting with the 2022 Annual Business Meeting expenditures actualized and reflected in the budget.
- Director Underwood explained the misconception regarding Account 72100 Consultant and 71230 Leadership Development.
- The Consultant line item in the FY23 budget includes \$10,000 to be used for any paid presenters at ABM or other meetings throughout the year; interpretation and translations services; and closed captioning for trainings. In FY 24, the same line item includes the \$10,000 for the same costs, plus \$50,000 to fund the project approved by the Executive Committee to cover costs to partner with a university to assist the Commission with the evaluation and assessment of its programs, such as training and UNITY.
- The Leadership Development line item in FY23 and FY24 includes \$20,000. The Leadership Series led by Hasan Davis has ended. In FY 23, the project approved by the Executive Committee and funded here will support a group of ICJ representatives to participate in the Reducing

Racial and Ethnic Disparities Certificate Program at Georgetown University.

- Chair Dodd asked what item number 8000 – Legal Services includes. Director Underwood clarified the budgeted amount covers the legal services provided by Legal Counsel throughout the year and does not include any litigation fees that would be necessary if Commission were sued.
- Director Underwood also briefed on the accounting policies and procedures which included:
 - accounts payable/receivable
 - electronic record management
 - monthly reconciliations
 - annual fiscal audits
- To date, all FY23 dues, with the exception of 4 members, have been received. Two states are more than 90 days overdue and will be referred to Compliance Committee if they become 120 days overdue. The Finance Committee is not responsible for dues enforcement
- As a result of the dues increase effective FY24, all members will soon receive a personalized notice applicable to the change for their state/territory. This notice was suggested by the Finance Committee Chair and Vice Chair. Director Underwood shared a sample notice for review. The notice simply precedes the FY24 Dues Invoices, which will be emailed next year according to each member's fiscal year calendar. Treasurer Jones supported and the Finance Committee agreed that the notice should be emailed November 17, 2022.

Old Business

Cost Savings Suggestions/Recommendations to the Executive Committee

- Chair Dodd reported that the Finance Committee will consider possible cost savings suggestions and make recommendations to the Executive Committee throughout the year. Chair Dodd opened the floor for any suggestions.
- M. Tymkew (MI) expressed interest in learning more about the Commission's long-term investment plan and suggestions to expedite increase gains.
- Director Underwood will reach out to the Commission's contact at Vanguard.

New Business

Travel Reimbursement Policy Revision

- Chair Dodd reported that the Finance Committee will begin an in-depth discussion of the [ICJ Travel Reimbursement Policy #06-2009](#) at the next meeting.
- Director Underwood updated that at the next meeting, the National Office will have available for the discussion actual costs and averages from the 2022 Annual Business Meeting. Chair Dodd suggested calculating the average without the Alaska, Virgin Islands, and Hawaii tickets.

- Director Underwood added that the discussion should include requiring purchase of travel insurance for cancelations for tickets purchased by the Commission, so that the Commission could recoup funds if a traveler must cancel.

Adjourn

Chair Dodd adjourned the meeting by acclamation without objection at 2:50 p.m. ET.