

# INTERSTATE COMMISSION FOR JUVENILES

## Finance Committee Meeting Minutes

April 13, 2023  
11:00 a.m. ET  
Via Zoom



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### Voting Members in Attendance:

1. Dale Dodd (NM), Commissioner, Chair
2. Pat Pendergast (AL), Designee, Vice-Chair
3. Sherry Jones (MD), Commissioner, Treasurer
4. Francis “Mike” Casey (DE), Commissioner
5. Michael Tymkew (MI), Commissioner
6. Corrie Copeland (TN), Commissioner
7. Maureen Clifton (WY), Commissioner

### Members Not in Attendance:

None

### Guests in Attendance:

1. Sherri L. Springate (KY)

### 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

**M. Clifton (WY) made a motion to approve the agenda as presented. P. Pendergast (AL) seconded. The motion carried.**

### Minutes

**S. Jones (MD) made a motion to approve the January 18, 2023 meeting minutes as presented. P. Pendergast (AL) seconded. The motion carried.**

### Discussion

#### **Draft new ICJ Administrative Policy #01-2023: Investment Policy**

- Director Underwood presented a draft ICJ Investment Policy #01-2023 for consideration.

- Chair D. Dodd (NM) requested input and highlighted the two sections below.
  - Section V.D. Distribution Policies
    - The Executive Committee has the authority to approve the distribution of assets to support emergent needs of the Commission.
  - Section VI. Investment Guidelines
    - B. Diversification, Paragraph 2.
      - The consolidated funds shall be managed to produce a highly diversified portfolio and includes the allocation ratios across all the ICJ accounts.
- There were no additional questions or comments from the Finance Committee.
- **D. Dodd (NM) made a motion to recommend the ICJ Administrative Policy #01-2023: Investment Policy to the Executive Committee for approval as presented. S. Jones (MD) seconded. The motion passed.**

*Chair Dodd left the meeting and turned over to Vice Chair Pendergast (AL)*

### **FY 2023 Budget Update**

- Vice Chair Pendergast (AL) provided an overview in each of the budget categories of the FY 2023 Budget year to date (July 1 - February 28, 2023). With 66 percent of the fiscal year complete, the total budget in good standing.
- Director Underwood explained that the development and testing of the UNITY enhancements are in process and roll out will commence in June 2023.
- As a result, the incremental payments to the vendor will occur during both the FY 2023 and the FY 2024. To date, the costs have been paid from the operating budget delaying any withdrawals from the Reserves/Investment account.
- M. Tymkew (MI) asked where funds approved for withdrawal from Reserves/Investments to pay for UNITY Enhancements are currently held. Director Underwood confirmed the funds remain in the money market long-term investment account.

### **FY 2024 Budget Amendments**

- Director Underwood presented proposed amendments to the FY 2024 Budget, which was approved at the 2022 Annual Business Meeting. During the fourth quarter of each year fiscal year, the budget for the following fiscal year is reviewed and amended to reflect more accurate projections. She explained proposed modifications to the impacted line items.
  - Carry Over to/from Investments (Line Item 5)
    - Reduction recommended due to the extension of the timeline for payment of previously approved UNITY enhancements. In FY 2023, \$228,000 was budgeted for enhancements. The enhancements will roll out June –September, 2023, deferring the final payment of \$114,000 into FY 2024. Both the UNITY development and the initial investments will have been funded without withdrawal of funds from the long-term investments.
  - Administrative (Line Item 28)
    - Due to the reduction in printing, postage, and renegotiated agency insurance premiums, the line item can be decreased.

- Communications (Line Item 32)
  - The recommended increase includes the recent upgrade to the ICJ Zoom Account to increase the cap to 500 attendees in live Zoom meetings.
- Computer and Information Technology (Line Item 39)
  - The recommended decrease is a result of the modifications in the National Office infrastructure by streamlining software applications.
- Meetings and Conferences (Line Item 52)
  - The recommended increase reflects the national inflation in costs for travel, lodging, and audio-visual services provided by the Commission for the Annual Business Meetings.
- National Data System (Line Item 57)
  - The recommended increase includes the addition for the recently approved UNITY enhancements testing site.
- Payroll Expenses (Line Item 75)
  - The recommended increase reflects the approved cost of living salary adjustments.
- Professional Services (Line Item 80)
  - Recommendations would reduce the leadership development by \$10,000 and the evaluation partnership by \$30,000.
- Vice Chair Pendergast questioned the value of offering the live stream during the Annual Business Meeting (ABM). Director Underwood reported during the 2022 Annual Business Meeting, 34 attended the training sessions and 52 attended the General Session via the Zoom live stream.
- Director Underwood presented a new opportunity for a cost reduction. During the initial development of UNITY, the Commission agreed to retain a contract with Instream to access JIDS for 5 years. In the last year, there have been only two requests for access to information regarding JIDS cases. Accessing any historical data requires filing a request for historical data with the National Office. J. Johnson, Systems Project Manager, affirmed that all the JIDS cases and information related to those cases have now migrated into UNITY.
- S. Jones (MD) commented and supported the upgrade of the Zoom account to raise the number of attendees. Also, she supported the professional development line-item modification.
- **S. Jones (MD) made a motion to recommend to the Executive Committee to discontinue the contract for JIDS. P. Pendergast (AL) seconded. The motion passed.**
- **C. Copeland (TN) made a motion to approve the amendments to the FY 2024 Budget as presented. M. Tymkew (MI) seconded. The motion passed.**

### **FY 25 Proposed Budget**

- Director Underwood presented a proposed FY 2025 Budget of \$1.2 million for consideration. The budget projections reflect a three-to-five percent inflation rate for expenses, except where more precise information is available. She detailed the proposed budget highlighting the line items below.
  - Meetings and Conferences (Line Item 52)

- The Rules Committee meets in-person during odd numbered years; therefore, this line increases during those years.
  - UNITY – System (Line Item 54)
    - This cost estimate reduction includes hosting, maintenance, new enhancement testing site, and \$100K for rule-based enhancements She noted that it could be substantially less, depending upon what rule amendments are adopted.
    - Additionally, the initial Optimum Technology Contract will be ends September 2024 and will be renegotiated.
  - National Data System (Line Item 57)
    - The National Data System total will be reduced upon completion of initial 2023 enhancements.
- **S. Jones (MD) made a motion that the FY 2025 Proposed Budget as presented be recommended to the Executive Committee for support. M. Clifton (WY) seconded. The motion passed.**
- Director Underwood noted that the proposed FY 2025 Budget will be presented for approval by the full Commission during the ICJ 2023 Annual Business Meeting.

## Old Business

### Treasurer Report

- Treasurer Jones (MD) reported the ICJ financial accounts were in good standing and presented the balances as shown in the chart below.

Account	Balance as of 3/31/22	Balance as of 12/31/22	Balance as of 3/31/23
Investments	\$1,877,801	\$1,734,982	\$1,807,765
Savings	\$300,013	\$587,072	\$318,092
Checking	\$310,405	\$171,023	\$283,469
Total	\$2,488,219	\$2,493,077	\$2,409,326

## New Business

### 2024 ICJ Officers

S. Jones (MD) encouraged members to run for a 2024 ICJ Officer position.

### Adjourn

**S. Jones (MD) made a motion to adjourn. M. Tymkew (MI) seconded. Vice Chair Pendergast adjourned the meeting by acclamation without objection at 11:50 a.m. ET.**