

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

December 13, 2023

2:00 p.m. ET

Via Zoom



Preliminary Business

Call to Order

Finance Committee Chair D. 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.

Voting Commissioners/Designees 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. Anne Connor (ID), Designee
6. Angela Bridgewater (LA), Commissioner

Non-Voting Members in Attendance:

1. Sherri Springate (KY)

Members Not in Attendance:

1. None

National Office Staff in Attendance:

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

Agenda

P. Pendergast (AL) made a motion to approve the agenda as presented. A. Bridgewater (LA) seconded. The motion passed.

Minutes

P. Pendergast (AL) made a motion to approve the July 26, 2023, meeting minutes. S. Jones (MD) seconded. A. Connor (ID) abstained. The motion passed.

Check-ins

- Finance Committee Chair D. Dodd (NM) asked members topics they hope the Finance Committee will discuss in 2024. Members shared the ideas below.

- Invite Vanguard account manager to a Finance Committee meeting to provide an update on ICJ investments and how funds are managed for protection in this volatile market.
- Optimize transparency by learning more information about how dues are used and planned projects for the reserve funds.
- Deeper review of revenue and expenses.
- Review the [ICJ Travel Reimbursement Policy #06-2009](#) and develop a plan of action to educate members on its information.

Orientation

- Director Underwood provided an orientation for members, including introduction of Commission’s banking and investment accounts. The primary accounts are:
 - Checking;
 - Savings; and
 - Investments.
- Director Underwood provided an update on actual expenditures through November 30, 2023. The Commission operates on a July 1 – June 30 fiscal year. The Commission’s Budget Work Sheet was explained by category and expanded to demonstrate the line items details in each category.
- She explained her goal is to accurately project expenses so that the budgeted amount is sufficient, but not exceeded by expenditures. She explained that some expenses are paid primarily at the beginning of the fiscal year. For these items, the “% of Budget” column appears high that the beginning of the year but is automatically resolved as the budget worksheet is updated each month.
- At the close of the fiscal year, the Finance Committee will provide recommendations for any surplus of funds.

Reports

- Treasurer S. Jones (MD) expanded on Director Underwood’s review of the ICJ accounts. She routinely reviews monthly bank statements, which are accompanied by documentation for expenditure. She reported that expenses are always documented, and staff provides additional information upon request. She will provide additional information to members upon request.
- She added that the Commission’s investment balances declined during the pandemic, like most investments. Fortunately, the market has stabilized, and investments are growing again.

New Business

Approve Finance Committee Annual Action Plan

- Finance Committee Chair Dodd (NM) presented a proposed FY24 Finance Committee Action Plan. The plan outlined quarterly meeting dates and proposed topics for each meeting.
- The Finance Committee discussed the plan and acknowledged that the topics aligned with the items of interest shared at the beginning of the meeting.
- **S. Jones (MD) made a motion to approve the Finance Committee Annual Action Plan as presented. M. Casey (DE) seconded. The motion passed.**

Determine whether amendments are needed to [ICJ Travel Reimbursement Policy #06-2009](#)

- Director Underwood provided an update on expenditures from the 2023 ICJ Annual Business Meeting (ABM) related to flight costs and airport parking reimbursements. The travel reimbursement policy was updated last year to increase the pre-approved rate for reimbursement of flight expenses to \$800. The average of all the flights reimbursed indicated the \$800 rate was sufficient in 2023.
- Members shared examples of flights that exceeded the pre-approved reimbursement rate, which are often related to location, cancelations, and delays. Airline and weather delays costs out of the control of Commission.
- Director Underwood noted the policy authorizes the Executive Director to approve exceptions and she routinely approves exceptions under the circumstances described. However, the policy does not address approval for overages for airport parking costs. For the 2023 ABM, actual cost for airport parking exceeded the \$15/day approved rate in the policy for 17 travelers. A list of the locations and amounts was presented.
- Finance Committee Vice Chair Pendergast (AL) suggested increasing the \$15/day to \$25/day and modifying the policy to allow the Executive Director authority to approve the overage exceptions.
- **A. Connor (ID) made a motion to increase the daily airport parking to \$25 and modify the language to allow the Executive Director to approve overages to the ICJ Travel Reimbursement Policy [ICJ Travel Reimbursement Policy #06-2009](#). D. Dodd (NM) seconded. The motion passed.**
- The Finance Committee discussed whether additional modifications in other sections of the policy were necessary related to the Executive Director's authorization of exceptions.
- Finance Committee Dodd (NM) will present the recommendation above to the Executive Committee in the December meeting.
- Finance Committee Dodd (NM) tabled discussion related to additional modifications related to the authorization until the next meeting.
- The National Office will prepare an amended draft of the policy for consideration at the next meeting.

Determine how to educate members about new reimbursement practices.

- Finance Committee Chair Dodd (NM) opened the floor for suggestions on educating Annual Business Meeting attendees about filing reimbursements online. Committee members also discussed educating members about the new option to have reimbursements directly deposited. When the option was offered after the 2023 Annual Business Meeting, some members were unsure whether it was legitimate.
- Finance Committee Vice Chair Pendergast (AL) suggested presenting information during regional meetings at the Annual Business Meeting in Mobile, Alabama.
- A member of the Finance Committee from each region would present the unified message during the regional meetings.
- Finance Committee Chair Dodd (NM) will request that all region representatives include this as an action item on their respective September meeting agendas.

Next Steps

- Action items, assignments, and timeframes
- Finance Committee Chair Dodd (NM) presented will work the National Office to arrange a Vanguard representative attend a Finance Committee meeting.

- Director Underwood agreed to update the Finance Committee completion of tasks timeline to share at a future meeting.
- The next meeting is February 15, 2024, 2:00 – 3:00 p.m. ET. The focus will be investments and mid-year budget review.

Adjourn

Finance Committee Chair Dodd (NM) adjourned the meeting by acclamation without objection at 3:27 p.m. ET.