

INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting Minutes

January 16, 2025

2:00 p.m. EST

Via Zoom



Preliminary Business

Call to Order

Finance Committee Chair D. Dodd (NM) called the meeting to order at 2:02 p.m. EST.

Roll Call

Director Underwood called the roll, and a quorum was established.

Voting Commissioners/Designees in Attendance:

1. Dale Dodd (NM), Commissioner, Chair
2. Anne Connor (ID), Commissioner, Vice Chair
3. Sherry Jones (MD), Commissioner, Treasurer

Non-Voting Members in Attendance:

1. Mason Harrington (SC)
2. Latoya Oliver (MD)
3. Abbye Tyler (MD)

Members Not in Attendance:

1. Angela Bridgewater (LA), Commissioner
2. Shyra Bland (NJ)

National Office Staff in Attendance:

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

Agenda

A. Connor (ID) made a motion to approve the agenda as presented. S. Jones (MD) seconded the motion. The motion passed.

Minutes

A. Connor (ID) made a motion to approve the July 18, 2024, meeting minutes as presented. S. Jones (MD) seconded the motion. The motion passed.

Check-In:

- Chair Dodd (NM) asked committee members to share what ICJ finance issues are of greatest interest to them.
- Vice Chair A. Connor (ID) shared that she is interested in looking at the current process for choosing sites for the Annual Business Meetings.
 - Chair D. Dodd (NM) shares that the Executive Committee looks at the sites presented to them and the committee chooses the location that checks the most boxes.

- Vice Chair A. Connor (ID) said she wants to ensure that the process for choosing sites done in the most effective and efficient way.
- Director Underwood stated the National Office can present a summary of the process for the Annual Business Meeting site selection at a future meeting.

Chair Report

- Chair Dodd (NM) shared information on the Fiscal Year (FY) 2024 Audit. He shared that it was a good, clean audit with minimal recommendations.
 - Vice Chair A. Connor (ID) stated to Chair Dodd (NM) that she would like to have more members recruited to the Finance Committee. She asked members to share why they decided to join the Finance Committee.
 - M. Harrington (SC) shared she joined so that she can learn how the finances for the Commission works.
 - L. Oliver (MD) answered she also wanted to join to see how the Commissions finances work and to educate herself.
- Chair Dodd (NM) shared the Fiscal Year 2025 Action Plan:
 - January 16, 2025 at 2:00PM EST:
 - Introduction to ICJ Accounts
 - Feedback on Expense Reimbursement Practices
 - Identify Regional Ambassadors
 - April 24, 2025 at 2:00PM EST
 - Review Investment Policy
 - Review FY 25 mid-year budget update
 - June 19, 2025 at 2:00PM EST
 - Budget amendments for FY 26 to Executive Committee
 - Proposed budget for FY 27 to Executive Committee
 - Chair Dodd (NM) asked members to let him know if they would like to add anything to the meetings agendas.
 - Vice Chair A. Connor (ID) recommended adding a discussion on how to pick the Annual Business Meeting site location as a topic at one of the future meeting dates. She also proposed discussing how to ensure UNITY proposals focus on “needs,” not “wants.”
 - Chair D. Dodd (NM) shared that rule amendment proposals were due at the end of December. The Finance Committee will discuss what costs are attached to the rule proposals.
 - Director Underwood stated that by the April meeting, the Finance Committee will have a general idea of how the rule proposals will impact UNITY, but not the cost estimates. That information will be released in May.
 - Chair Dodd (NM) shared that they could add the discussion of “wants versus needs” to the agenda for the April 24, 2025 meeting.
 - J. Johnson, National Office, shared that the Technology Committee evaluates UNITY enhancements and score each item by specified criteria. The committee whether each enhancement will have a limited impact to users or if it will impact all UNITY users' directly. J. Johnson, National Office, stated he would email the criteria to Chair Dodd.
 - Chair D. Dodd (NM) asked if the Technology Committee can share the list of ranked UNITY enhancements with the Finance Committee.
 - J. Johnson, National Office, answered yes, the Technology Committee will share how many enhancements they received, how many enhancements were selected, and why they were selected.

Unfinished Business

- No unfinished business to discuss.

New Business

Introduction to ICJ accounts

- Director Underwood shared with the committee members how the Commission's funds are managed and operated. She divides the funds into two different sets:
 - Funds used for operations that are moved around as needed
 - Director Underwood shared that within the operations category, there is a checking account and savings account.
 - The checking account is used to pay bills. When checks arrive in the mail, the money is deposited into the checking account.
 - The savings account is where funds are automatically deposited. If a state pays dues by electronic transfer, those funds go into the savings account.
 - Once a quarter, Director Underwood transfers funds from the savings account to the checking account as needed for that quarter's expenses.
 - Funds in the Investment funds
 - Director Underwood shared that in investments, there is a money market account that has an interest rate similar to the savings account. The money market account has a minimal return on investments, but it was created to ensure that it could be accessed without touching the stocks and bonds.
 - The Life Strategy Moderate Growth Fund is the Commission's most significant investment fund.
 - She shared that by keeping funds in the investment accounts, funds are being built overtime to assist in paying for any large-scale investments that might be needed.
- Director Underwood shared information about the amount of funds in each account.
- Director Underwood shared that dues were increased in 2022 by 35% with the understanding that there would be a surplus in the first two years of the dues cycle and a deficit in last two. The budget will need to be increased in the future, as costs continue to increase.
- Vice Chair A. Connor (ID) asked Director Underwood to share more information about her monthly meeting with the Commission's Treasurer.
- Director Underwood answered that every month she speaks with the Commission's Treasurer, S. Jones (MD), and reviews all monthly banking statements. The statements are then sent to the accountant, who uses QuickBooks to provide a budget update.
- Treasurer S. Jones (MD) stated that she reviews all financial transactions. All audits have been clean since she has assumed the role as the Treasurer.

Provide feedback about 2024 Annual Business Meeting reimbursement practices

- Member education about direct deposit option through Bill.com and the e-submission process
 - Chair D. Dodd (NM) asked Director Underwood if any members still receive their reimbursements the old way, i.e. checks in the mail.
 - Director Underwood answered that she did not know. The e-submissions are sent to the accountant. The accountant then processes reimbursements via bill.com, which makes electronic transfers or mails checks directly to the members.
 - Vice Chair A. Connor (ID) noted that she completed an expense report for her personal expenses at the Annual Business Meeting and another expense report for

the State of Idaho. She shared the process was convenient to ensure both streams of money get to the correct place.

- Chair D. Dodd (NM) said that the e-submission process went smoothly and asked members if they had any comments on the process.
- A. Connor (ID) shared there was some confusion with bill.com and getting it set up, but K. Wade, National Office, was able to help.
- D. Dodd (NM) shared that the only issue was bill.com does not have an app to download on his phone.

Identify Region Ambassadors (to report committee work at regions)

- Chair Dodd (NM) stated the group needed volunteers for region ambassadors. He said the South Region and West Region had an ambassador, and that the committee would need a volunteer for the Midwest and East Regions.
- Director Underwood stated that the Finance Committee does not have any members that are from the Midwest Region. She also shared that S. Bland (NJ) was the only member in the Finance Committee that is from the East Region.
- Chair Dodd (NM) stated that he will work on recruiting a Midwest region voting member to join the Finance Committee.

Next Steps

- Chair Dodd (NM) shared that the committee will review the investment policy at the next meeting on April 24, 2025.
- Director Underwood stated she has added to discuss the UNITY assessment scoring criteria to the meeting on April 24, 2025 and has added to review Annual Business Meeting selection process to the June meeting agenda.
- Chair Dodd (NM) stated that he would discuss the Annual Business Meeting process during his Finance Committee report at ABM 2025.

Adjourn

Finance Committee Chair Dodd (NM) adjourned the meeting by acclamation without objection at 2:59 p.m. ET.