

**FINANCE COMMITTEE MINUTES**  
**Tuesday, July 27, 2021**

PRESENT	Craig Neuenswander Bob Buehn Greg Lynch Brian Halstead Debra Jackson J. Clarke Orzalli Douglas Ragland Hal Stearns Chad Delbridge	Kansas Commissioner Florida Commissioner Washington Commissioner Nebraska Commissioner New York Commissioner Massachusetts Commissioner Alabama Commissioner Montana Commissioner Wyoming Commissioner	Chair
EXCUSED	Tyler Backus Kyle Fairbairn	Maine Commissioner Military Impacted Schools Association	Ex-officio
STAFF	Cherise Imai Lindsey Dablow	Executive Director, MIC3 Training and Operations Associate, MIC3	

**ITEM 1 – CALL TO ORDER**

1. The meeting was called to order at 11:00 AM ET by Committee Chair, Commissioner Craig Neuenswander (KS). Roll call was taken by Training and Operations Associate, Lindsey Dablow. Quorum was established.

**ITEM 2 – APPROVAL OF THE AGENDA**

2. Commissioner Brian Halstead (NE) moved to approve the agenda. The motion was seconded by Commissioner Hal Stearns (MT). Motion carried.

**ITEM 3 – APPROVAL OF THE MINUTES FROM MAY 25, 2021**

3. Commissioner Bob Buehn (FL) moved to approve the minutes from May 25, 2021. The motion was seconded by Commissioner Halstead. Motion carried.

**ITEM 4 – EXECUTIVE COMMITTEE REPORT**

4. Chair Neuenswander reported the upcoming Operations Audit was discussed at the Executive Committee (EXCOM) meeting. Executive Director Cherise Imai noted the National Office is preparing for the Annual Business Meeting (ABM). She said the EXCOM is tracking the stats of the COVID-19 variant and will respond accordingly.

**ITEM 5 – REPORTS**

5. **FY2021 Dues, Balance, Revenue and Expenses, Vanguard Expenses** – Chair Neuenswander reviewed the MIC3 financial documents. The commission reviewed the FY21 dues balance sheet which showed 5 states outstanding. Chair Neuenswander noted the balance sheet is higher than normal due to lessened travel during the COVID-19 pandemic. The committee viewed the

Income Statement, which showed a shared purchase of a printer with another Council of State Governments (CSG) affiliate organization. The committee viewed the Vanguard Balance sheets which showed positive gains. The FY22 dues spreadsheet showed 20% of the states as paid.

## ITEM 6 – OLD BUSINESS

6. **CSG's PPP Loan Forgiveness** – Chair Neuenswander stated CSG's Paycheck Protection Program Loan Forgiveness application was approved by the US Department of Labor, Small Business Association. ED Imai noted the amount was for \$88,000 which includes salary and benefits for employees for a 3-month period.
7. **State Fiscal Support for the Compact** – ED Imai stated the National Office is following up regarding how the Compact is funded in the various states. She said the final report will hopefully be presented in August. Chair Neuenswander noted the Commissioners who are state employees often have more support in carrying out the Commission activities as they may have access to resources and staffing to support implementation of the Compact program.
8. **National Guard and Reserve Guidance, Options and Fiscal Impact** – Chair Neuenswander reminded states to submit their *National Guard and Reserve Report* by August 31. ED Imai said she would like to release the documents with the fiscal impact projection of each of the options to the Commission. ED Imai stated the only option that would likely increase states' dues would be Option #1 – which is to modify the current Compact statutes in states. She noted the discussion on dues is a separate discussion and would require a change to the Commission By-laws., she added the Commission could vote to not have any increase at all.
9. Commissioner Greg Lynch (WA) brought up the motivation behind making a change, he said he isn't able to explain to his State Council why this is an issue. Commissioner Clarke Orzalli (MA) noted it is difficult to get the data regarding National Guard interstate moves. The Commissioners viewed the NGR Options – Fiscal Impact Projection document.
10. **CSG Services Contract: Federal & Legislative Bill and Policy Tracking for Military Education** – ED Imai updated the Commission that the contract was signed with CSG and will commence in August. The contract is based on one year, with an option to renew every year, up to four years. for \$87,000 for one year. She will meet with the National Council on Interstate Compacts to discuss logistics and frequency of the report. The reports will be released and shared with the Commission once available. She concluded the purpose of the report was to provide information to Commissioners on legislation introduced and/or passed at the federal and state levels.
11. **Operations Audit** – Chair Neuenswander noted the Operations Audit is one of the Committee's Strategic Plan goals this year. The lowest bid was the most attractive as well and EXCOM awarded the bid to Riggs Enterprise for \$13,500. ED Imai noted she provided the Commission documentation for review to the Mr. Brian Riggs, and he will conduct interviews with the National Office staff in early August.

## ITEM 7 – NEW BUSINESS

12. **FY21 Audit** – ED Imai announced the FY21 Audit results should be received this week.
13. **FY22 ABM Project Total Cost** – Ms. Dablow displayed the 2021 ABM Cost Analysis. The expenses included the Little Rock Marriott hotel expenses, the AV cost to have a meeting in which

virtual attendees can participate, travel reimbursement expenses, etc. The estimated total cost was reported to be \$145,996.87.

14. **Investments Analysis** – Chair Neuenswander noted the Finance Committee reviews the investment portfolio and makes a recommendation to EXCOM with recommendations and/or changes. ED Imai stated the committee is eligible to pull out roughly 5% of the balance to utilize for other projects for the Commission.

## ITEM 8 – OTHER BUSINESS

15. **2021 ABM** – Ms. Dablow stated registration for the 2021 ABM opened last week with an email message from Constant Contact. The registration can also be accessed at the MIC3 website. She recommended Commissioners review two FAQs regarding attending the meeting and travel. Ms. Dablow noted the hotel rooms can be cancelled up to 24 hours before the event. Additionally, she stated there is a clause in the contract should the state of Arkansas shut down due to the pandemic that would allow MIC3 to withdraw with little to no financial liability. ED Imai asked for any concerns or questions regarding the ABM to be passed on to her or Ms. Dablow.

16. **Policies** – ED Imai referenced three new policies related to staffing and travel during the COVID-19 pandemic. The policies were released by CSG and also adopted for MIC3. A key requirement for CSG employees to travel is to be fully vaccinated. ED Imai reported all three MIC3 staff members are fully vaccinated. The policies are in effect until the pandemic ends.

17. Additionally, ED Imai noted MIC3 adopted a new Awards Policy which awards Commissioners for their length of service. The policy was vetted and approved by the Communications and Outreach Committee and the EXCOM.

## ITEM 9 – ITEMS FOR THE EXECUTIVE COMMITTEE

18. No items were presented for the Executive Committee.

## ITEM 10 – ADJOURNMENT

19. With no further business to conduct, Commissioner Stearns motioned to adjourn the meeting. Commissioner Buehn seconded the motion. Motion carried. Chair Neuenswander adjourned the meeting at 11:45 AM ET.