



# Interstate Commission for Adult Offender Supervision

## Finance Committee Meeting MINUTES

2 pm ET, March 5, 2019  
Teleconference

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### Members in Attendance

1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Mary Kay Hudson (IN)
4. Christy Gutherz (MS)
5. Debbie Duke (TN), Ex-Officio

### Members not in Attendance

1. Charles Lauterbach (IA)
2. Sheri Sliva (NV)

### Staff

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, Project Manager
6. Kevin Terry, Website Analyst

### Call to Order

Chair G. Roberge (CT) called the meeting to order at 2:00 pm ET. Four voting members were present, a quorum was established.

### Approval of Agenda and Minutes

**Commissioner C. Gutherz (MS) moved to approve the agenda as presented. Commissioner T. Langer (AL) seconded. Agenda approved.**

**Commissioner T. Langer (AL) moved to approve the minutes from the January 8, 2019 meeting as drafted. Commissioner C. Gutherz (MS) seconded. Minutes approved.**

### Discussion

*FY 2019 Budget Update:* Chair G. Roberge (CT) stated that the Commission was in solid financial health. The Commission has \$1,345 K in its saving account and \$195.8 K in its checking account.

The Commission Vanguard investment account went up 0.2% since the last statement. The Executive Committee wants to maintain 60 to 40% stock and bond ratio. Currently, 59% of Commission's investment is in stocks and 40.7% in bonds.

Chair G. Roberge (CT) noted that the Commission was 58% through the year and was running 3.4% under budget.

Executive Director A. Lippert presented amended FY 2020 and proposed FY 2021 budget to the committee for review.

She commented on the following budget items:

FY 2020 Amended Budget:

- Line 61009: Payroll Tax adjusted according to spending. Initial allocation was an estimate based on current tax rates.
- Line 61040: Accounting increased by \$1,500 for actual costs to conduct fiscal audit. Previous allocation was an estimate.
- Lines 62090 and 62130: Computer services and outside web support increased by \$7,000 in accordance with spending and economic increases.
- Line 62280: Insurance reduced by \$250 in accordance with spending.
- Line 32310: Photocopy reduced by \$1,000 in accordance with spending.
- Line 11354: ICOTS reduced by \$60k eliminating the need to access cash reserves to balance the budget. (Savings are a result of discontinuing IVINS and lowering enhancement budget.)

FY 2021 Proposed Budget:

- To balance the FY2021 budget, \$57k moved from cash reserves.
- Line 61000-Benefits: Estimated based on increase in benefit renewal, which occurs mid-year.
- Lines 61009 and 61040: Adjusted for economic increase.
- Line 11366-Rules Committee: Adjusted for rule making year.
- Line 11354-ICOTS: Reduced by \$60k. (Savings are a result of discontinuing IVINS and lowering enhancement budget.)

She did not expect any other large spending in the near future.

Signature: Gary A Roberge  
Gary A Roberge (Aug 21, 2019)

Email: gary.roberge@jud.ct.gov

**Commissioner T. Langer (AL) moved to recommend the FY 2021 Budget for approval to the Executive Committee as presented. Commissioner M. Hudson (IN) seconded. Motion passed.**

The committee discussed the structure of Commission's dues formula.

Executive Director A. Lippert stated that the formula is outlined in Rule 2.103 and is based on population and compact transfer totals. Every 10 years the dues are adjusted based on the national census results. She noted that no dues were raised in last 13 years.

Chair G. Roberge (CT) noted that the cost of services and goods was going up, the committee should look into revising the dues formula accordingly to avoid states incurring a significant increase at once.

Chair G. Roberge (CT) asked for an update on current projects that were outside the scope of the current budget.

Executive Director A. Lippert informed the committee that the national office edited and revised the Benchbook along with a thorough review of advisory opinions. Eighteen advisory opinions are recommended for retirement. The national office is working on an online ICAOS document search and management system that will search and cross reference ICAOS legal documents and related resources. An electronic document search has a significant advantage, since it allows users to locate all the information published by the Commission on a specific topic, rule, or process. The cost for this project is \$14.9K.

In addition, the national office is working with SEARCH, the National Consortium for Justice Information and Statistics, on a data sharing project to assist in determining what Compact offenders have warrants entered into NCIC. At this point, the national office does not have information on costs for this project.

The committee reviewed its 2018 goals and accepted them as its 2019 goals:

- Recommend funding formula that respects the value of public funds and meets the Commission's future technological and operational needs
- Recommend sustainable annual budget for approval

Executive Director A. Lippert stated that the Commission had a promotional saving account interest rate that was set to expire in April 2019. In the upcoming months, she will meet with the Commission's bank representatives to discuss the interest rate earnings.

### **Adjourn**

**Commissioner M. Hudson (IN) moved to adjourn. Commissioner T. Langer (AL) seconded.**

The meeting adjourned at 2:40 pm ET.

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Final Audit Report

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