



## **Interstate Commission for Adult Offender Supervision**

### **Finance Committee Meeting MINUTES**

**August 23, 2021 • 1 p.m. ET  
Video Conference**

---

#### **Members in attendance:**

1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Terra Taylor (DE)
4. Jamie Lee (LA)

#### **Members not in attendance:**

1. Mary Kay Hudson (IN)

#### **Staff**

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Xavier Donnelly, ICOTS Project Manager

#### **Call to Order**

Chair G. Roberge (CT) called the meeting to order at 1:00 pm ET. Four out of five voting members were present, a quorum was established.

#### **Approval of Agenda and Minutes**

**Commissioner T. Taylor (DE) moved to approve the agenda as presented. Commissioner T. Langer (AL) seconded. Agenda approved.**

**Commissioner T. Langer (AL) moved to approve the minutes from June 6, 2021, meeting as drafted. Commissioner T. Taylor (DE) seconded. Minutes approved.**

#### **Discussion**

*FY 2021 final budget and audit update:* Chair G. Roberge (CT) stated that the Commission finished FY 2021 about \$160K under budget. The biggest cost savings came from not hosting the in-person meetings and moving the National Office staff to a virtual office environment.

The Commission's Vanguard investment account had \$2,400,000 and the Commission's savings account had \$1,600,000.

The Commission successfully completed its annual financial audit. The auditor's report came back clean and unmodified.

Executive Director A. Lippert informed the committee that the national office received all but three annual dues payment from the states that operate on July 1-June 30 fiscal year. She has been in communication with these states and expect them to pay in full soon.

*Review changes to 05-2004 ICAOS Administrative Policy on Dues Assessment & Enforcement and Review adjustments to Dues Assessment chart based on 2020 census data:* Executive Director A. Lippert stated that the dues assessment formula in use since 2002 was outlined in the Rule 2.103:  $((State\ Population/US\ Population) + (State\ Offender\ Transfers/Total\ US\ Offender\ Transfers))/2$ .

In 2002, calculations relied on population data from the US Census Bureau and the US Department of Commerce. In addition, the Commission incorporated a population estimate for compact offenders. At that time, there were additional estimates and adjustments for territory data due to incomplete information. As applied, the formula produced results for all states that were subsequently divided into five tiers.

In 2008, the Executive Committee added an additional tier for the US Virgin Islands per an ad hoc finance committee finding. This tiering distribution continued uninterrupted with an adjustment in dues calculation based on population figures from the 2010 decennial Census through FY 2022's assessment.

The 2020 decennial Census provided an opportunity to update state populations and evaluate any resulting change in individual as well as Commission-wide funding totals. Based on this data, the following individual state tier changes:

- Idaho increases from Tier 2 to Tier 3;
- Tennessee increases from Tier 3 to Tier 4;
- Michigan decreases from Tier 4 to Tier 3; and,
- Florida increases from Tier 5 to Tier 6.

FY 2021 dues are recorded at \$1,516,253.26 in revenue. Under the proposed FY 2023 dues scenario using the newest decennial Census figures, total revenue increases to \$1,532,298.30, a change of slightly more than one percent.

To set a good practice moving forward, the national office recommends recording the assessment calculation in 05-2004 Administrative Policy on Dues Assessment & Enforcement.

Executive Director A. Lippert noted that since the formula was set by the rule, there was no action taken in 2010 and no action was required from the Executive Committee this year.

The Executive Committee met last week and voted to add Section D. Assessment to the policy. The committee decided to add the dues ratio range table to the policy as an appendix.

#### **D. Assessment**

1. Rule 2.103 outlines the formula for establishing dues obligations that uses population and offender transfer data.
2. Population and offender transfer numbers shall be updated decennially by

respectively utilizing completed Census data and an annualized snapshot of offender transfer data from the electronic data system.

3. As authorized by the Executive Committee, states shall be classified in dues tiers based on the formula and assessed accordingly.

**Dues Tiers**

<b>Tier</b>	<b>Dues Ratio Range</b>
One	Less than .001
Two	Between .0011 and .00899
Three	Between .009 and .02499
Four	Between .025 and .03999
Five	Between .04 and .05999
Six	Anything .06 and up

The Finance Committee members did not have any comments on this matter.

**Old/New Business**

Executive Director A. Lippert stated that the national office was not anticipating any unexpected expenditures.

**Adjourn**

**Commissioner T. Langer (AL) moved to adjourn. Commissioner T. Taylor (DE) seconded.**

The meeting adjourned at 1:25 p.m. ET.

*Gary A. Roberge*  
Gary A. Roberge (Mar 10, 2022 18:29 EST)

# 2021-08-23\_FinCmmMinutes\_APPROVED

Final Audit Report

2022-03-10

Created:	2022-03-10
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAc9YWO6GxxlCxBPVqQPEKNJtK6oR4yQz8

## "2021-08-23\_FinCmmMinutes\_APPROVED" History

-  Document created by Barno Saturday (bsaturday@interstatecompact.org)  
2022-03-10 - 2:26:36 PM GMT- IP address: 74.136.72.127
-  Document emailed to Gary A. Roberge (gary.roberge@jud.ct.gov) for signature  
2022-03-10 - 2:26:55 PM GMT
-  Email viewed by Gary A. Roberge (gary.roberge@jud.ct.gov)  
2022-03-10 - 11:28:58 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Gary A. Roberge (gary.roberge@jud.ct.gov)  
Signature Date: 2022-03-10 - 11:29:22 PM GMT - Time Source: server- IP address: 73.143.166.56
-  Agreement completed.  
2022-03-10 - 11:29:22 PM GMT