



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

### **Finance Committee Meeting MINUTES**

**January 13, 2022 • 10 a.m. ET  
Video Conference**

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

1. Gary Roberge (CT), Chair
2. Jamie Lee (LA)

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

1. Tom Langer (AL)
2. Mary Kay Hudson (IN)

#### **Guest:**

1. Terra Taylor (DE)

#### **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
5. Drake Greeott, Web Development Manager

#### **Call to Order**

Chair G. Roberge (CT) called the meeting to order at 10:04 am ET. Two out of three voting members were present, a quorum was not established.

#### **Discussion**

*FY 2022 budget update:* Chair G. Roberge (CT) stated that the Commission was 50% into the fiscal year and at 38% spending. All annual dues were paid.

Last week, Executive Director A. Lippert rebalanced the Vanguard account to have 60% of funds in stocks and 40% in bonds. Total balance of the Vanguard account was \$2,541,514.40.

Executive Director A. Lippert stated that in 2020, the Commission approved a one-time 30% state dues reduction, which resulted in a reduction of the savings account funds. Subsequently, the Executive Committee approved for the Commission to withdraw funds from its Vanguard investment accounts should the bank account fall below \$500k. It was designed as a preventative measure to assure availability of funds.

Executive Director A. Lippert stated that based on the current expenditures, she did not anticipate withdrawing funds from the Vanguard account this fiscal year. The Commission's savings account

had \$1,308,205.37. Some of the savings came from having virtual meetings instead of face-to-face meetings.

The committee reviewed the FY 2022 budget. The committee noted the need to increase the ABM workgroup budget as the cost for face-to-face meetings went up in the last few years.

Chair G. Roberge (CT) asked about any unanticipated expenses this fiscal year.

Executive Director A. Lippert informed the committee of about two potential expenses that were not part of the current budget.

The national office was working on renewing its three-year contract with Appriss, the developer and provider of ICOTS. At the last renewal, Appriss agreed to a 2.5% increase over three years. The national office was working to keep the new rate increase under 3% over three years. She noted that this year, the inflation rose by 7% and she expects their software providers to increase their renewal prices.

Executive Director A. Lippert continued that the national office was building an internal contact management system to manage all contact information through one entry point. In addition, developing this software may allow the national office to terminate other software services. The cost of the project was about \$5,000.

The committee expressed their support for these projects.

Executive Director A. Lippert stated that the national office was getting ready to send an FY 2023 dues invoice to NY because their fiscal year started on April 1. The other dues invoices would go out on April 1, 2022.

### **Old/New Business**

The committee will meet again in March to make the FY 2024 budget recommendation to the Executive Committee.

### **Adjourn**

The meeting adjourned at 10:14 a.m. ET.

*Gary A. Roberge*  
Gary A. Roberge (Mar 10, 2022 18:32 EST)

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Final Audit Report

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