



Interstate Commission for Adult Offender Supervision

Finance Committee Meeting MINUTES

**March 8, 2022 • 11 a.m. ET
Video Conference**

Members in attendance:

1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Heidi Collier (DE)
4. Mary Kay Hudson (IN)
5. Bradley Lewandowski (SD)

Members not in attendance:

1. Jamie Lee (LA)

Staff

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Training and Administrative Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Drake Greeott, Web Development Manager

Call to Order

Chair G. Roberge (CT) called the meeting to order at 11:01 am ET. Five out of six voting members were present, a quorum was established.

Approval of Agenda and Minutes

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

Commissioner T. Langer (AL) moved to approve the minutes from August 23, 2021, meeting as drafted. Commissioner M. Hudson (IN) seconded. Minutes approved.

Commissioner M. Hudson (IN) moved to approve the minutes from January 13, 2022, meeting as drafted. Commissioner T. Langer (AL) seconded. Minutes approved.

Discussion

FY 2022 Budget update: Chair G. Roberge (CT) stated that the Commission was 66% through the year and about 14% under budget. The Commission had \$2,390,120.14 in its Vanguard account, which was 1.8% decrease from last month and a 31.4% increase from last February. The

Commission had \$1,148,701.74 in its savings account. It was 4% increase from last month and a 13.9% decrease from last February.

Executive Director A. Lippert stated that the national office was not anticipating any unexpected expenditures before finishing the fiscal year. She added that last year, the Executive Committee prepared for the possibility to withdraw funds from the Vanguard account because of the one-time 30% decrease in FY 2022 dues. She continued that no Vanguard withdrawal would be necessary this fiscal year. The FY 2023 dues invoices will go out in April.

Chair G. Roberge (CT) thanked the national office for their hard work managing Commission's funds.

FY 2023 Budget Adjustments: Executive Director A. Lippert stated that the Commission forecasted its budgets two years out. Therefore, oftentimes, the committee needed to amend the budget before the start of the fiscal year. She presented the FY 2023 budget adjustments to the committee for consideration.

- Cash Reserves amended to \$185k to balance the budget. (Reductions in operating costs allowed for a \$15k reduction from cash reserves.)
- Dividend income increased to reflect more accurate estimates.
- Line 61000: Decreased by \$15,000 due to joining Commerce as part of strategic benefit renewal.
- Line 61009: Payroll taxes increased \$4,415 in accordance with tax laws.
- Line 61040: Accounting increased by \$2,000 to reflect economic increases and spending.
- Lines 62000, 62010 and 62310: Supplies, postage and photocopy reduced by \$1,100 to reflect spending and remote work environment.
- Lines 62090 and 62140: Computer services and software increased by \$5,800 in accordance with spending, renewals, and economic increases.
- Line 68200: WebEx reduced by \$2,000 due to expiring WebEx agreement.
- ABM Workgroup increased by \$5,000 to reflect economic increases and spending.
- Total budgeted expenses reduced by \$10,635.

Commissioner T. Langer (AL) moved to recommend the Executive Committee approve the FY 2023 budget adjustments as proposed. Commissioner M. Hudson (IN) seconded. Motion passed.

Executive Director A. Lippert presented the FY 2024 budget for committee's consideration with the following notes.

- To balance the FY2024 budget, \$125k moved from cash reserves.
- Line 61000-Benefits: Estimated based on increase in benefit renewal.
- Line 04-Rules Committee: Adjusted for non-rule making year.
- Budgets for Finance, Compliance, and DCA Liaison Committee removed due to consolidated meeting software and cancelation of WebEx agreement.
- Line 09-ICOTS: Adjusted for economic increases. Includes \$50k for enhancements.
- To Note: Total budgeted expenses are \$57,650 less than those in FY23; even with \$30k increase over previous year in operating expenses.

Commissioner T. Langer (AL) moved to recommend the Executive Committee approve the FY 2024 budget as presented. Commissioner M. Hudson (IN) seconded. Motion passed.

Old/New Business


Executive Director A. Lippert noted that the national office observed a higher cost in airline ticket prices now that the Commission is returning to in person meetings. She will discuss raising the \$500 airline ticket limit with the Executive Committee at its face-to-face meeting in April. She added that the \$500 limit was set when the Commission was formed, but recent economic uncertainties indicated an increase may be necessary.

The committee supports increasing the airfare limit.

The committee will meet again in the upcoming months.

Adjourn

The meeting adjourned at 11:23 a.m. ET.


Gary A. Roberge (Jun 9, 2022 12:10 EDT)





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Final Audit Report

2022-06-09

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