



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

### **Finance Committee Meeting MINUTES**

**May 5, 2022 • 1:00 p.m. ET  
Video Conference**

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

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

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

1. Heidi Collier (DE)
2. 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 1:04 pm ET. Four out of six voting members were present, a quorum was established.

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

**Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner T. Langer (AL) seconded. Agenda approved.**

**Commissioner G. Roberge (CT) moved to approve the minutes from March 8, 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 in a good financial state. The \$2.2m in its Vanguard account was a 5% decrease from the previous month, and a 3.2% decrease from last February. He noted that these changes were due to stock market volatility. The Commission's saving account had a little over \$1 million, and its checking account had about \$2K.

Executive Director A. Lippert stated that the Commission was 75% through the year and 63% through its budget. She did not expect any major expenditures through the end of this fiscal year.

Chair G. Roberge (CT) continued the Commission had 57% of its Vanguard funds in bonds and 42% in stocks. He noted that due to current stock market volatility, it was better to keep most funds in bonds.

Executive Director A. Lippert stated that she rebalanced the funds a couple of months ago.

*FY 2023 and FY 2024 Budgets:* Chair G. Roberge (CT) noted that the Executive Committee accepted the Finance Committee's recommendation for FY 2023 budget amendments and FY 2024 budget proposal.

Executive Director A. Lippert noted that the Executive Committee also approved changes to the ICAOS Travel Policy to increase flight allowance limit from \$500 to \$650. Consequently, the ABM 2022 budget had increased as well.

*Annual Dues Assessment:* Chair G. Roberge (CT) stated that the Commission had not increased dues since 2007. The Commission should initiate a discussion about raising dues in response to rising inflation and upcoming large-scale projects.

According to Executive Director A. Lippert, the ICOTS redesign project, which is expected to cost seven figures, is the largest expected expenditure. The full Commission will vote on the cost for the redesign project at the 2022 ABM.

She continued that in 2007, the Commission voted to increase dues by 6% for three consecutive years to establish a reserve fund and pay for one Deputy Compact Administrator from each state to attend the annual business meeting. The Commission did not implement the dues increase in the third year. Even though the Commission currently has a substantial Vanguard fund, after funding the ICOTS redesign, the Compact Study, and other projects, it will no longer have a healthy reserve fund.

Chair G. Roberge (CT) stated that in Connecticut they build in judges raises to occur every few years into the state budget. He suggested possibly considering this approach.

Commissioner T. Langer (AL) suggested applying small dues increase such as 2% or 3% over multiple years. He noted that with high inflation and anticipated recession, states might not be able to handle large increases.

Commissioner B. Lewandowsky (SD) agreed with Alabama on a small increase over several years. He suggested implementing the increase as soon as possible.

Commissioner M. Hudson (IN) emphasized the need to provide enough explanation and justification as to why the increase was necessary to the full Commission. She noted that utilizing a capital assessment for large ticket items could help with the justification.

Chair G. Roberge (CT) stated that the ICOTS redesign was a multi-year project that the Commission may be able to fund in stages. He added that the final cost of this project could increase, as is common with such projects.

Chair G Roberge (CT) will work with the national office to explore methods to present this information to the full Commission.

The committee will meet again in June.

**Adjourn**

**Commissioner G. Roberge (CT) moved to adjourn. Commissioner T. Langer (AL) seconded.**

The meeting adjourned at 1:35 p.m. ET.

*Gary Roberge*  
Gary Roberge (Jul 12, 2022 11:48 EDT)






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Final Audit Report

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