



Interstate Commission for Adult Offender Supervision

Finance Committee Meeting MINUTES

**June 22, 2022 • 11:01 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. Jamie Lee (LA)
6. Bradley Lewandowski (SD)

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. All voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner M. Hudson (IN) moved to approve the agenda as presented. Commissioner H. Collier (DE) seconded. Agenda approved.

Commissioner T. Langer (AL) moved to approve the minutes from June 22, 2022, meeting as drafted. Commissioner M. Hudson (IN) seconded. Minutes approved.

Discussion

Chair G. Roberge (CT) informed the committee that the Commission was in a good financial state and there were not major changes since the last committee meeting.

Chair G. Roberge (CT) advised that the Executive Committee asked the Finance Committee to review and make recommendation on the dues assessment options.

Executive Director A. Lippert stated that the Commission approved a three-year dues increase of 6% per year at the 2007 Annual Business Meeting. The increase was intended to fund ICOTS,

permit one DCA from each state to attend the annual business meeting, and establish a reserve fund. The increase was not implemented in 2010 due to cost-cutting measures implemented by the third year.

While a 33% cumulative inflation rate has occurred since 2010, the Commission's dues assessment has remained unchanged. Further, the Commission's total expenses have begun to exceed available dues and interest income. Since the Commission has already implemented significant cost-cutting measures the remaining alternative is to raise dues.

Executive Director A. Lippert presented dues increase options to the committee:

- Option A: Increase dues by a standard 5.25% every year.
- Option B: Increase dues by 10% first year, 5% second year and 3% every year after.
- Option C: Increase dues by 8% in first year, 6% second year, 4% third year and 3% every year after.

Executive Director A. Lippert continued that the Commission maintains one full-year's expenses in its long-term investment funds and \$500k in cash reserves.

Executive Director A. Lippert noted that the Commission would be looking for a new vendor to host and maintain ICOTS. The national office was working on identifying new vendors to host ICOTS, but the costs to move the system and continue with a new vendor were unknown.

The committee discussed that the FY 2023 budget estimate could increase because of the new ICOTS vendor.

All committee members agreed it was important to be proactive and increase dues by 5.25%.

Chair G. Roberge (CT) noted that the committee preferred Option A with a 5.25% increase for five fiscal years starting in FY 2024 and decreasing to 3% annually after that.

Commissioner T. Langer (AL) moved to recommend Option A with a 5.25% dues increase for five fiscal years starting in FY 2024 and decreasing to 3% in FY 2029 to the Executive Committee for approval. Commissioner M. Hudson (IN) seconded. Motion passed.

The committee will meet again in August to recap current fiscal year and the Executive Committee decision on the dues increase.

Adjourn

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

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