



## Interstate Commission for Adult Offender Supervision

### Finance Committee Meeting MINUTES

December 12, 2023 • 11:00 am ET  
Teleconference

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

1. Gary Roberge (CT), Chair
2. Heidi Collier (DE)
3. Jamie Lee (LA)
4. Bradley Lewandowski (SD)
5. David Gutierrez (TX)
6. Jeremy Vukich (WY)

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

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

#### **Staff:**

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

#### **Call to Order**

Chair G. Roberge (CT) called the meeting to order at 11:00 am ET. Six voting members were present, a quorum was established.

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

**Commissioner H. Collier (DE) moved to approve the agenda as presented. Commissioner J. Vukich (WY) seconded. Agenda approved.**

**Commissioner H. Collier (DE) moved to approve the minutes from September 20, 2023, meeting as drafted. Commissioner B. Lewandowski (SD) seconded. Minutes approved.**

#### **Discussion**

*Budget update:* Chair G. Roberge (CT) stated that the Commission was 41% into FY24 and 60% into spending. Spending was high as a result of large expenses occurring at the start of the fiscal year. This will level out further into the fiscal year. With a few large expenses coming up, including annual business meeting expenses, Optimum's ICOTS annual hosting and maintenance fee, and the liability insurance premiums, per the administrative policy, the national office withdrew \$500K from the Vanguard account to maintain \$750K threshold in the Commission's checking account.

Since the withdrawal at \$1.8M, the Vanguard account rebounded to \$1.95M. The Commission's savings are at \$1,137K.

Chair G. Roberge (CT) also updated the committee that all states had paid their FY24 dues.

*Funding Sources for ICOTS:* Chair G. Roberge (CT) stated that he followed up with Nina Salomon, Deputy Division Director, Corrections and Reentry at the Justice Center, Council of State Governments, on alternative funding sources for ICOTS. He was waiting to hear back about any possible grant opportunities with CSG and their reentry work.

He also reached out to his Grant team to see if they can find some funding opportunity for ICOTS. He encouraged the other committee members to reach out to their grant offices as well.

He noted that ICOTS is an old system and will need to be re-written in the near future.

Commissioner D. Guttierrez (TX) reached out to different grant funding sources within his department. In addition, he plans to contact the Governor's Office to check on applicable grants.

### **Old/New Business**

Executive Director A. Lippert started working on FY26 budget. The committee will meet again to review FY26 budget in late February/early March. Chair G. Roberge (CT) will present the budget to the Executive Committee for approval at its face-to-face Spring meeting in April 2024.

Executive Director A. Lippert stated that the national office builds ICOTS external reports and has hosted them via a 3rd party vendor for over 10 years. The reports are part of the core element of the Commission's business.


Over time, the costs associated with the reports software has grown to over \$40K/year. The contract is due for renewal in January 2024. Last week, the vendor encouraged the national office to increase the Commission's storage and the service's cost by \$20K.

The national office is looking for a different vendor to host the reports in the hopes it will bring significant savings to the Commission. She noted that due to the limited amount of time in which this project must be completed, Commission members could experience brief interruptions with availability of the ICOTS reports.

### **Adjourn**

**Commissioner J. Lee (LA) moved to adjourn. Commissioner D. Guttierrez (TX) seconded.**

The meeting adjourned at 11:21 am. ET.

  
Gary Roberge (Mar 21, 2024 08:18 EDT)



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Final Audit Report

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