



Interstate Commission for Adult Offender Supervision

Finance Committee Meeting MINUTES

**March 18, 2024 • 11:00 am ET
Teleconference**

Members in attendance:

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

Members not in attendance:

1. 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
6. Xavier Donnelly, ICOTS Project Manager

Call to Order

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

Approval of Agenda and Minutes

Commissioner D. Gutierrez (TX) moved to approve the agenda as presented. Commissioner J. Vukich (WY) seconded. Agenda approved.

Commissioner H. Collier (DE) moved to approve the minutes from December 12, 2023, meeting as drafted. Commissioner B. Lewandowski (SD) seconded. Minutes approved.

Discussion

Budget update: Chair G. Roberge (CT) presented FY24 budget to the committee. The Vanguard account has \$1.9M and is up 3% since last month. The savings account has \$800K. The Commission is 66% into the fiscal year and at 73% of spending due to large items that the Commission had to pay in the beginning of the fiscal year. The national office has sent the FY25 dues assessment to states.

FY25 Budget: Due to the Commission preparing budgets two year in advance, there are typically minor adjustments to the approved budget. Executive Director A. Lippert presented changes to the FY25 budget.

- Dues assessment increased to reflect a 5.25% increase.
- Cash Reserves amended from \$137,000 to \$143k to balance the budget.
- Lines 61000 and 61009: Benefits increased by \$8k to reflect renewal increase. Payroll tax was reduced (-\$2,622) due to tax changes.
- Line 62090 Computer services: Slightly reduced (-\$1000) due to biennial software renewal.
- Lines 62130 and 62140: Outside web support (\$300) and Software (\$50) increased due to economic impact and renewals.
- Line 62280: Insurance costs increased by \$1,200 due to market rate renewal.
- Line 09 ICOTS: Reflects hosting and maintenance only.
- Total budgeted expenses increased by \$5,760.

Commissioner J. Vukich (WY) moved to recommend the Executive Committee approve FY25 budget as amended. Commissioner J. Lee (LA) seconded. Motion passed.

FY26 Budget: Executive Director A. Lippert presented a proposed FY26 budget. The FY26 budget is in line with the changes made to the FY25 budget.

- Dues assessment increased to reflect a 5.25% increase.
- To balance the budget, \$80k moved from cash reserves.
- Line 61000 Benefits: Estimated based on increase in benefit renewal.
- Annual Meeting: Estimated. TBD based on location.
- Line 04 Rules Committee: Adjusted for one in-person meeting.
- Line 09-ICOTS: Reflects hosting and maintenance only.
- Line 12-ABM Workgroup: Estimated. TBD based on location.

Commissioner T. Langer (AL) moved to recommend the Executive Committee approve FY26 budget as proposed. Commissioner B. Lewandowski (SD) seconded. Motion passed.

Chair G. Roberge (CT) will present both budgets to the Executive Committee at its face-to-face meeting in April.

Old Business

Chair G. Roberge (CT) noted that he continued conversations regarding receiving federal grant funding for the ICOTS system.

Commissioner D. Gutierrez (TX) stated that he also reached out regarding grant and other funding opportunities to fund ICOTS rebuilt, with no results.

The committee will continue working on this matter.

New Business

Executive Director A. Lippert noted that the national office received an initial proposal for ICOTS re-write with estimated cost of \$1M. She noted that it was wise to allocate an additional 20% of the cost for unanticipated expenses during the re-write. The Technology Committee will be meeting later this month to review it.

Adjourn

Commissioner J. Vukich (WY) moved to adjourn. Commissioner H. Collier (DE) seconded.

The meeting adjourned at 11:27 am. ET.


Gary Roberge (Oct 15, 2024 09:15 EDT)






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Final Audit Report

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