Interstate Commission for Adult Offender Supervision

Finance Committee Meeting MINUTES

February 25, 2025 • 11:00 am ET
Teleconference

Members in attendance:

1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Heidi Collier (DE)
4. Jacey Rader (NE)
5. Bradley Lewandowski (SD)
6. Chris Hill (TN)
7. Jeremy Vukich (WY)
8. Simona Hammond (IA), Ex-officio
9. Shira Bland (NJ), Ex-officio

Members not in attendance:

1. Christian Stephens (PA)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Mindy Spring, Administrative and Training Coordinator
4. Drake Greeott, Web Development Manager
5. 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 J. Vukich (WY) moved to approve the agenda as presented. Commissioner J. Rader (NE) seconded. Agenda approved.

Commissioner H. Collier (DE) moved to approve the minutes from November 19, 2024, meeting as drafted. Commissioner T. Langer (AL) seconded. Minutes approved.

Discussion

Budget update: Chair G. Roberge (CT) provided an update on the FY25 budget to the committee. The Vanguard account currently holds $2.2M, reflecting an 18% increase from last year, while the savings account has $1.1M. With 60% of the fiscal year completed, spending is 10% below

Approved on 6/5/2025. B.S.

budgeted expectations. Chair Roberge also noted that a few large budgeted expenses are expected soon. Additionally, the national office will send the FY 2026 dues assessment to states in April. Executive Director A. Lippert reported that the Executive Committee formed an RNR workgroup to review the Commission's retaking and violation processes. The workgroup held an in-person meeting, which was not initially included in the budget. However, the travel costs for two consultants from the Center for Effective Public Policy (CEPP) are covered by a grant. She also noted that this year, the Rules Committee and the ABM workgroup have combined their in-person meetings, resulting in some cost savings.

She presented a timeline outlining how dues increases, and capital assessments will impact finances in the coming years, with electronic system costs expected to decrease significantly by fiscal year 2028. The committee also reviewed proposed amendments to the fiscal year 2026 budget, which include a $20,000 reduction in both the annual business meeting and ICOTS line items, resulting in an overall budget decrease of nearly $45,000.
FY2026 Amended Budget:

- Dues assessment increased to reflect a 5.25% increase. First capital assessment applied.
- Lines 61000 and 61009: Benefits (-$2,100) and Payroll tax (-$300) reduced based on renewal.
- Line 62010 Postage: Slightly reduced (-$200) due to annual report going digital.
- Lines 62130 and 62140: Outside web support ($500) and Software ($450) increased due to economic impact and renewals.
- Line 62280: Insurance costs reduced (-$700) due to lower caps.
- Line 62360: Direct Telephone reduced (-$100) due to spending.
- Annual Business Meeting reduced (-$20,000) to reflect per diem rates and contract negotiations.
- Line 09 ICOTS: Reflects hosting and maintenance only. Reduced (-$20,000) due to dashboard report migration.
- New Line 14 for ICOTS Rewrite.
- Annual report reduced (-$2,000) due to report going digital.
- Cash Reserves amended from $391,188 to $366,238 to balance the budget.
- Total budgeted expenses decreased by $44,950.

Commissioner J. Rader (NE) moved to recommend the Executive Committee approve FY2026 budget amendments as presented. Commissioner C. Hill (TN) seconded. Motion passed.

The committee reviewed the proposed FY2027 budget.

FY2027 Proposed Budget:

- Dues assessment increased to reflect a 5.25% increase. Second capital assessment applied.
- To balance the budget, $120,924.63 moved from cash reserves. (Lowest in 5 years.)
- Line 61000 Benefits: Estimated. TBD based on renewal.
- Line 62090 Computer services: decreased due to biannual renewals.
- Annual Meeting: Estimated. TBD based on location.
- ICOTS could potentially be reduced based on cut-over date to new system.

Commissioner J. Vukich (WY) moved to recommend the Executive Committee adopt the FY2027 budget as presented. Commissioner B. Lewandowski (SD) seconded. Motion passed.

The Executive Committee will review the Finance Committee's recommendations at its upcoming in-person meeting in May. Afterward, Chair G. Roberge will update the Finance Committee on the budget approval and the status of the fiscal year's close.

Old/New Business
There was no old/new business.

Adjourn
Commissioner T. Langer (AL) moved to adjourn. Commissionner H. Collier (DE) seconded.

The meeting adjourned at 11:40 am ET.

Gary Roberge
Gary Roberge (Jul 10, 2025 05:34 EDT)

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Final Audit Report 2025-07-10

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