



# Interstate Commission for Adult Offender Supervision

## Finance Committee Meeting MINUTES

11:00 AM ET, January 8, 2019  
Teleconference

---

### **Members in Attendance**

1. Gary Roberge, Chair, CT
2. Charles Lauterbach, IA
3. Mary Kay Hudson, IN
4. Christy Guthertz, MS
5. Debbie Duke, Ex-Officio, TN

### **Members not in Attendance**

1. Tom Langer, AL
2. Sheri Sliva, NV

### **Staff**

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, Project Manager

### **Call to Order**

Commissioner G. Roberge (CT) called the meeting to order at 11:03 am ET. Four voting members were present, a quorum was established.

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

**Commissioner C. Lauterbach (IA) moved to approve the agenda as presented. Commissioner C. Guthertz (MS) seconded. Agenda approved.**

**Commissioner M. Hudson (IN) moved to approve the minutes from the October 3, 2018 meeting as drafted. Commissioner C. Guthertz (MS) seconded. Minutes approved.**

### **Discussion**

*FY 2019 Budget Update:* Executive Director A. Lippert presented an update on the FY 19 budget to the committee. The budget reflected Commission's financials through November 2018.

Executive Director A. Lippert noted the receipt of all dues payments for FY 19. In April, the national office will send out the FY 20 dues invoices.

She stated that the Commission is 42% into the fiscal year, and spending is on track with budget expectations.

She commented on the following budget items:

- Budget item 61040 Accounting (84.57% utilized) - annual fiscal audit was conducted at the beginning of this fiscal year
- Budget item 62090 Computer Services (50.66% utilized) and 62280 Insurance (84.99% utilized) – the national office pays lump sums for computer services and insurance fees, which occur at the beginning of the fiscal year
- Budget item 62130 Outside Web Support (124.48% utilized) – the national office moved to a new vendor for website hosting, this will likely result in increased costs for this line item. The national office will track spending and make recommendations for future budgets.
- Budget item 11363 Annual Meeting (90.88% utilized) – with only a few outstanding expense reports, the 2018 ABM would finish under budget.
- The Commission is 42% into the fiscal year with 38.22% of the budget utilized

Commissioner G. Roberge (CT) stated that Commission's Vanguard and saving accounts continued to be in good financial health.

Commissioner G. Roberge (CT) stated that at its last meeting, the committee discussed not collecting annual dues for a year taking into consideration its amount of invested funds. He was opposed to this idea.

Commissioner C. Lauterbach (IA) indicated that this idea was no longer relevant as at the time of this discussion, the stock market was continuously going up greatly expanding the Commission's funds.

Commissioner G. Roberge (CT) inquired about the auditor's recommendations to implement an accounting manual.

Executive Director A. Lippert stated that based on the auditor's recommendation, the national office drafted an Accounting Policies and Procedures Manual that was subsequently approved by the Executive Committee at its October face-to-face meeting. The national office will email the manual to the committee members upon request.

Commissioner G. Roberge (CT) inquired about any upcoming projects that were outside the scope of the current budget.

Executive Director A. Lippert informed the committee that recently the national office edited and revised the Benchbook along with a thorough review of advisory opinions. They will develop a resource for the Commission's website that is searchable and mobile friendly to cross reference with the rules, advisory opinions, trainings and the revised Benchbook. The national office is also working with SEARCH, the National Consortium for Justice Information and Statistics, on a Justice Reinvestment Initiative grant announced by the Bureau of Justice Assistance (BJA) to track warrants. At this point, the national office does not have information on cost for these projects.

In February, once the national office has six months of FY 19 financials, Executive Director A. Lippert will put together a draft FY 21 budget. The committee will meet again to review the draft FY 21 budget in early March.

Commissioner C. Gutherz (MS) inquired about any progress on maximizing investment interest in the Commission's savings accounts as it was discussed at the last committee meeting.

Executive Director A. Lippert stated that she will meet with the Commission's bank representative to discuss the interest rate earning on the Commission's savings accounts. She will update the committee at the next meeting.

**Adjourn**

**Commissioner C. Gutherz (MS) moved to adjourn. Commissioner M. Hudson (IN) seconded.**

The meeting adjourned at 11:28 AM ET.

**Signature:** *Gary Roberge*  
Gary Roberge (Apr 1, 2019)

**Email:** gary.roberge@jud.ct.gov

# FinCmmMinutes\_Jan2019\_Approved

Final Audit Report

2019-04-01

Created:	2019-04-01
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAV33EcJErdiWbgNRZxAGj8Ct0Co9Y9TQO

## "FinCmmMinutes\_Jan2019\_Approved" History

-  Document created by Barno Saturday (bsaturday@interstatecompact.org)  
2019-04-01 - 7:37:22 PM GMT- IP address: 64.191.149.98
-  Document emailed to Gary Roberge (gary.roberge@jud.ct.gov) for signature  
2019-04-01 - 7:37:44 PM GMT
-  Document viewed by Gary Roberge (gary.roberge@jud.ct.gov)  
2019-04-01 - 7:43:16 PM GMT- IP address: 198.177.8.107
-  Document e-signed by Gary Roberge (gary.roberge@jud.ct.gov)  
Signature Date: 2019-04-01 - 7:44:24 PM GMT - Time Source: server- IP address: 198.177.8.107
-  Signed document emailed to Gary Roberge (gary.roberge@jud.ct.gov) and Barno Saturday (bsaturday@interstatecompact.org)  
2019-04-01 - 7:44:24 PM GMT