



# Interstate Commission for Adult Offender Supervision

## Finance Committee Meeting MINUTES

2 pm ET, August 20, 2019  
Teleconference

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### Members in Attendance

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

### Members not in Attendance

1. 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

Chair G. Roberge (CT) called the meeting to order at 2:00 pm ET. Five voting members were present, a quorum was established.

### Approval of Agenda and Minutes

**Commissioner T. Langer (AL) moved to approve the agenda as presented. Commissioner C. Guthertz (MS) seconded. Agenda approved.**

**Commissioner T. Langer (AL) moved to approve the minutes from the March 5, 2019 meeting as drafted. Commissioner C. Guthertz (MS) seconded. Minutes approved.**

### Discussion

*FY 2019 Budget Update:* Chair G. Roberge (CT) stated that the Commission closed its 2019 fiscal year 10% under budget.

Executive Director A. Lippert commented on the following budget items where the Commission spent less than what was budgeted:

- Line 62130 – Outside Web support –in FY19, the Commission budgeted to pay for a cross reference tool project in full, but only paid half in FY 2019.

Executive Director A. Lippert stated that currently, there was no method by which an individual could search or cross reference ICAOS legal documents and related resources making it difficult to find the necessary information. An electronic document search tool will allow users to locate all the information published by the Commission on a specific topic, rule, or process. The project was scheduled to be launched this fall.

- Line 68200 WebEx services. The Commission only used 39% of budgeted funds. The national office renegotiated a much lower cost for WebEx services.

Executive Director A. Lippert added that the new WebEx contact was finalized after the Executive Committee had approved FY 2021 budget. At the next year's budget cycle, the Executive Committee will adjust this line item to reflect changes associated with the new contract.

- Line 11366 – The Rules Committee had one face-to-face meeting instead of two.
- The commission returned a lot more than anticipated on its investments.

Chair G. Roberge (CT) noted that the Commission continued to be in strong financial standing. The Commission had \$220K in its checking account and \$1,790K in its saving account. The Vanguard investment account went up 4.4% since the last statement and had \$1,782K as of June 30. Currently, 60.7% of Commission's investment was in stocks and 39.3% was in bonds.

Executive Director A. Lippert thanked Allen Eskridge for working closely with states to setup and process their annual dues via ACH payment. Now, most states submit their annual dues electronically.

The Commission still waits on nine more states to pay their dues. Four of these states were past their due date.

She added that for the first time in Commission's history, the State of Illinois paid its dues on time.

The committee will meet face-to-face on October 9, 2019 in San Diego, CA. Due to limited time allocated to this meeting, the committee will focus its agenda on its goals.

Chair G. Roberge (CT) asked committee members to send any additional agenda items to the national office.

Executive Director A. Lippert stated that the national office completed its FY 2019 financial audit which went smoothly. The auditors were present on site for a few days and had only a few followed up questions. She expects a clean and unmodified report. Upon completion, the report will be emailed to the Executive Committee members as well as be published in the FY 2019 Annual Report.

Chair G. Roberge (CT) thanked the national office for their diligent work and always looking for the most cost effective services for Commission.

Chair G. Roberge (CT) asked for an update on current projects that were outside the scope of the current budget.

Executive Director A. Lippert stated that in addition to the legal and training cross reference tool, the national office was working on a project to integrate training directly into ICOTS activity screens. These tools would expand on existing training and allow users to streamline training updates when new modifications are made. Currently, ICOTS had a difficult to navigate multiple page user PDF manual that was rarely accessed.

She added that over 80% of current help desk tickets were related to training. The new training tools would be accessible on ICOTS screens and would provide information without having to look for it in the manual. This project will have an impact on the budget.

**Adjourn**

**Commissioner T. Langer (AL) moved to adjourn. Commissioner C. Gutherz (MS) seconded.**

The meeting adjourned at 2:25 pm ET.

Gary A Roberge

**Signature:** *Gary A Roberge*  
Gary A Roberge (Oct 22, 2019)

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






# FinCmmMinutes\_August\_APPROVED

Final Audit Report

2019-10-22

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