



Interstate Commission for Adult Offender Supervision

Finance Committee Meeting MINUTES

**May 2, 2023 • 11:00 a.m. ET
Video Conference**

Members in attendance:

1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Heidi Collier (DE)
4. Mary Kay Hudson (IN)
5. Bradley Lewandowski (SD)
6. Jeremy Vukich (WY)

Members not in attendance:

1. Jamie Lee (LA)
2. David Gutierrez (TX)

Staff

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

Call to Order

Chair G. Roberge (CT) called the meeting to order at 11:01 am ET. Six 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 H. Collier (DE) seconded. Agenda approved.

Commissioner M. Hudson (IN) moved to approve the minutes from February 22, 2023, meeting as drafted. Commissioner J. Vukich (WY) seconded. Minutes approved.

Discussion

Budget update: Chair G. Roberge (CT) gave an update on the Commission's financials that included balances in the Commission's savings (\$675k) and Vanguard account (\$2.3M) The national office has started collecting the FY24 dues and Vanguard was up 2.1% from last month. The Commission was currently 2.5% under the budget in spending.

Executive Director A. Lippert noted that in the last few years, the Commission earned .5% interest on its savings account. Recently, the bank offered a 4% interest rate for any new money in the account. She added that this month, the Commission earned \$1,400 in interest on its savings account.

Chair G. Roberge (CT) updated the committee that the Executive Committee accepted the Finance Committee’s recommendation and adopted the adjustments to the FY24 budget and proposed FY25 budget.

Executive Director A. Lippert added that the full Commission will vote on the proposed FY25 budget this fall.

Old Business

There was no old business.

New Business

DCA Training Institute: Chair G. Roberge (CT) stated that the Executive Committee was looking at different cost-cutting measures. It asked the Finance Committee to discuss the cost and necessity of bringing the second DCA from a bifurcated state to the annual business meeting during the DCA training institute year.

Executive Director A. Lippert stated that the Commission holds a DCA Training Institute in conjunction with the annual business meeting every other year. The Commission reimburses one DCA from each state and two DCAs from states that are bifurcated in ICOTS to attend this meeting.

She continued that bifurcated in ICOTS states have an independent and separate workflow for probation and parole ICOTS cases. There are 11 bifurcated states in ICOTS – Arizona, Colorado, Connecticut, Hawaii, Illinois, Indiana, Massachusetts, Nebraska, New Jersey, New York, and South Dakota.

The Commission spends on average about \$12-20K to pay for 11 additional DCAs to attend an annual business meeting during the DCA Training Institute year. She added that even though the DCA Training Institute is designed for DCAs, many commissioners attend the sessions as well.

The committee reviewed the cost analysis.

ABM	Location	Total Budget	Average Cost for 1 DCA	Total for 11 DCAs
2024	Scottsdale, AZ	\$330,000	\$1,761	\$19,371
2022	New York City, NY	\$335,000	\$2,023	\$22,253
2020	Virtual Meeting	n/a	\$0	\$0
2018	Orlando, FL	\$188,600	\$1,325	\$14,575
2016	Cleveland, OH	\$172,200	\$1,264	\$13,904
2014	Oklahoma City, OK	\$173,300	\$1,171	\$12,881

Chair G. Roberge (CT), Commissioner T. Langer (AL), and Commissioner M. Hudson (IN) voiced their support to no longer cover the cost of the second DCA from bifurcated states to attend annual business meetings during the DCA training Institute years.

Commissioner M. Hudson (IN) moved to recommend the Executive Committee no longer pay for the second DCA from bifurcated states in ICOTS to attend the annual business meeting during the DCA training Institute years and will only pay for one DCA from each state to attend these meetings. Commissioner T. Langer (AL) seconded. Motion passed.

Chair G. Roberge (CT) will report this recommendation to the Executive Committee.

Adjourn

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

The meeting adjourned at 11:20 a.m. ET.


Gary Roberge (Oct 13, 2023 05:34 EDT)






2023-05-02_FinCmmMinutes_APPROVED

Final Audit Report

2023-10-13

Created:	2023-10-12
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqnUil13KwGT3zuc6mCgvk6ZN1eVis25y

"2023-05-02_FinCmmMinutes_APPROVED" History

-  Document created by Barno Saturday (bsaturday@interstatecompact.org)
2023-10-12 - 4:36:47 PM GMT- IP address: 192.69.180.146
-  Document emailed to Gary Roberge (gary.roberge@jud.ct.gov) for signature
2023-10-12 - 4:37:13 PM GMT
-  Email viewed by Gary Roberge (gary.roberge@jud.ct.gov)
2023-10-13 - 9:34:16 AM GMT- IP address: 104.47.65.254
-  Document e-signed by Gary Roberge (gary.roberge@jud.ct.gov)
Signature Date: 2023-10-13 - 9:34:33 AM GMT - Time Source: server- IP address: 73.123.182.65
-  Agreement completed.
2023-10-13 - 9:34:33 AM GMT