Interstate Commission for Adult Offender Supervision
Finance Committee Minutes
November 20, 2008
10:00 a.m. EST
WebEx

Members in Attendance
1. Kevin Kempf    Chair, ID
2. Wayne Theriault ME
3. Jacqueline Kotkin VT
4. Jim Ingle    Ex-Officio

Guests
1. Ken Merz    MN

Members not in Attendance
1. Mark Conrad    MA

Staff
1. Harry Hageman
2. Ashley Hassan
3. Mindy Spring
4. Barno Saturday
5. Sam Razor
6. Kevin Terry
7. Xavier Donnelly

Call to Order
Commissioner K. Kempf (ID) called the meeting to order at 10:03 a.m. EST. Three out of four members were present. Quorum was established.

Approval of Agenda
Commissioner W. Theriault (ME) made a motion to approve the agenda. Commissioner J. Kotkin (VT) seconded. The agenda was approved.

Approval of Minutes

Approved on 09092009. B.S.
Commissioner W. Theriault (ME) made a motion to approve the Minutes from January 12, 2007. Commissioner J. Kotkin (VT) seconded. The Minutes were approved.

Commissioner J. Kotkin (VT) suggested having a short WebEx meeting every quarter to review the Commission’s budget.

Per Committee request, Executive Director H. Hageman will have brief budget training at the next Committee meeting.

Commissioner W. Theriault (ME) had the following questions on the FY 2009 Budget updated with final October 2008 figures:

- **Line 14, Employee Benefits** – The difference between FY 08 and FY 09 budgets.
  - Executive Director H. Hageman – CSG’s policy requires ICAOS to budget more money for Employee Benefits, than it is expected to spend.

Executive Director H. Hageman will email Committee members FY budget spreadsheets from previous years for comparison.

- **Line 30, Equipment Purchase** – Suggested budgeting a certain amount of money for equipment purchases.

After discussion, the Committee decided to review the next FY budget prior to Executive Committee examination in the beginning of a fiscal year.

- Executive Director explained Line 33- Consultant Services – there were not many requests for consulting services from the Commission members this year.

- **Line 42, Indirect Cost**– What constitutes indirect cost?
  - Director Assistant A. Hassan – As an affiliate to CSG, ICAOS pays an indirect cost of 13.5% for every dollar spent. The direct costs are rent, legal support, IT services, etc.

- **Line 68, Dedicated Reserves** – What are the dedicated reserves?
  - Executive Director H. Hageman – The Commission allocated money for specific purposes, such as a legal fund and dedicated reserves.

Executive Director H. Hageman informed the Committee that since the National Office delayed payments to Appriss (due to Appriss failure to meet deadlines), these payments will be paid out of the FY 09 budget. Executive Director H. Hageman asked Treasurer K. Kempf to ask the Executive Committee’s approval to move these funds from reserves into the budget.

Commissioner J. Kotkin (VT) moved to make a recommendation to the Executive Committee to move the ICOTS funds of $187,559 out of Remaining Undedicated

Approved on 09092009. B.S.
**Reserve Funds** and $11,300 from **Designated Legal Funds** back to the main budget. $11,300 was paid to Legal Counsel R. Masters for litigation expenses. **Commissioner W. Theriault (ME) seconded. The motion carried.**

- Commissioner W. Theriault (ME) had a question on Line 49 – **Rules Committee** – The difference between Rules Committee FY 08 and FY 09 budgets.
  - Chairman K. Merz (MN) - Since 2008 Annual Business Meeting did not have any Rules to vote on, the Rules Committee did not have any face-to-face meetings and therefore did not spend the budgeted money.

Executive Director H. Hageman – mentioned that the Commission’s budget has always been set higher than revenue. H. Hageman continued – Last year we kept the budget under revenue and we have the same goal this year – to stay under revenue.

**Old Business**
There was no Old Business.

**New Business**
Executive Director H. Hageman gave the National Office update:
- December 5, 2008 – Legacy Data Load deadline.
- Florida and Texas legacy data was recently uploaded to the system.
- The National Office is working on developing a self-audit for the ICOTS User Agreement.
- The Training Committee is in the process of revising ICOTS training material.
- Advisory Opinion 3-2008 for Massachusetts was released and posted on the website.
- The National Office is in the process of changing the hosting environment for the Commission’s website.
- Expenses for the 2008 Annual Business Meeting are under budget.
- Executive Committee will be discussing the sites for ABM 2010.

Commissioner J. Kotkin (VT) mentioned that she attended the NIC sponsored meeting of state probation and parole in October 2008. The Compact members received a standing ovation from NIC for ICOTS.

The Committee decided to schedule its next meeting in the first quarter of 2009. The date of the meeting will be determined later based on the Committee members’ availability.

**Adjourn**
Commissioner W. Theriault (ME) made a motion to adjourn. Commissioner J. Kotkin (VT) seconded. The motion passed.

The meeting adjourned at 10:47 am EST.

Approved on 09092009. B.S.