Members in Attendance
1. Gary Roberge (CT), Chair
2. Tom Langer (AL)
3. Christy Gutherz (MS)
4. Sheri Sliva (NV)
5. Debbie Duke (TN), Ex-Officio

Members not in Attendance
1. Mary Kay Hudson (IN)

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 11:05 am ET. Four voting members were present, a quorum was established.

Approval of Agenda and Minutes
Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner T. Langer (AL) seconded. Agenda approved.

Commissioner G. Roberge (CT) moved to approve the minutes from the October 9, 2019 meeting as drafted. Commissioner C. Gutherz (MS) seconded. Minutes approved.

Discussion
FY 2020 Budget Update: Chair G. Roberge (CT) stated that the Commission was 66.6% through its fiscal year and was at 56% of spending. He added that last month the Vanguard investment account went down 4.8% due to market shifts, and the new total was $1,817,941. The Commission had over $1.3 million in its savings account.

Executive Director A. Lippert noted that due to the current pandemic situation, the national office cancelled the face-to-face Executive Committee and face-to-face Rules Committee meetings. The committee will see the unused funds from these meetings reflected in the budget. She added that the national office sent out the FY 2021 dues invoice letters.
Executive Director A. Lippert presented amendments to FY 2021 budget:

- Cash Reserves reduced to $44k to balance the budget. ($13k reduction)
- Lines 60000, 61000 and 61009: Reduced a total of $15,100 due to staff changes.
- Lines 62090 and 62130: Computer services and outside web support increased by $4,500 in accordance with spending and economic increases.
- Line 62360: Direct telephone reduced by $2,000 in accordance with spending.
- Line 68200: WebEx reduced by $2,000 in accordance with spending.
- Lines 11364, 11365 and 11371: Committee meetings reduced by $1,250 in accordance with WebEx renewal and reduced charges.
- Line 11354: ICOTS increased by $6,200 in accordance with Appriss renewal (3% increase annually) and economic increases for dashboard reports and monitoring software. Includes $50k for enhancements.
- Total budget reduced by $9,650

Commissioner G. Roberge (CT) moved to recommend the Executive Committee approve proposed FY 2021 budget changes. Commissioner T. Langer (AL) seconded. Motion passed.

Executive Director A. Lippert presented proposed FY 2022 budget:

- To balance the FY 2022 budget, $58k moved from cash reserves.
- Line 61000-Benefits: Estimated based on increase in benefit renewal, which occurs mid-year.
- Line 11366-Rules Committee: Adjusted for non-rule making year.
- Line 11354-ICOTS: Adjusted for economic increases. Includes $50k for enhancements.

Commissioner G. Roberge (CT) moved to recommend the Executive Committee approve the proposed FY 2022 budget as presented. Commissioner S. Sliva (NV) seconded. Motion passed.

Adjourn
Commissioner C. Gutherz (MS) moved to adjourn. Commissioner G. Roberge (CT) seconded.
The meeting adjourned at 11:24 am ET.
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