



Members in Attendance:

1. Gary Roberge (CT), Chair
2. Jacey Rader (NE)
3. Heidi Collier (DE)
4. Bradley Lewandowski (SD)
5. Chris Hill (TN)
6. Jeremy Vukich (WY)
7. Simona Hammond (IA), Ex-officio
8. Shyra Bland (NJ), Ex-officio

Members not in Attendance:

1. Christian Stephens (PA)

Staff:

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrator Coordinator
3. Mindy Spring, Operations Manager
4. Drake Greeott, Web Development Manager
5. Suzanne Brooks, Education & Implementation Manager
6. Xaiver Donnelly, System Manager

Call to Order

Chair G. Roberge (CT) called the meeting to order at 11:00 am ET. Six out of seven voting members were present, a quorum was established.

Approval of Agenda and Minutes

A motion by Commissioner H. Collier (DE) to approve the meeting's agenda was adopted.

A motion by Commissioner B. Lewandowski (SD) to approve the minutes from the June 5, 2025, meeting was adopted.

Discussion

Chair G. Roberge (CT) stated that the Commission finished FY2025 14% under budget with a withdrawal of \$335,000 from reserve funds. The Commission remains under budget, largely due to invoicing delays related to the INSITE project, which have resulted in some expenses being deferred to the next fiscal year. Remaining project costs will carry over to FY2026 and are being funded through reserve funds and capital assessments rather than the operating budget. The group discussed the timeline for the INSITE rewrite with a launch date expected to be late summer/fall of 2026.

The Vanguard account was over \$1.9M and the savings account was at \$1.7M due to incoming dues and capital assessments.

State dues and capital assessments: Executive Director A. Lippert reported on the status of state dues and capital assessments for FY26. Eight states had not paid their dues, with three currently delinquent. New York was previously delinquent but has since paid, including a 3-month interest payment. She noted that the capital assessment collection process is new and taking some states longer to process. She will follow up with the three delinquent states and begin assessing interest if payments are not received.

FY2027 Budget: Chair G. Roberge (CT) stated that the Executive Committee met in May and approved amendments to the FY2026 budget and proposed FY2027 budget based on the Finance Committee's recommendation. He will present the FY2027 budget for the Commission's consideration and approval at the upcoming Annual Business Meeting.

Audit Update: Executive Director A. Lippert stated that the Commission completed its annual financial audit. The auditors reviewed Commission's policies, accounting measures, personnel practices, committee minutes, as well as verified risk measures at the national office. As a result, the Commission received a clean and unmodified report.

Old/New Business

There was no old/new business.

Adjourn

The meeting adjourned at 11:23 am ET.

Gary Roberge

Gary Roberge (Apr 29, 2026 20:43:53 EDT)






2025-09-02_FinCmmMinutes_APPROVED

Final Audit Report

2026-04-30

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