Interstate Commission for Adult Offender Supervision

Finance Committee Meeting Minutes

June 24, 2026 · 11:00 PM ET · Teleconference · DRAFT

MEMBERS IN ATTENDANCE

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

MEMBERS NOT IN ATTENDANCE

7. Jeremy Vukich (WY)

STAFF

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

CALL TO ORDER

Chair G. Roberge (CT) called the meeting to order at 11:00 AM ET. Five voting members were present, a quorum was established.

APPROVAL OF AGENDA AND MINUTES

A motion by Commissioner S. Hammon (IA) to approve the meeting agenda.

A motion by Commissioner C. Hill (TN) to approve the minutes from February 25, 2026, Finance Committee meeting was adopted.

DISCUSSION

Chair G. Roberge (CT) reported that the Executive Committee approved the Finance Committee's recommended amendments to the FY2027 budget and the proposed FY2028 budget.

Executive Director A. Lippert noted that INSITE development delays and added features have shifted a portion of anticipated FY2026 project costs into FY2027. Approximately $200,000 in development costs will be paid in FY2026, with the remaining expenses incurring in FY2027 as deliverables are completed. She emphasized that this reflects a change in payment timing, not an increase in project costs.

The committee also received an update on the travel reimbursement policy recently amended and approved by the Executive Committee. Under the revised policy, the Commission will reimburse 100% of per diem expenses for travel days.

Budget Update: Chair G. Roberge (CT) reported that the Commission's Vanguard investment account currently stands at approximately $2.2 million, an increase of 3.5 percent from the previous month. The Commission's savings account balance is approximately $1.2 million.

Executive Director A. Lippert shared that dues invoices have been distributed and approximately half of member have submitted payment or are expected to do so at the start of the new fiscal year.

Ms. Lippert advised the committee that the Commission is expected to close FY2026 in a strong financial position and may finish under budget. While some reserve funds may still be needed, she indicated the Commission may not require the full amount previously projected. The annual independent audit is scheduled for July, with the auditor's report expected by late August.

Annual Business Meeting Committee Expo: Executive Director A. Lippert provided an overview of the Committee Expo planned for the Annual Business Meeting. Because committee memberships are reconstituted following officer elections, members will be asked to indicate their interest in continuing committee service or serving on a different committee. The expo will provide attendees with information about committee responsibilities, meeting schedules, and opportunities for participation.

Finance Committee members were encouraged to assist with staffing the committee table and discussing the committee's work with prospective members.

OLD/NEW BUSINESS

The committee agreed to schedule a meeting in late August or early September to review year-end financial results, discuss the FY2026 audit report, and review the Commission's financial outlook for FY2027 prior to the Annual Business Meeting.

ADJOURN

The meeting adjourned at 11:18 AM ET.