

**ASLP-IC Finance Committee
Meeting Minutes
August 3, 2023**



Teleconference

12:00 PM – 1:00 PM

Register at: <https://csg-org.zoom.us/meeting/register/tZwsd-yupzstGtTQe4J6mkyffl7MOxsiJ47A>

12:00 PM – 12:05 PM	Welcome/Call to Order/Roll Call	Chair
12:05 PM – 12:10 PM	Review and Adopt Agenda*	Chair
	Review and Adopt Minutes*	
	https://aslpcompact.com/wp-content/uploads/2023/06/ASLP-IC-Finance-Committee-Meeting-Minutes-June-1-2023.pdf	
12:10 PM – 12:20 PM	Discussion and Vote on CSG Contract*	Chair
	Discussion on ASHA Reimbursement for Costs Incurred Since 4/1/23	
12:20 PM – 12:25 PM	Review of Reimbursement Policy	Chair
12:25 PM – 12:35 PM	Review and Vote on Proposed Budget*	Chair
12:35 PM – 12:45 PM	Discussion of Data System Budgeting	C. Sims
12:45 PM – 12:50 PM	Review Annual Report for Annual Business Meeting	Chair
12: 50 PM – 12:55 PM	Update on Costs for Annual Business Meeting	R. Raineri
12:55 PM – 1:00 PM	Review and Approve Recommendation to Change Fiscal Year to Rules Committee	Chair
	Determine Next Meeting Date and Adjourn*	

* Indicates agenda item requires Finance Committee vote

Delegates Present

Chair: Glenn Waguespack (LA)
Larry Molt (AL), ex-officio
Jolie Jones (LA)
Denise Brown (NC)
Doug Garrison (NC)
Leticia White-Minnis (MO)

Delegates Absent

Brenda Fairfax (NC)
Carrie Mills (TN)

**ASLP-IC Finance Committee
Meeting Minutes
August 3, 2023**



Legal Counsel Present

Nahale Kalfas, Council of State Governments (CSG)

Others Present

Keith Buckhout (CSG)
Carl Sims (CSG)
Susan Adams (ASHA)
Robert Ranieri (NCSB)
Candice Harrell

Welcome/Call to Order

- G. Waguespack called the meeting to order at 12:00 PM ET.

Roll Call

- K. Buckhout called roll.

Review and Adoption of Agenda

- G. Waguespack requested adding a discussion to change the Fiscal Year for the Commission.
- **Motion:** J. Jones moved that the Finance Committee amend the agenda. D. Garrison seconded the motion. All Delegates voted in favor and the motion carried.
- G. Waguespack asked for a motion to adopt the agenda as amended.
- **Motion:** D. Garrison moved that the Finance Committee adopt the agenda. J. Jones seconded the motion. All Delegates voted in favor and the motion carried.

Review and Adoption of Minutes

- G. Waguespack asked if there were any questions about the June 1, 2023 minutes.
- G. Waguespack asked for a motion to adopt the June 1, 2023 meeting minutes.
- **Motion:** D. Garrison moved that the minutes be adopted. J. Jones seconded that motion. All Delegates voted in favor and the motion carried.

Discussion and Vote on CSG Contract

- C. Sims indicated that CSG is in talks with the Commission on work done as the interim Executive Director. C. Sims shared that ASHA has been paying the cost of those services since April 1.
- C. Sims shared that CSG currently coordinates meetings, website management, discussions on the RFP for the data system, the hiring process for the Executive Director position.

**ASLP-IC Finance Committee
Meeting Minutes
August 3, 2023**



Discussion on ASHA Reimbursement for Costs

- The cost of reimbursement is \$24,445.19.

Review of Reimbursement Policy

- The draft reimbursement policy was shared with the Finance Committee. G. Waguespack asked if there were any questions. No questions were asked.

Review and Vote on Proposed Budget

- The proposed budget was shared with the Finance Committee.
- D. Garrison asked if there was any variance between the proposed budget and the last budget. G. Waguespack indicated that there are differences related to the hiring of the Executive Director and that other expenses are contingent upon the upcoming meeting. N. Kalfas indicated that legal expenses were lower than expected and that Commission travel and meeting expenses will be lower than expected.
- N. Kalfas shared that surplus can be stored for costs related to the data system and for reimbursement to ASHA costs.
- K. Buckhout shared that office operating expenses had been budgeted for but not expended.
- J. Jones asked if DoD grants were still on the table. N. Kalfas indicated that grants may be available. DoD has not yet determined an additional grant for compacts. HRSA grants will open in October.
- G. Waguespack went through the proposed budget line by line.
- **Motion:** J. Jones moved that the Finance Committee adopt the amended budget. D. Garrison seconded the motion. All Delegates voted in favor and the motion carried.
- **Motion:** J. Jones moved that the Finance Committee adopt the CSG contract for services. D. Brown seconded the motion. All Delegates voted in favor and the motion carried.

Discussion Data System Budgeting

- C. Sims shared that it is expected to take 13-18 months to develop a minimum viable product, with the median cost of \$1,000,000 using the agile process. C. Sims indicated there have been discussions with two other Commissions to share the cost, bringing the ASLP-ICC contribution to be between \$300,000-\$500,000. Funding opportunities through grants that can be pursued.
- L. Molt shared that we still have not received the costs of the Nursys system as compared to the agile process vendors.

Review Annual Report for Annual Business Meeting

- There are no comments on the Annual Report

Update on Costs for Annual Business Meeting

- There are currently no additional costs to share for the Annual Business Meeting.

**ASLP-IC Finance Committee
Meeting Minutes
August 3, 2023**



Review and Approve Recommendation to Change Fiscal Year to Rules Committee

- **Motion:** J. Jones moved that the Finance Committee recommend to the Rules Committee that the Fiscal Year be moved to July. D. Brown seconded the motion. All Delegates voted in favor and the motion carried.

Determine Next Meeting Date

- Next meeting will be held September 6 at 12:00 PM ET.

Adjourn*

- G. Waguespack asked if there is any other business to share. Seeing none, he asked for a motion to adjourn the Finance Committee meeting.
- **Motion:** D. Garrison moved to adjourn the meeting. J. Jones seconded the motion. All Delegates voted in favor and the motion carried.
- G. Waguespack adjourned the meeting at 1:22 PM ET.