


**TO: Members**  
**FROM: Kerrie Stillman**  
**Executive Director**  
**DATE: May 24, 2023**  
**RE: Spending Authorization**



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My spending authority is limited to \$10,000. The following items were included in our budget request and I ask the Commission's approval to make the expenditures:

- The Commission will be in its second year of its three-year contract with Westlaw on July 1. Monthly charges 7/1/23 – 6/30/24 will be \$1,017.45, for a total of \$12,209.40 for the year.
- We will enter the first year of the 6-year lease for our office space. The cost for the first year is \$8,033.96 per month, for an annual total of \$96,407.50.
- Now that the Federal litigation is no longer covered under our risk policy, I will need to sign off on invoices related to the Office of the Attorney General's (OAG) representation of the Commission in *Garcia v. Stillman*. The estimated costs for the next fiscal year are currently estimated to be around \$40,000. We split the cost of this representation with DFS and the OAG. The representation on this matter is paid under a different contract than the one we have in place for the Advocates each year. Invoices will be paid out of the Commission's operating budget and by the use of carryforward funds in the upcoming fiscal year.
- Each year, the Commission contracts with the OAG for the service of two Assistant Attorneys General to serve as Commission Advocates, and one paralegal specialist. The contract amount which covers salary and benefits for these three positions, as well as associated costs such as travel, per diem, and litigation expenses. As of the date of this memo, we are awaiting the contract amount from the Office of the Attorney General. I will provide the amount at the Commission meeting, for your approval.
- As a part of the Commission's budget request, we sought to replace the Commission's vehicle, a 2007 Ford Focus, which I might add, is not currently running. We are working with purchasing to obtain a finalized cost for your approval at the meeting. As discussed during your consideration of the Commission budget, I anticipate the cost to be around \$30,000 for a new, small SUV or station wagon. We will seek the use carryforward funds for this purchase.