



## Interstate Commission for Adult Offender Supervision

### Compliance Committee Meeting MINUTES

February 11, 2019 · 2:00 pm ET  
Teleconference

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#### **Members in Attendance:**

1. Allen Godfrey (MN), Chair
2. Merideth McGrath (CO)
3. James Berry (DC)
4. Hope Cooper (KS)
5. Cathy Gordon (MT)
6. Dale Crook (VT)
7. Suzanne Brooks (OH), Ex-Officio
8. Tina Balandran (TX), Ex-Officio

#### **Members Not in Attendance:**

1. Amy Vorachek ND
2. Jacey Rader NE
3. Mike McAlister NH

#### **Guests:**

1. Heather Clark (TX)

#### **Staff:**

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Kevin Terry, Website Analyst
5. Mindy Spring, Administrative and Training Coordinator
6. Xavier Donnelly, ICOTS Project Manager

#### **Call to Order**

Chair A. Godfrey (MN) called the meeting to order at 2:00 p.m. ET. Executive Director A. Lippert called the roll. Six out of nine voting members were present, establishing a quorum.

Chair A. Godfrey (MN) welcomed new committee members: Merideth McGrath (CO), James Berry (DC), Dale Crook (VT), Suzanne Brooks (OH), Ex-Officio, and Tina Balandran (TX), Ex-Officio.

#### **Approval of Agenda and Minutes**

Chair A. Godfrey (MN) requested to remove *Measures to put in place to support state compliance* agenda item under New Business.

**Commissioner D. Crook (VT) moved to approve the agenda as amended. Commissioner C. Gordon (MT) seconded. Agenda approved as amended.**

**Commissioner C. Gordon (MT) moved to approve the minutes from October 3, 2018 as drafted. Commissioner H. Cooper (KS) seconded. Minutes approved.**

### **Discussion**

*Illinois Dashboard Standards:* At the last meeting, the committee voted to revisit Illinois compliance standards in particular request for responding to violation reports that did not meet the eighty (80) percent compliance requirement for three consecutive quarters.

The compliance dashboard data for the fourth quarter reflected that the State of Illinois had improved compliance performance to meet passing standards.

**Commissioner C. Gordon (MT) moved to send a letter to Illinois acknowledging their improved fourth quarter compliance and recommend no further action to be taken. Commissioner D. Crook (VT) seconded. Motion passed.**

Chair A. Godfrey (MN) stated that the other state below 80% compliance rate was the U.S. Virgin Islands. At the last meeting, the committee decided to postpone any actions against this Compact member due its staffing shortages, and ongoing challenges that resulted from the 2017 hurricane.

*Compliance Sanctioning Guidelines:* The committee reviewed the existing compliance sanctioning guidelines in the ICAOS Administrative Policy format. The committee made the following changes up to \$0-\$10,000, up to \$10,001-\$50,000, and up to \$50,001-\$100,000 under Monetary Penalties.

**Commissioner D. Crook (VT) moved to recommend the approval of amended Administrative Policy 01-2019 to the Executive Committee. Commissioner H. Cooper (KS) seconded. Motion passed.**

*Template for Filing a Complaint:* The committee reviewed the Administrative Policy 03-2008 Guidelines for Resolving Compliance Issues with a newly added appendix containing a template outlining relevant information that should be included when filing a complaint.

**Commissioner H. Cooper (KS) moved to recommend the approval of revised Administrative Policy 03-2008 to the Executive Committee. Commissioner D. Crook (VT) seconded. Motion passed.**

*Administrative Policy 05-2009:* Chair A. Godfrey (MN) stated that after recent review of ICAOS Administrative Policies, the national office recommends the following changes to the Administrative Policy 05-2009 under VIII (E).

- (E) When a State or US Territory fails to achieve a compliance rate of 80% or better on established compliance standards, the Compliance Committee will require ~~with four or more~~

~~standards~~ the State or US Territory ~~will be required~~ to submit a corrective action plan for approval by the Executive Committee (see policy no. 03-2015 on corrective action plans).

**Commissioner D. Crook (VT) moved to recommend the approval of revised Administrative Policy 05-2009 to the Executive Committee. Commissioner M. McGrath (CO) seconded. Motion passed.**

*Compliance Committee Goals:* The committee reviewed its 2019 goals.

- *Continue to review compliance trends and make recommendations if necessary.*
- *Meet and review compliance issues within 30 days of an Executive Committee referral.*
- *Develop process to enhance proactive compliance.*

**Commissioner C. Gordon (MT) moved to approve the 2019 Compliance Committee goals as presented. Commissioner J. Berry (DC) seconded. Motion passed.**

*ICAOS Audit Plan:* Last year, the Executive Committee approved auditing states' processes to issue warrants in FY 2020. At the last Compliance Committee meeting, the committee reviewed the methodology and data collection to proceed with this audit. Subsequently, the audit outline was shared with states to assist in their preparations.

Using the Violation Summary Report, the national office will pull cases in which a violation report was received by a sending state in the previous 12 months for an absconder. States will be asked to verify a warrant issued in accordance with Compact Rules for a random sample of up to ten felony and misdemeanor cases. States will be asked to report the status of those warrants within thirty (30) days of the request. For each case, states will need to complete a questionnaire.

The committee reviewed the final questionnaire. States will be able to select multiple answers as well as write their responses in a comment box.

Commissioner D. Crook (VT) suggested adding an option (e) to *follow up with court/attorney/parole board* under Question 2.

The committee decided to proceed with the FY 2020 audit as amended.

The committee decided to audit all states on warrants methodology and data collection in FY 2020 and in FY 2021 re-audit the states who failed the FY 2020 audit.

### **New Business**

The committee discussed ways to recognize states with an excellent compliance audit score. Options discussed were a letter from the Executive Committee or Executive Director and a formal recognition at the Annual Business Meeting or the ICAOS Annual Report.

Commissioner D. Crook (VT) noted that recognition and reinforcement of compliant behavior were not among the Compliance Committee's goals or mission and suggested referring this matter to the Executive Committee.

The committee decided to continue this discussion at its next meeting after reviewing the compliance dashboard standards data for the entire fiscal year and possibly recognizing states that scored 100% across all standards for the entire fiscal year. The committee will meet again in late July or August 2019.

**Adjourn**

**Commissioner D. Crook (VT) moved to adjourn. Commissioner J. Berry (DC) seconded.**

Meeting adjourned at 3:10 pm ET.