



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

February 11, 2019, 11:00 am ET  
WebEx

---

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

1. Tracy Hudrlik (MN), Chair
2. Natalie Latulippe (CT)
3. Tim Strickland (FL)
4. Simona Hammond (IA)
5. Judy Mesick (ID)
6. Mathew Billinger (KS)
7. Margaret Thompson (PA)
8. Julie Lohman (VA)
9. Patricia Odell (WY)

#### **Members not in Attendance**

None

#### **Guests:**

1. Heather Clark (TX)

#### **Staff:**

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

#### **Call to Order**

Chair T. Hudrlik (MN) called the meeting to order at 11:00 am ET. All members were present, establishing a quorum.

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

**DCA J. Lohman (VA) moved to approve the agenda. DCA J. Mesick (ID) seconded.  
Agenda approved.**

**DCA J. Lohman (VA) moved to approve the minutes from November 19, 2018 as drafted.  
DCA S. Hammond (IA) seconded. Minutes approved.**

#### **Discussion**

*DCA Quarterly newsletter:* Chair T. Hudrlik (MN) stated that the next DCA quarterly newsletter was scheduled to be published in March. She asked the committee members to send her their articles for review by February 28. She will finalize the newsletter and send it to the national office for release.

Chair T. Hudrlik (MN) asked the committee members to reach out to the other compact members for information to post in the DCA newsletter. The national office will add this information request to the weekly website newsletter.

*DCA Mentor Program:* DCA J. Mesick (ID) continues to mentor DCA L. Colver (AK).

DCA J. Lohman (VA) continues to mentor DCA B. Payton (NC).

DCA T. Gilmore (WA) expressed her interest in serving as a DCA mentor.

There were no new DCA mentoring requests.

*ICOTS Enhancements:* Chair T. Hudrlik (MN) informed the committee that the Executive Committee adopted a policy on Enhancement Requests for the Electronic System Authorized by the Commission. The policy defines procedures for referring and managing ICOTS enhancement requests authorized by the Commission and outlines the responsibilities for the request originator, Technology Committee, national office, and Commission.

She suggested that the DCA Liaison Committee submits an enhancement request to prepopulate a return reporting instructions form that needs to be submitted in seven days of a transfer request rejection when an offender is in the receiving state on approved Reporting Instructions.

Training Coordinator M. Spring asked the committee to postpone the discussion on this enhancement. She noted that in the upcoming months, Appriss was scheduled to release enhancements that partially address the described situation.

Chair T. Hudrlik (MN) brought up another enhancement request to automatically generate a request for Reporting Instructions when a violation report was issued and the offender was ordered to return.

DCA M. Thompson (PA) inquired what to do in the presented situation when an offender was in a jail for unknown amount of time.

Training Coordinator M. Spring noted that Pennsylvania's situation would not apply here, since the offender was in a jail and not "*available*" for retaking.

DCA J. Lohman (VA) stated that the South Region DCAs had discussed this enhancement and ranked it as mid to low priority. The region will meet again in the upcoming months to continue its discussion of ICOTS enhancements.

Chair T. Hudrlik (MN) asked the committee's opinion on an enhancement to change language in the auto notification about a 30 day case closure notice deadline. The current language says "*Please log in and submit.*" She suggested changing the language to "*FYI – this case closure is due in 30 days.*"

DCA J. Lohman (VA) stated that the South Region planned to discuss this enhancement at its next meeting. She volunteered to draft its language and justification for discussion at the next committee meeting.

Chair T. Hudrlik (MN) brought another enhancement idea to the committee's attention. In a situation, when a state submits a violation report, something occurs before an offender is retaken and that state no longer wants to proceed with the retaking, she suggests giving DCAs the ability to withdraw this violation report after it has been responded to.

DCA J. Lohman (VA) suggested giving an option to the DCAs from both states to validate the withdrawal of this case. The South Region DCAs discussed and ranked this enhancement as a midlevel priority. She recommended using an addendum with added *not to retake* and *Probable Cause is not found* options.

Chair T. Hudrlik (MN) will draft the language and justification for the enhancement.

DCA J Lohman (VA) stated that *adding the ability to change criminal case information before RFRI or TREQ are sent to the receiving states but after sent to the sending state compact office* enhancement received a high priority ranking in the South Region DCA meeting.

DCA M. Billinger (KS) suggested separating the addendum into two sections for *probation and parole* and *criminal charges* for clarity.

DCA N. Latulippe (CT) stated that the East Region DCAs had discussed this issue in the past.

Chair T. Hudrlik (MN) suggested another enhancement, - to add a comments box or check boxes to the progress report requesting detailed information on an offender's progress.

DCA M. Billinger (KS) noted that it was a training issue and spoke against complicating a complex form.

The committee will continue discussing this enhancement concept at its future meetings.

DCA M. Thompson (PA) proposed an enhancement to have an "*administrative rejection*" if the case was missing mandatory required information or containing ineligible offense information. She will draft enhancement language for review at the next committee meeting.

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

- Identify issues or concerns affecting DCAs and support effective discussion/action to find resolution.

- Identify issues of relevance for referral to standing committees.

**The committee voted to approve the 2019 DCA Liaison Committee goals as presented.**

DCA N. Latulippe (CT) mentioned that the Executive Committee plans to discuss the 2019 ABM agenda proposed by the ABM workgroup. The agenda allocates time for DCA sessions. If approved, the DCA Liaison Committee will be responsible for putting together curriculum for the DCA sessions.

**Old Business**

*Reopening Absconder Cases:* The committee reviewed the ICOTS data on absconders prepared by the national office.

The committee discussed if a pending case should be reopened and if the compact office should continue the supervision when the offender was not available for retaking.

DCA T. Strickland (FL) spoke for opening closed cases emphasizing the importance of public safety and tracking offenders. He added that Florida reassumed supervision of these cases until the new charges were disposed and asked the other state to vacate its warrant since the offender was not available for retaking at that time.

DCA N. Latulippe (CT) raised her concerns that after the new charges were disposed, judges would not issue another absconder warrant on an offender who was no longer an absconder.

Chair T. Hudrlik (MN) questioned that even if a compact office reopened the case to track this offender, it did not negate this offender's ability to be returned to the other state?

DCA J. Lohman (VA) stated that the South Region DCAs suggested implementing an ICOTS enhancement to allow the transmission of activities via addendum when a case is closed. The region also discussed states' liability when a case was reopened.

DCA M. Thompson (PA) suggested adding an option in ICOTS to "*close the case pending apprehension*".

Chair T. Hudrlik (MN) stated that the Executive Committee plans to discuss this issue at its face-to-face meeting in March and asked the committee members to email her any additional suggestions.

She added that Minnesota started reopening cases on absconders and had not experienced problems.

**New Business**

The committee will meet again in May 2019.

DCA T. Balandran (TX) informed the committee that DCA H. Clark (TX) was promoted to a different department and would no longer work in the TX Compact Office.

**Adjourn**

**DCA N. Latulippe (CT) moved to adjourn. DCA M. Billinger (KS) seconded.**

Meeting adjourned at 11:53 am ET.