



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

June 27, 2019, 1:30 pm ET

WebEx

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

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

#### **Guests:**

1. Jacey Rader (NE)

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

1. Judy Mesick (ID)
2. Margaret Thompson (PA)

#### **Staff:**

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 1:30 pm ET. Seven members were present, establishing a quorum.

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

**DCA N. Latulippe (CT) moved to approve the agenda as presented. DCA M. Billinger (KS) seconded. Agenda approved.**

**DCA N. Latulippe (CT) moved to approve the minutes from May 8, 2019 meeting as drafted. DCA M. Billinger (KS) seconded. Minutes approved.**

#### **Discussion**

*2019 Annual Business Meeting Planning:* The committee reviewed the 2019 ABM session outlines. Chair T. Hudrlik (MN) reminded the committee that the Tuesday session on

Supervision in the Receiving State was designed for both commissioners and DCAs. The Training Committee chair and DCA Liaison Committee chair will moderate this session, which will review differences among states in regards to supervision conditions for GPS monitoring, marijuana use, lifetime supervision, dual supervision cases, as well as the importance of good documentation and pending charges.

Chair T. Hudrlik (MN) asked for volunteers to provide case examples for GPS, marijuana, and lifetime supervision sessions.

- GPS
  - DCA N. Latulippe (CT) will reach out to Commissioner D. Littler (AZ) and the DCAs in Massachusetts. DCA T. Strickland (FL) volunteered if additional examples needed.
- Marijuana
  - DCA M. Billinger (KS) will reach out to DCA M. Patterson (OR). Kansas and Nebraska will provide their guidelines Colorado's transfers. DCA P. Odell (WY) will provide requested examples noting that her state borders Colorado.
- Lifetime supervision
  - Chair T. Hudrlik (MN) will reach out to New York and Indiana to gather information on lifetime supervision. DCA S. Hammond (IA) will reach out to Missouri.

DCA J. Lohman (VA) suggested clarifying the definition of lifetime supervision.

The committee reviewed draft ideas for the DCA Session scheduled for 90 minutes on Wednesday. DCA Liaison Chair T. Hudrlik (MN) and DCA S. Reinhardt-Stewart (NE) will be moderators and the DCA Region chairs will be presenters.

The committee decided that this session should be constructed less as a training session and more as a dialogue and networking session.

The committee agreed on the following format:

- Assign seats and start the session with an ice-breaker exercise
  - Ideas:
    - Word cloud (one positive and one negative question to ask DCAs - *What do you mostly appreciate about the compact and your role as the DCA? What is most challenging for you in role as the DCA?*)
    - Game
    - Encourage networking - table introductions, etc.
- Introduce New DCAs
- General Q & A; share best practices (e.g. warrant tracking)

- DCA Institute Planning for 2020
- Solicit goal ideas for DCA Liaison Committee to discuss in their face-to-face meeting

*APPA Conference:* Chair T. Hudrlik (MN) will present at the APPA Summer Institute this August in San Francisco. Commissioner J. Rader (NE) and DCA M. Billinger (KS) will send her examples of their state reforms effecting the Compact to include in her presentation.

*DCA Quarterly Newsletter:* Chair T. Hudrlik (MN) stated that the latest DCA Quarterly Newsletter went out on June 1. The next newsletter will be published in September.

*DCA Mentoring Program:* The committee had no updates on the mentoring program.

### **Old Business**

Chair T. Hudrlik (MN) stated that the committee will meet face-to-face at the ABM in San Diego on October 9. She noted that the purpose of this meeting was to get the commission members familiar with the committee work.

### **New Business**

Training Coordinator M. Spring reminded the committee that Appriss released another enhancement on June 19. This is the fourth and final of several enhancement releases that took place during FY 2019. The national office held trainings for the compact offices on this enhancement last week. She noted that she received concerns that states may reject cases because some information was not automatically captured in the new process.

Training Coordinator M. Spring recommended states sharing an ICOTS Helpdesk Support Article on this enhancement to avoid any miscommunication.

DCA M. Billinger (KS) inquired about a spreadsheet of NCIC codes used in ICOTS. DCA J. Lohman (VA) stated that this information could be found on the ICOTS Helpdesk.

The committee will meet again in the upcoming months.

### **Adjourn**

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

Meeting adjourned at 2:23 pm ET.