



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

June 28, 2018
WebEx

Members in Attendance:

1. Tracy Hudrlik Chair, MN
2. Natalie Latulippe CT
3. Simona Hammond IA
4. Mathew Billinger KS
5. Margaret Thompson PA
6. Julie Lohman VA
7. Patricia Odell WY

Members not in Attendance

1. Tim Strickland FL
2. Judy Mesick ID

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator

Call to Order

DCA T. Hudrlik (MN) called the meeting to order at 2:00 pm ET. Seven voting members were present, establishing a quorum.

Approval of Agenda

DCA J. Lohman (VA) moved to approve the agenda. DCA M. Thompson (PA) seconded. Agenda approved.

Approval of Minutes

DCA M. Billinger (KS) moved approve the minutes from April 27, 2017. DCA M. Thompson (PA) seconded. Minutes approved.

Discussion

Committee Mission & Goals: DCA T. Hudrlik (MN) welcomed the committee members and presented the new mission and 2018 goals.

Mission:

Provide a mechanism for DCAs to communicate concerns or needs and act as a liaison to improve the communication and relationship between Commissioners and Deputy Compact Administrators.

2018 Goals:

- 1. Identify issues or concerns affecting DCAs and support effective discussion/action to find resolution.*
- 2. Identify issues of relevance for referral to standing committees.*

DCA T. Hudrlik (MN) suggested providing quarterly DCA newsletters that outline information on the Commission's major developments, such as the compliance audits.

DCA J. Lohman (VA) stated that the South Region discussed the audit letter and required documentation at its last region meeting.

The committee discussed the content of the newsletter:

- Staff highlights – recognize outstanding DCAs and compact office staff members – overseen by M. Thompson
- Arrivals and departures of new and old DCAs and commissioners, include their pictures and bios –overseen by S. Hammond
- Region report on current compact discussion topics –overseen by N. Latulippe
- Working through difficult cases – possibly a highlight of two states who worked together on a particularly difficult case –overseen by T. Hudrlik
- Tip of the quarter – helpful advice on a new ICOTS process or dashboard report, etc. – overseen by J. Lohman
- Best practices – examples of new interstate procedure or policy.

DCA T. Hudrlik (MN) will draft an introduction for the first newsletter and will include information on the 2018 DCA Training Institute. The newsletter will be launched in September 2018.

DCA T. Hudrlik (MN) asked the committee members to bring forward their recommendations on new rule amendments and ICOTS enhancements at the upcoming meetings.

DCA J. Lohman (VA) suggested linking relevant training PPT or PPT pages to the most discussed rules in the step-by-step rules section on the website.

The national office will research if this request could be accommodated.

DCA T. Hudrlik (MN) suggested using the above training PPT slides in the *Tip of the Quarter* section of the newsletter.

DCA Institute Planning for 2018 ABM: The Training Committee is collecting difficult compact case examples, progress reports, and violation reports for the DCA Training Institute presentations. These items along with the presenter recommendations must be submitted to DCA

region chairs by July 15. The Training Committee will meet shortly after that to review and sort through the cases.

DCA Region Reports:

- East – N. Latulippe reported to the committee that the East Region met two times this year. The region had a robust discussion on the DCA Training Institute topics.
- South – J. Lohman reported to the committee that the South Region met five times since last May. The region discussed IVINS notifications, workload volumes and complexity issues, mini topics to add to the last enhancement training, and afterhours warrant issues.
- Midwest – M. Billinger reported to the committee on the most recent Midwest DCA Region meeting that took place in May 2018. The region focused its discussion on the DCA Training Institute topics, two rule amendments, and issues surrounding rule 5.101-2.
- West – P. Odell stated that the West Region met two times this year. The region discussed DCA Training Institute topics and rule amendments.

After each DCA region meeting, the region chairs will distribute a summary of their meeting to the DCA Liaison Chair and the other DCA region chairs.

DCA Mentor Program: DCA T. Hudrlik (MN) inquired about the status of the DCA Mentor Program.

DCA M. Billinger (KS) found the program beneficial for new DCAs. He recently mentored DCA J. Gruber (IN) and received positive feedback. They met once a month via WebEx or phone.

DCA J. Lohman (VA) mentored E. Powel (DC) and N. Woodson (MD). She added that DCA T. Strickland (FL) was mentoring DCA H. Clark (TX).

M. Spring will follow up on recently submitted DCA Mentor Program requests from North Carolina and Maryland.

DCA T. Hudrlik (MN) stated that the committee will keep revisiting this agenda item at its future meetings.

New Business

Challenges when an offender has new pending charges in the receiving state - DCA M. Billinger (KS) stated that the Midwest DCA Region discussed challenges complying with Rule 5.101-1 when offenders and especially domestic violence (DV) offenders cannot be retaken due to pending felony charges.

DCA N. Latulippe (CT) stated that the East Region also discussed issues with offenders with new pending felony charges. Normally, the compact office would seek a warrant, if an offender had reached a level of exhausting all graduated sanctions. Nevertheless, they cannot obtain a warrant if that offender has new pending felony charges.

DCA M. Billinger (KS) inquired if a mutual agreement between states could be a solution in this situation. He asked if there was a formal process for mutual agreements.

DCA M. Billinger, DCA Tracy Hudrlik, DCA N. Latulippe, and the Training Committee chair will meet via WebEx on July 12 to discuss retaking issues when pending charges are present as a discussion topic for the DCA Training Institute.

Offender's address on the ICOTS application: DCA M. Billinger (KS) asked the committee to consider revising the offender application in ICOTS by removing the offender's address in the sending state box. He added that many states reject applications based on this information.

DCA T. Hudrlik (MN) informed the Committee that the Rules Committee will be reviewing this issue at its next meeting in August.

DCA P. Odell (WY) stated that West Region states agreed not to use lack of offender's address in the receiving state as a basis to deny the application.

DCA J. Lohman (VA) stated that on March 23, 2017, the Technology Committee approved an enhancement request submitted by Pennsylvania to remove the offender address from the ICOTS application.

New Business

The committee will meet again in August to finalize its first newsletter.

Adjourn

DCA J. Lohman (VA) moved to adjourn. DCA M. Billinger (KS) seconded.

Meeting adjourned at 3:23 pm ET.