



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

August 16, 2018
WebEx

Members in Attendance:

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

Members not in Attendance

1. Tim Strickland FL
2. Mathew Billinger KS

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
5. Kevin Terry, Website Analyst
6. Xavier Donnelly, ICOTS Project Manager

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 N. Latulippe (CT) moved to approve the agenda. DCA J. Lohman (VA) seconded. Agenda approved.

Approval of Minutes

DCA J. Mesick (ID) moved approve the minutes from June 28, 2018. DCA N. Latulippe (CT) seconded. Minutes approved.

Discussion

DCA Training Institute: DCA T. Hudrlik (MN) informed the committee that she attended the Training Committee meeting to discuss the DCA Liaison Committee assignments at the DCA Training Institute in Orlando, FL.

The committee reviewed the DCA Training Institute agenda.

The committee decided to have assigned seating to mix attendees from different states and regions.

Painting the Supervision Picture - DCA T. Hudrlik (MN) asked committee members who submitted case examples for the DCA Training Institute to confirm that it is ok to include their cases in the handouts.

DCA T. Hudrlik (MN) encouraged committee members to volunteer as small group discussion moderators.

M. Spring asked committee members to develop a progress report checklist for presenters and moderators to facilitate small group discussions.

DCA T. Hudrlik (MN) and N. Latulippe (CT) offered to email the national office progress report language used in their states.

Warrant Tracking Panel - M. Spring stated that DCA M. Charton (NY) confirmed to be a panelist for the Warrant Tracking panel. The panel also includes Commissioner D. Littler (AZ) and DCA T. Hudrlik (MN). If time permits, the panelists can discuss the FY 2020 warrant tracking audit.

Dealing with Pending Charges & Revocable Behavior – M. Spring requested committee members to send her any specific rules questions related to dealing with pending charges and revocable behavior prior to this training session.

DCA J. Lohman (VA) will send the national office rule related question about probable cause hearings and admittance of guilt for more than one violation.

DCA Region Reports:

- East – N. Latulippe stated that the East Region DCAs have not met since May. She plans to schedule a meeting prior to the Annual Business Meeting to make sure all DCAs are informed and well prepared.
- South – J. Lohman stated that she reported on the last South Region DCA meeting at the last DCA Liaison Committee meeting. Since then, the region has focused on providing requested information for the DCA Training Institute curriculum.
- Midwest – S. Hammond reported to the committee on the Midwest DCA Region meeting that took place in August 2018. The region focused its discussion on the FY 2019 audit, offender application revisions, and the DCA Liaison quarterly newsletter. The Midwest Region states agreed not to deny offender applications based on an incorrectly recorded offender's address.

- West – J. Mesick stated that similar to the Midwest Region, the West Region states agreed not to use lack of offender’s address in the receiving state as a basis to deny the application. She added that the West Region discussed out of state warrant tracking tools, as well as retaking and PC hearings procedures.

DCA Mentor Program: DCA T. Hudrlik (MN) inquired if committee members have any new information to report regarding the DCA Mentoring Program.

The national office sent a DCA Mentoring survey to two newly appointed DCAs.

DCA J. Lohman (VA) has started mentoring DCA B. Payton (NC).

DCA J. Lohman (VA) stated that she also mentors DCA L. Lee-Campbell (MD). DCA L. Lee-Campbell recently visited the VA Compact Office to go over compact office processes and procedures.

DCA Quarterly Newsletter: At the last meeting, the committee decided to publish a quarterly DCA e-newsletter that outlines information on the Commission’s major developments. The committee reviewed a draft newsletter prepared by DCA T. Strickland (FL).

The newsletter will include:

- 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.

The committee decided that the first newsletter should be informative advising readers what each section is about and who they need to contact if they have questions about any particular section.

The committee members will send their newsletter articles to T. Hudrlik by August 30, 2018. DCA T. Hudrlik (MN) will finalize the newsletter and send it to the national office.

New Business

DCA T. Hudrlik (MN) stated that Minnesota was looking into processes for offenders to sign their applications electronically. The national office stated that if the state’s legal team accepts the validity of electronic signatures and it can be used in court, then an e-signature is acceptable in ICOTS. DCA T. Hudrlik (MN) inquired if other states can share their policies and procedures with using electronic signatures.

New Business

The committee will meet again on October 3, 2018 in Orlando, FL.

Adjourn

DCA N. Latulippe (CT) moved to adjourn. DCA J. Lohman (VA) seconded.

Meeting adjourned at 3:03 pm ET.