



## **Interstate Commission for Adult Offender Supervision Executive Committee Meeting**

### **MINUTES**

**February 20, 2019 • 12:00 pm ET  
Teleconference**

---

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

1. Jeremiah Stromberg (OR), Chair
2. Chris Moore (GA), Information Technology Chair
3. Russell Marlan (MI), Midwest Region Chair
4. Allen Godfrey (MN), Compliance Committee Chair
5. Jacey Rader (NE), Training, Education and Public Relations Committee Chair
6. Roberta Cohen (NM), West Region Chair
7. Brody Burks (TX), South Region Chair
8. Dale Crook (VT), East Region Chair
9. Tracy Hudrlik (MN), DCA Liaison Committee Chair, Ex-Officio
10. Sara Andrews (OH), Past Chair Ex-Officio

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

1. Hope Cooper (KS), Vice-chair
2. Gary Roberge (CT), Treasurer
3. Doug Clark (SD), Rules Committee Chair
4. Richard Barajas (NOVA), Ex-Officio

#### **Guests:**

1. Tina Balandran (TX)

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

#### **Call to Order**

Chair J. Stromberg (OR) called the meeting to order at 12:00 pm ET; eight voting members were present, establishing a quorum.

#### **Agenda and Minutes**

**Commissioner J. Rader (NE) moved to approve the agenda. Commissioner D. Crook (VT) seconded. Agenda approved.**

**Commissioner C. Moore (GA) moved to approve the minutes from January 16, 2019 meeting. Commissioner A. Godfrey (MN) seconded. Minutes approved.**

## **Discussion**

*Compliance Committee Report:* Commissioner A. Godfrey (MN) informed the committee that the Compliance Committee met on February 11, 2019 and reviewed Illinois compliance standards, in particular responding to violation reports that did not meet the 80% compliance requirement for three consecutive quarters. The compliance dashboard data for the fourth quarter reflected that the State of Illinois had improved its compliance performance to meet passing standards. No further action was required and the Compliance Committee instructed the national office to send Illinois a letter acknowledging its improved compliance.

The Compliance Committee amended Administrative Policy (AP) 03-2008 Guidelines for Resolving Compliance Issues by adding a template with relevant information that should be included when filing a complaint. The committee recommends the approval of the revised policy.

Chair J. Stromberg (OR) noted that states should file this template on an individual basis and suggested revising the template accordingly by removing the plural option [*State(s)*].

**Commissioner J. Rader (NE) moved to approve AP 03-2008 as amended. Commissioner D. Crook (VT) seconded. Motion passed.**

Commissioner A. Godfrey (MN) stated that the Compliance Committee recommended approval to change AP 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 R. Cohen (NM) moved to approve AP 05-2009 as presented. Commissioner D. Crook (VT) seconded. Motion passed.**

Commissioner A. Godfrey (MN) stated that the Compliance Committee placed the existing compliance sanctioning guidelines in a policy format and changed up to \$0-\$10,000, up to \$10,001-\$50,000, and up to \$50,001-\$100,000 under Monetary Penalties.

**Commissioner J. Rader (NE) moved to approve AP 01-2019 as presented. Commissioner C. Moore (GA) seconded. Motion passed.**

Commissioner A. Godfrey (MN) added that the Compliance Committee discussed ways to recognize states with an excellent compliance audit score. The committee will continue this discussion at its future meetings.

*DCA Liaison Committee Report:* DCA T. Hudrlik (MN) stated that the DCA Liaison Committee met on February 11, 2019 and discussed ICOTS enhancements and reopening absconder cases. The committee will publish its third quarterly DCA newsletter in March 2019.

She noted that based on the national office data analysis, the report of absconders was the most reported type of violation requiring retaking since the rules and ICOTS changes in 2017. In 2018, absconders made over 60% of violation reports requiring retaking. The reopening absconder cases topic was thoroughly discussed at the DCA Training Institute, region meetings, DCA region meetings, and the DCA Liaison Committee meetings. States were concerned about the legal liability with reopening closed cases. She will discuss the issue in greater detail at the face-to-face meeting in March.

*Finance Committee Report:* Executive Director A. Lippert stated that the Commission continued to run under budget and was 58% through the year. The national office is working to automate states dues payments for FY 2020. The Finance Committee will meet on March 5 to discuss its recommendation for FY 2021 budget to present at the face-to-face Executive Committee meeting in March.

*Technology Committee Report:* Commissioner C. Moore (GA) presented his report to the committee:

- *ICOTS Helpdesk* – A new ICOTS bug was identified - the option to “Order offender to return to sending state” was not available as a violation response when the violation type was ‘Behavior Requiring Retaking’. Appriss will implement a fix to this issue in the coming weeks.
- *FY 2019 ICOTS Enhancements* – Appriss plans to release four new enhancements in the upcoming weeks. Three of the enhancement items involve new or updated email notifications. Minor issues could occur after launch due to a limited prep environment. The fourth enhancement is the addition of floating column headers on the compact workload, manage case load, and assistants tab. None of these enhancements require trainings before launch.
- *ICAOS Dashboards* – Last week the national office updated the server hosting the ICAOS Dashboard software. The overall look of the dashboards remains the same, but additional functionality and maintenance features were added. The main addition was the ability to schedule regular email updates for certain dashboards. The national office will use this new functionality to send out the quarterly compliance update to commissioners and DCAs. These emails will include dashboard graphics and a PDF attachment. Next steps will include creating training materials to walk users through the process of creating their own custom email notifications for the dashboards they use the most.

*Rules Committee Report:* The Rules Committee continues to meet monthly to review the submitted rule proposals. The committee will meet face-to-face in April 2019.

*Training Committee Report:* Commissioner J. Rader (NE) informed the committee that the Training Committee met in January and discusses its goals and new training plans and resources.

J. Rader (NE) and T. Hudrlik (MN) will present at the APPA Winter Training Institute this March in Miami, FL. The ICAOS workshop will focus on the Interstate Compact and substance abuse and behavioral health issues.

*ABM Workgroup Report:* Chair J. Stromberg (OR) stated that the workgroup met on February 5, 2019 in Austin, TX. The workgroup put together a robust 2019 ABM agenda for the Executive Committee consideration at the face-to-face meeting in March 2019.

*East Region Report:* The East Region did not forward any rule proposals this year. The region is scheduled to meet in May 2019.

*Midwest Region Report:* The region met on January 8 and January 30, 2019. The region put forward a few rule proposals and discussed reopening absconder cases.

*South Region Report:* The region has not met since the last Executive Committee meeting.

*West Region Report:* The region met on January 23, 2019 to discuss rule proposals and reopening absconder cases.

*Executive Director Report:* Executive Director A. Lippert presented her report to the committee:

- Commissioners changes and vacancies:
  - Patrick Delahanty is the new commissioner for Maine and Walter Nolley is the new commissioner for Maryland
  - The national office is waiting on appointment documents for Alaska and the U.S. Virgin Islands.
- *Other*
  - Only two states (Massachusetts and Hawaii) have not reported their states council membership to the national office per AP 03-2009.
  - Executive Director A. Lippert will present to the Directors Group of the Fusion Center Association on February 22 on the ICOTS data sharing ability. She is also invited to present at the US DOJ Global Initiatives advisory committee in Washington DC in late March.
  - The national office completed its comprehensive review of ICAOS Advisory Opinions and recommended 18 out of 52 published opinions for retirement. The Executive Committee will vote on the opinions at its face-to-face meeting. A. Lippert asked Legal Counsel R. Masters to provide a cost estimate for his review and legal advice on the advisory opinions.
  - The national office is making final editorial changes to the ICAOS Benchbook. Chapter 5 will be finished by the end of this week. The national office will send the final draft to Michael Buenger for review.
  - Executive Director A. Lippert informed the committee about an online ICAOS document search and management system. Currently, there is no method by which an individual can search or cross reference ICAOS legal documents and related resources making it difficult to find the necessary information. An electronic document search has a significant advantage, since it allows users to locate all the information published by the Commission

on a specific topic, rule or process. The cost for this project is \$14.9K. The committee reviewed a mockup design of the project. The national office plans to launch the system in September 2019.

Commissioner J. Rader (NE) noted that the new search system would be a useful tool for outside stakeholders.

Chair J. Stromberg (OR) stated that the new tool looked user friendly and efficient.

**Commissioner A. Godfrey (MN) moved to finance the online ICAOS documents search and management system. Commissioner B. Burks (TX) seconded. Motion passed.**

Logistics Coordinator B. Saturday presented the 2020 ABM sites selection table. All presented hotels offered government per diem rate and were located in downtown within close proximity to restaurants.

- Chicago, IL – Sheraton Grand Chicago Hotel with the estimated budget of \$281K and The Westin Michigan Avenue Hotel with the estimated budget of \$295K
- Columbus, OH – Hyatt Regency Columbus Hotel with the estimated budget of \$207.6K
- Detroit, MI – Crown Plaza Detroit Downtown Riverfront Hotel with the estimated budget of \$222K
- Milwaukee, WI – Hyatt Regency Milwaukee Hotel with the estimated budget of \$206.8K
- Minneapolis, MN – Hilton Minneapolis Hotel with the estimated budget of \$229.3K

**Commissioner B. Burks (TX) moved to select Milwaukee, WI as the first choice location for 2020 ABM per successful site visit results with the second choice being Detroit, MI. Commissioner D. Crook (VT) seconded. Motion passed.**

**Adjourn**

**Commissioner R. Cohen (NM) moved to adjourn. Commissioner R. Marlan (MI) seconded.**

The meeting adjourned at 1:03 pm ET.

Signature: *Jeremiah Stromberg*  
Jeremiah Stromberg (Apr 2, 2019)

Email: jeremiah.p.stromberg@doc.state.or.us

# ExCmmttMinutes\_Feb\_APPROVED

Final Audit Report

2019-04-02

Created:	2019-04-01
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgaqTQRbhxOZBMaphG7F3uPbuRAtozjVA

## "ExCmmttMinutes\_Feb\_APPROVED" History

-  Document created by Barno Saturday (bsaturday@interstatecompact.org)  
2019-04-01 - 7:35:35 PM GMT- IP address: 64.191.149.98
-  Document emailed to Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us) for signature  
2019-04-01 - 7:35:58 PM GMT
-  Document viewed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us)  
2019-04-01 - 10:26:49 PM GMT- IP address: 71.59.214.42
-  Document e-signed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us)  
Signature Date: 2019-04-02 - 11:51:04 PM GMT - Time Source: server- IP address: 159.121.206.77
-  Signed document emailed to Barno Saturday (bsaturday@interstatecompact.org) and Jeremiah Stromberg (jeremiah.p.stromberg@doc.state.or.us)  
2019-04-02 - 11:51:04 PM GMT