



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

MINUTES

**September 11, 2018
Teleconference**

Members in Attendance:

1. Sara Andrews Chair, OH
2. Charles Lauterbach Treasurer, IA
3. Gary Roberge Information Technology Chair, CT
4. Chris Moore South Region Chair, GA
5. Anne Precythe Training, Education and Public Relations Committee Chair, MO
6. Shawn Arruti West Region Chair, NV
7. Doug Clark Midwest Region Chair, SD
8. Dale Crook East Region Chair, VT

Members not in Attendance:

9. Jeremiah Stromberg Vice-Chair, OR
10. Jane Seigel Rules Committee Chair, IN
11. Allen Godfrey Compliance Committee Chair, MN
12. Tracy Hudrlik DCA Liaison Committee Chair, Ex-Officio, MN
13. Pat Tuthill Victims Ex-Officio

Guests:

1. Brody Burks TX
2. Heather Clark TX

Staff:

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

Call to Order

Commissioner S. Andrews (OH) called the meeting to order at 1:00 pm ET; eight voting members were present, establishing a quorum.

Agenda

Commissioner S. Andrews (OH) requested to move the Compliance Committee report to the top of the agenda.

Commissioner A. Precythe (MO) moved to approve the agenda as amended. Commissioner G. Roberge (CT) seconded. Agenda approved.

Minutes

Commissioner G. Roberge (CT) moved to approve the minutes from July 10, 2018 as presented. Commissioner S. Arruti (NV) seconded. Minutes approved.

Discussion

Commissioner S. Andrews (OH) announced her plan not to run for another term as Chair this fall. She will stay involved as an ex-officio to the Executive Committee. She fully supports Commissioner J. Stromberg running for Commission chair.

Compliance Committee Report: Executive Director A. Lippert stated that the Compliance Committee met in July and August 2018. The committee discussed FY 2018, FY 2019 and FY 2020 audit trends, compliance dashboard violations, and a complaint filed against California by Minnesota.

Executive Director A. Lippert undated the committee on the MN v CA complaint. On June 28, Minnesota filed a complaint against the state of California for terminating supervision on an offender subject to mandatory retaking. California accepted fault in this case and included a corrective action plan in their response. This portion of the meeting was chaired by Commissioner J. Rader (NE). Commissioner A. Godfrey (MN) recused himself from the discussion. The Compliance Committee approved three recommendations for the Executive Committee:

- finding California in default of their obligations under the Compact
- acceptance of the corrective action plan and the imposition of a \$25 K fine
- vacating the fine upon completion of the corrective action plan

Executive Director A. Lippert added that the Compliance Committee considered California's past violations, which is why the fine was set at 25k.

Commissioner G. Roberge (CT) moved to accept the three Compliance Committee recommendations with respect to the California complaint. Commissioner D. Crook (VT) seconded. Motion passed.

Commissioner S. Andrews (OH) suggested the Compliance Committee address handling states who persistently violate the Compact.

Training Committee Report: Commissioner A. Precythe (MO) stated that the Training Committee is working with the DCA Liaison Committee on the DCA Training Institute curriculum.

DCA Liaison Committee Report: DCA T. Hudrlik (MN) stated that the committee met in August to discuss the DCA Training Institute and finalize its first quarterly newsletter that was launched today.

Technology Committee Report: Commissioner G. Roberge (CT) presented helpdesk tickets submitted involving bugs or issues with ICOTS. These tickets involve an issue that requires the assistance of Appriss to resolve, and excludes training issues or issues with an agency's internet connection or web browser settings. For the first four years the helpdesk was live, the average number of individual bugs or issues reported annually was 78.8. The last three years, that annual average has dropped to 22.3, or a 72% reduction. The improvement can be attributed to the ongoing enhancements and rule changes ICOTS experiences each year. There were a large number of tickets submitted around issues in FY 2014 and FY 2015, around the violation report overhaul. Subsequent years have seen bug fixes and user experience improvements that have had a significant impact on the number of issues requiring Appriss' assistance to address.

Commissioner G. Roberge (CT) reported on the website statistics. It is significant that the highest viewed section of the site (31% of all page views) was the step-by-step rules pages. Of those pages, the most viewed was Rule 3.101.

Appriss finished updating the ICOTS User Guide with all the changes from the FY 2018 enhancements.

Commissioner G. Roberge (CT) provided an update on the FY 2019 ICOTS Enhancement List. The national office met with Appriss to document the functionality of the proposed enhancements. When the cost components are received, the national office will poll the Technology Committee to determine their priority.

Commissioner G. Roberge (CT) stated that all responses for the IVINS survey have been tabulated and a summary of the results were sent to both the Executive and Technology committees for review.

The committee reviewed the survey. The results of the survey will be presented at the general session during the IVINS discussion.

Executive Director A. Lippert informed the committee that the renewal for IVINS will be up on December 1 of this year. Currently, the Commission pays \$3,600/ month for this service. If ICAOS renews, the monthly fee increases to \$3,708 on 12/01/18. In addition, Appriss is asking the Commission to sign a nondisclosure agreement with the renewal. Executive Director A. Lippert sent the agreement to General Counsel for review of its implications on the Commission. She will present the results at the next committee meeting in October.

Treasurer Report: Commissioner C. Lauterbach (IA) informed the committee that the Commission successfully completed a financial audit implemented by an independent auditor. The auditor recommends the following:

- Creating a detailed accounting manual
- Executing data security and management policy addressing risk
 - Appriss completed penetration system examination for the period of June 1, 2017 to May 31, 2018. The assessment reviewed the suitability of the design and operating effectiveness of controls relevant to security, availability, and

confidentiality. They submitted over 450 pieces of control evidence and there were no exceptions noted in the examination report. Per Commission's contract, Appriss will provide results of the penetration system examination annually.

- More detailed cost sharing agreement with ICJ
- Capitalization policy
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The national office will present the revised policies per the auditor's recommendation at the next committee meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met on August 22 2018. The region discussed IVINS, the "unsupervised" cases, the responsibility of sending states in issuing warrants and retaking when a case is closed in ICOTS, and language on stationed and deployed in Rule 3. 101 per the West Region's request.

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

South Region Report: Commissioner C. Moore (GA) stated that the South Region met on July 19, 2018.

West Region Report: Commissioner S. Arruti (NV) stated that the West Region met on July 24, 2018 to discuss the compliance audit, DCA Liaison committee membership, IVINS/VineWatch, and a couple of rule amendments.

Commissioner S. Arruti (NV) announced his retirement from the Compact on October 9, 2018.

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

- Annual Report is ready for print. The national office will provide a copy to all attendees at the Annual Business Meeting.
- Massachusetts has finalized its state council members. Their roster is forthcoming.
- All but one state with a July 1 – June 30 fiscal year have paid their dues. Illinois has paid their dues late for the past four years. Additionally, the Commission has not sought legal action for the interest payment on their dues. Executive Director A. Lippert reached out to the Commissioner of Illinois regarding the issue and asking for an update on payment. The committee will continue this discussion at its next meeting when legal counsel is present.
- The national office received ICOTS policies and procedures required to proceed with the FY 2019 audit from all but four states.
- The national office is finalizing the details on administering the FY 2020 audit on warrants.

- Executive Director A. Lippert provided an update on the civil complaint filed in US District Court in Florida earlier this year. The Florida attorney representing ICAOS filed a motion to dismiss on June 25, 2018. On July 2, 2018, the trial court judge entered an Order of Dismissal. The offender filed an appeal. The court granted the offender's motion to proceed forward with his appeal concluding that the offender demonstrated that he is indigent. This allows him to proceed with the appeal without paying any of the normally required filing fees. The Eleventh Circuit Court of Appeals entered a briefing order in this case. The offender is required to file his brief on or before October 9, 2018. Under the rules, ICAOS has thirty days after which to file our brief.
- Executive Director A. Lippert informed the committee that 135 attendees have registered to attend the Annual Business Meeting. The number is consistent with the previous DCA Training Institute registration numbers.

The committee decided to cancel the Executive Committee meeting on October 3, 2018 that occurs at the conclusion of the general session.

New Business

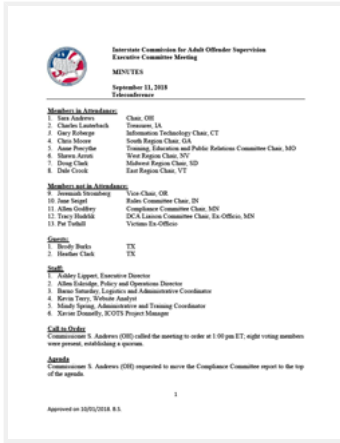
Training Coordinator M. Spring asked committee chairs to contact her if they have any changes to their general session's PPT presentations.

Adjourn

Commissioner D. Clark (SD) moved to adjourn the meeting. Commissioner D. Crook (VT) seconded. The meeting adjourned at 1:53 pm ET.

Signature: *Sara Andrews*
Sara Andrews (Oct 29, 2018)

Email: sara.andrews@sc.ohio.gov



Executive Committee Minutes from Sept 11, 2019

Adobe Sign Document History

10/29/2018

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"Executive Committee Minutes from Sept 11, 2019" History

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