



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

MINUTES

November 8, 2018

WebEx

Members in Attendance:

- | | |
|-----------------------|--|
| 1. Jeremiah Stromberg | Chair, OR |
| 2. Hope Cooper | Vice-chair, KS |
| 3. Gary Roberge | Treasurer, CT |
| 4. Chris Moore | Information Technology Chair, GA |
| 5. Jacey Rader | Training, Education and Public Relations Committee Chair, NE |
| 6. Roberta Cohen | West Region Chair, NM |
| 7. Dale Crook | East Region Chair, VT |
| 8. Brody Burks | South Region Chair, TX |
| 9. Sara Andrews | Past Chair Ex-Officio, OH |
| 10. Tracy Hudrlik | DCA Liaison Committee Chair, Ex-Officio, MN |

Members not in Attendance:

- | | |
|--------------------|--------------------------------|
| 11. Russell Marlan | Midwest Region Chair, MI |
| 12. Allen Godfrey | Compliance Committee Chair, MN |
| 13. Doug Clark | Rules Committee Chair, SD |

Guests:

- | | |
|-------------------|----|
| 1. Tina Balandran | TX |
| 2. Pamela Thielke | 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 1:00 pm ET;

Agenda and Minutes

Commissioner G. Roberge (CT) moved to approve the agenda. Commissioner D. Crook (VT) seconded. Agenda approved.

Commissioner G. Roberge (CT) moved to approve the minutes from October 1, 2018 and October 19, 2018 meetings. Commissioner H. Cooper (KS) seconded. Minutes approved.

Discussion

Compliance Committee Report: Executive Director A. Lippert informed the committee that the Compliance Committee will meet in February 2019 to discuss ICAOS administrative policy changes and a template for filing a complaint. She added that any policy changes recommended by the Compliance Committee would be presented to the Executive Committee for approval.

The Compliance Committee approved the FY 2020 compliance audit outline at its October meeting and released it for the Commission's review.

DCA Liaison Committee Report: DCA T. Hudrlik (MN) stated that the DCA Liaison Committee met on October 3, 2018 in Orlando, FL. The committee will meet again on November 19 to discuss rule proposals, requests for the Technology Committee, mentoring new DCAs, and its quarterly newsletters.

DCA T. Hudrlik (MN) added that the DCA Liaison Committee would welcome any commissioner who was interested in serving on this committee.

Finance Committee Report: Commissioner G. Roberge (CT) stated that all annual dues had been paid and the Commission was in a good financial health. He plans to contact former Treasurer Charlie Lauterbach to discuss the Commission's budget and financial planning.

Technology Committee Report: Commissioner C. Moore (GA) stated that one of the Technology Committee's goal was to prioritize and put in production outstanding ICOTS enhancements. He presented the FY 2019 enhancement prioritizations based on cost estimates. He added that the Technology Committee archived some of the enhancement items that were on this list. The total cost for this project was a little over \$90 K that was allocated for enhancements in FY 2019. He added that the Commission could absorb additional cost given the IVINS contract will not be renewed.

Commissioner C. Moore (GA) moved to approve the ICOTS enhancement list for FY 2019 as presented. Commissioner H. Cooper (KS) seconded. Motion passed.

Commissioner C. Moore (GA) stated that at their last meeting, the Technology Committee discussed issues with using compact activity PDFs printed from ICOTS as official court documents. He added that the compact activity PDFs were "reports" generated with the most current information. They were not snapshots of what occurred in the past. The Technology Committee passed a motion requesting the Executive Committee form an ad hoc committee to draft a white paper explaining the dynamic functions of ICOTS activities related to legal implications.

Executive Director A. Lippert recommended asking Legal Counsel to issue a white paper as an alternative to creating an ad hoc committee.

Commissioner D. Crook (VT) moved to authorize Legal Counsel to draft a white paper outlining legal implication of using ICOTS PDFs as office court documents. Commissioner G. Roberge (CT) seconded. Motion passed.

Rules Committee Report: The Rules Committee is scheduled to meet in November 2018.

Training Committee Report: Commissioner J. Rader (NE) updated her committee membership due to several members' retirement. The committee will meet in the upcoming months.

ABM Workgroup Report: Commissioner H. Cooper (KS) stated that the workgroup membership was finalized. The national office is settling the meeting location and dates for late January in Austin, TX.

East Region Report: The region has not met since the 2018 Annual Business Meeting.

Midwest Region Report: The region met in October and elected Russell Marlan as its new Midwest Region Chair.

South Region Report: Commissioner B. Burks (TX) stated that the South Region met in October and elected him as their new South Region Chair.

West Region Report: Commissioner R. Cohen (NM) sent an email to the West Region commissioners to find the best time and date for the upcoming region meetings.

At its next meeting, the region will discuss the issue of supervision in tribal regions and the development of best practices. The Executive Committee approved the formation of a workgroup on this issue previously this year.

Victims Advocate Report: Chief Justice R. Barajas will contact Executive Director A. Lippert to discuss his role and current victims' issues.

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

- Commissioners changes and vacancies
 - Jerry Powers is the new commissioner for California
 - The national office is waiting on appointment documents for Justin Forkner, Indiana
- Benchbook review update
 - Executive Director A. Lippert is engaging with various individuals to assist in editing the benchbook with plans to revise its content. Plans include developing a mobile application for the benchbook once the edits are complete.
 - The national office is reviewing all legal Advisory Opinions approved by the Commission. Currently 37 have been reviewed and 16 are recommended for retiring or

archiving. The national office will present their final findings on all published opinions at the Executive Committee's spring meeting.

- Data for the ICOTS Compliance Dashboards and external reports are now updated on a 24 hr basis.
- The national office is working with SEARCH, the National Consortium for Justice Information and Statistics, on a data sharing project to assist in determining what Compact offenders have warrants entered into NCIC. Executive Director A. Lippert hopes to meet with SEARCH and the FBI to discuss how this can be accomplished.
- Executive Director A. Lippert reminded that at their last meeting the committee considered the issues surrounding Illinois late dues payments for the past four years. While Illinois subsequently paid their FY19 dues, they have not paid the interest fees assessed to them nor has the Commission sought legal action for this payment. At their October meeting, the Executive Committee approved proceeding with seeking legal action should Illinois not pay the accumulated interest. Illinois has until November 17, 2018 to remit payment.

The national office notified Appriss that the Commission would not renew the contract for IVINS service. The service will be deactivated on November 30 and Appriss will notify all current registrants in IVINS that the service is ending.

Commissioner B. Burks (TX) inquired as to who retained the data stored in IVINS.

Executive Director A. Lippert stated that per service contract, Appriss has ownership of the system, and the Commission has the ownership of the data.

New Business

The national office will be polling the Executive Committee members for the best date to meet for the spring face-to-face Executive Committee meeting.

The committee agreed to have its monthly meetings at noon ET on the 3rd Wednesday of every month.

Commissioner J. Stromberg (OR) informed the Committee that he and Executive Director A. Lippert were working on connecting with various ex-officio members.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner D. Crook (VT) seconded. The meeting adjourned at 1:55 pm ET.

Signature: 
Jeremiah Stromberg (Dec 20, 2018)

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





Executive Committee Minutes from Nov 8, 2018 meeting

Final Audit Report

2018-12-20

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