



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

January 9, 2018

WebEx

Members in Attendance:

- | | |
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| 1. Sara Andrews | Chair, OH |
| 2. Jeremiah Stromberg | Vice-Chair, OR |
| 3. Charles Lauterbach | Treasurer, IA |
| 4. Gary Roberge | Information Technology Chair, CT |
| 5. Chris Moore | South Region Chair, GA |
| 6. Jane Seigel | Rules Committee Chair, IN |
| 7. Allen Godfrey | Compliance Committee Chair, MN |
| 8. Anne Precythe | Training, Education and Public Relations Committee Chair, MO |
| 9. Doug Clark | Midwest Region Chair, SD |
| 10. Dale Crook | East Region Chair, VT |

Members not in Attendance:

- | | |
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| 1. Shawn Arruti | West Region Chair, NV |
| 2. Michael Potteiger | DCA Liaison Committee Chair, PA |
| 3. Pat Tuthill | Victims Ex-Officio |

Guests:

- | | |
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| 1. Heather Clark | TX |
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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

Call to Order

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

Agenda

Commissioner A. Precythe (MO) moved to approve the agenda as presented. Commissioner J. Seigel (IN) seconded. Agenda approved.

Minutes

Commissioner D. Crook (VT) moved to approve the minutes from Dec 12, 2017 as presented. Commissioner G. Roberge (CT) seconded. Minutes approved.

Discussion

Rules Committee Report: Commissioner J. Seigel (IN) stated that per the Executive Committee's request, the Rules Committee will be meeting in the upcoming month. As part of that discussion they will review the sex-offender rule to determine what, if any, recommendations are needed.

Training Committee Report: Commissioner A. Precythe (MO) presented her report to the Committee. The Training Committee conducted Rules training for all Compact members to attend in December 2017. Over 150 people were present for the training that covered rule changes and special retaking topics.

The Training Committee held another training in December for Compact Office personnel. The training consisted of six sessions, covering amendments and ICOTS enhancements. It was well attended with over 300 people present from 49 states.

More trainings are scheduled for January 10 and 11, which will cover new ICOTS reports, FY 2018 enhancements, and IVINS resources.

The Training Committee will meet again on January 29 to discuss its preliminary plans for the upcoming Annual Business Meeting and DCA Institute; and training on the FY2018 ICOTS enhancements. Commissioner A. Precythe (MO) invited the DCA Region chairs to attend Training Committee meetings to represent DCAs and communicate their trainings needs.

Commissioner A. Precythe (MO) and Commissioner M. Potteiger (PA), DCA Liaison Committee Chair, set up monthly meetings to communicate about DCAs and their collaboration with the Training Committee.

Technology Committee Report: Commissioner G. Roberge (CT) presented his report to the Committee.

The number of ICOTS Helpdesk tickets submitted decreased (-35%) to 66 in November. This decline is due to the holiday month and is consistent with similar dips from previous years. The number of visits to the ICAOS website dipped slightly for November, which is also related to a seasonal decline.

The national office is currently working with SEARCH to migrate the fusion center data sharing server to one ICAOS owns and operates. The plan is to have that migration done by the end of January 2018.

The national office spent the last 6 weeks working with the FBI to upgrade and test a new version of their NDex adapter software. The NDex adapter packages the ICOTS case data and exports it to the FBI NDex servers. The upgrade was successful and the data export will continue on a monthly basis.

Development on the new dashboards is complete. In total, 35 dashboards were created, seven of those replaced the existing compliance dashboards. Twelve new dashboards were built to replace

16 external reports. Some of the external reports were redundant and could be incorporated into a single dashboard. The new dashboard platform launched on December 1, 2017. Trainings on using the new dashboards are scheduled for January.

The first enhancement release for this fiscal year was pushed to production in December. The next enhancement release is planned for the end of January. Appriss will continue to meet with the national office every week to coordinate upcoming releases with the need to conduct UAT, create training materials, and draft announcements if needed.

The IVINS workgroup is running through the UAT for Phase 2 of IVINS this week. The Technology Committee discussed potential public safety concern with IVINS anonymous notifications should an offender register to receive them. The Committee also reported other problems with the service that arose after Phase 1.

The national office received the export of offender photos in order to conduct the photo audit. They are currently working on a method to analyze those files using a photo recognition software for quality based on the criteria adopted by the Commission.

Commissioner G. Roberge (CT) emailed all commissioners his request to support the NCIC project and reach out to their state CSO (CJIS Systems Officers) to co-sponsor the proposal. He will continue to report on this matter at the upcoming meetings.

Compliance Committee Report: Commissioner A. Godfrey (MN) stated that the Compliance Committee met in November to discuss developing and enhancing compliance processes at the state level. The Committee agreed that the new dashboards can be used as a tool for states that want to be proactive in measuring their compliance. The Committee will continue this discussion at its next meeting on January 29, 2018.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the Commission is in excellent financial shape summarizing the Commission's current bank and investment holdings. Currently, the Commission is 2.5% under the budget.

ABM Workgroup Report: Commissioner J. Stromberg (OR) stated that the ABM Workgroup will be meeting on January 23, 2018 in California. He asked the Committee members to email him prior to the meeting if they have any ABM related suggestions. He will report on the Workgroup's findings and recommendations at the March face-to-face Executive Committee meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region has not meet since the Annual Business Meeting. The Region will meet in the upcoming months.

Midwest Region Report: The Midwest Region has not meet since the Annual Business Meeting. They will be meeting in the upcoming months.

South Region Report: The South Region is scheduled to meet on January 19, 2018.

West Region Report: The West Region is scheduled to meet on January 30, 2018.

Executive Director Report: Executive Director A. Lippert stated that there was a commissioner vacancy in Hawaii and James Berry was the new commissioner for District of Columbia. She also noted that Commissioner S. Sharp (AR) was working on appointing a new commissioner.

The national office purchased Storyline Articulate 360 software that helps to create courses for e-learning for \$2,700. The software offers animation, more interaction, convert text to speech, closed captions, and many other opportunities. It has a greater accessibility and can be used on any device. The \$2,700 fee covers three years of service.

Looking ahead, the national office is reviewing vendor agreements, updating personnel policies, as well as researching meeting apps and expense reporting apps. The national office is also looking at developing a commissioner toolkit that would help new Commissioners navigate information and resources beneficial to them on the website.

This month, the national office starts the quarterly compliance review and the photo audit. The national office is searching for a photo recognition software for quality based on the criteria adopted by the Commission.

Executive Director A. Lippert presented a Dashboard Report Description document to the Executive Committee. The document outlines the available reports and how to proactively use them.

Based on the post ABM survey results, the Executive Committee instructed the national office to search a venue for 2019 Annual Business Meeting (ABM) in Phoenix/Scottsdale, AZ, San Diego, CA, and Las Vegas, NV. Logistics Coordinator B. Saturday presented the search results to the Committee.

- Phoenix/Scottsdale, AZ - The Scott Resort with an estimated budget of \$181.8K. The hotel is located downtown Scottsdale.
- San Diego, CA - Wyndham Grand Bayside with the estimated budget of \$184.7K and Paradise Point Resort with the estimated budget of \$183K. Wyndham Grand Bayside is located downtown San Diego, and Paradise Point Resort is located 7 miles south from downtown San Diego.
- Las Vegas – The Linq Hotel and Casino with the estimated budget of \$180.7K and Flamingo Las Vegas with the estimated budget of \$180K. Both hotels are located on the Strip.

The Committee discussed each of the sites presented and the one best suited for a business meeting. They agreed the San Diego location met the Commission's meeting requirements, but expressed concern with the available dates, which coincide with the Jewish holiday Yom Kippur or Halloween.

After discussing whether these dates would prevent attendance, the Committee decided to poll the states and make a final decision at their February meeting.

At the last Executive Committee meeting, the Committee discussed revisiting Committees' structure and missions to make them more proactive. Executive Director A. Lippert presented a Committee mission and goals document to the Committee. The document presented side by side narrative outlining the current and prospective mission and goals for all Committees and Regions.

The Executive Committee will discuss the document within their Committees and Regions and finalize it at its face-to-face meeting in March.

Old Business

Ad Hoc on Risk Assessment Committee: Commissioner J. Stromberg (OR) stated that the Committee explored the feasibility of incorporating risk principles in the interstate compact transfer process. The ad hoc Committee recommended sharing state's individual risk assessment results in ICOTS. Commissioner J. Stromberg (OR) recognized the lack of enthusiasm on this matter among ICAOS members. He asked the Executive Committee members to provide feedback and whether they supported this approach.

Commissioner A. Precythe (OR) spoke in favor of entering the risk assessment information in ICOTS as long as it is not a mandatory field.

Commissioner A. Godfrey (MN) also spoke in favor of the recommendation.

Commissioner J. Stromberg (OR) stated that Executive Director V. Cunningham (APPA) expressed her interest to look at risk principles and possibly partner with the Interstate Commission on this matter. Commissioner J. Stromberg (OR) will proceed by meeting with APPA President E. Preuitt to converse on the matter.

At the last Executive Committee meeting, Commissioner S. Andrews (OH) suggested sending a group of commissioners to present at the National Association for Sentencing Commissions (NASC) annual conference in August 2018 in Columbus, OH.

Commissioner S. Andrews (OH) stated that the ICAOS workshop was not selected as a topic for the NASC conference. Subsequently, she withdrew her motion to "approve and cover the cost of the panel of three commissioners and the Executive Director to attend the National Association for Sentencing Commission conference in August 2018 in Columbus, OH."

Adjourn

Commissioner D. Crook (VT) moved to adjourn. Commissioner G. Roberge (CT) seconded. The meeting adjourned at 2:19 pm ET.