



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

MINUTES

**April 10, 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. Jane Seigel Rules Committee Chair, IN
6. Allen Godfrey Compliance Committee Chair, MN
7. Anne Precythe Training, Education and Public Relations Committee Chair, MO
8. Shawn Arruti West Region Chair, NV
9. Dale Crook East Region Chair, VT
10. Pat Tuthill Victims Ex-Officio

Members not in Attendance:

1. Jeremiah Stromberg Vice-Chair, OR
2. Doug Clark Midwest Region Chair, SD
3. [Vacant] DCA Liaison Committee Chair

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; ten voting members were present, establishing a quorum.

Agenda

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

Minutes

Commissioner A. Precythe (MO) moved to approve the minutes from March 13, 2018 as presented. Commissioner S. Arruti (NV) seconded. Minutes approved.

Discussion

Rules Committee Report: Commissioner J. Seigel (IN) stated that the Rules Committee was scheduled to meet on May 16 to discuss issues with the sex-offender definition and the transfer of sex-offenders rules.

Training Committee Report: Commissioner A. Precythe (MO) reported that the Training Committee was meeting in May to discuss the DCA regions' feedback regarding the DCA Training Institute agenda.

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

ICOTS Helpdesk – The number of tickets submitted decreased 10% from February 2018.

ICAOS Website – The number of visits to the ICAOS website increased 15% from February 2018. The mobile visits accounted for 32.8% of all website traffic in March 2018.

FY 2018 ICOTS Enhancements – The fifth enhancement was released on March 28, 2018. It included new option for a text box when gang affiliation is “Other”. Only five more enhancement items remain for FY 2018, including tolling functionality, activity notes included in the activity history, and case note type labels in the activity history.

The Technology Committee is reviewing the remaining enhancement list and prioritizing items to include in the next fiscal year's budget.

At the last meeting, the Executive Committee asked the Technology Committee to make recommendation on continuing with the IVINS contract. The Technology Committee put together a workgroup to review IVINS matter and possible options for triggering victim notifications based on a custom dashboard. The workgroup will present its findings at the Technology Committee meeting on May 2.

Victims Advocate P. Tuthill plans to attend the workgroup meetings.

Compliance Committee Report: Commissioner A. Godfrey (MN) will schedule the Compliance Committee meeting after all regions had an opportunity to meet and submit their top five measurable compliance factors. He added that the Compliance Committee would take into consideration the Executive Committee's feedback from the March meeting on its proactive direction.

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that there were no changes to the Commission budget since the last Executive Committee meeting.

ABM Workgroup Report: Executive Director A. Lippert stated that the ABM Planning Workgroup met yesterday. The Workgroup agreed with the Executive Committee changes to the ABM agenda.

She updated the Committee on presenters' availability. Dr. Angela Hawkins confirmed to present on *Policy and Practices in Corrections* for the first presentation on Tuesday. The Florida officials also confirmed their presentation on *Human Trafficking*. Dr. Kirsten Lewis was not available to for the third Tuesday presentation on *Personal Wellness among Agents*. As the secondary option, the national office reached out to Dr. Jamie Brower, who works in the same field and can tailor a program to fit the Compact audience. Executive Director A. Lippert stated that Dr. Jamie Brower charged daily fees and suggested having her present at the new commissioner lunch as well.

The national office has reached out to the Opioid Panel moderators. The panel is scheduled for Wednesday, October 3. Judge Slone confirmed his participation on the panel. Dr. Loyd was not available. Michelle White, Principal Court Management Consultant with the National Center for State Courts, will be another moderator for this panel.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met on March 27, 2018. The region discussed its top compliance factors and the Benchbook's content.

The region also discussed issues with the sex-offender and the transfer of sex-offenders rules and expressed its concern with five days deadline for a receiving state to review the proposed residence to ensure compliance with local policies or laws prior to issuing reporting instructions as it is stated in Rule 3.101-3 Transfer of supervision of sex offenders.

Commissioner D. Crook (VT) shared Executive Committee's concerns about IVINS. New York recently had a state wide training on IVINS and had concerns about its status. Commissioner G. Roberge, the Technology Committee Chair, was present at the East Region meeting, and provided some clarifications on the matter.

Commissioner D. Crook (VT) announced the DCA Liaison Committee chair opening to the region. He noted that he has not received any nominations to date.

Midwest Region Report: Commissioner S. Andrews (OH) informed the Committee that the Midwest Region met on March 22, 2018. The Region discussed out of state subpoenas, public safety compliance factors, issues with the sex-offender and the transfer of sex-offenders rules, the Benchbook's content, and 2019 Midwest Region rule proposals. Commissioner D. Clark (SD) received a few nominations for the DCA Liaison Committee Chair position.

South Region Report: Commissioner C. Moore (GA) stated that the South Region was scheduled to meet on April 18, 2018.

West Region Report: Commissioner S. Arruti (NV) stated that the West Region was scheduled to meet on May 3, 2018.

Victims Advocate Report: Victims Advocate P. Tuthill is working on her presentation for the National Association of Victim Assistance in Corrections (NAVAC) annual conference that takes place in Boise, ID this June.

Executive Director Report: Executive Director A. Lippert reported on a commissioner vacancy in Colorado.

She noted that she received inquiries about offenders not being retaken within 30 days and states asking if they can release these offenders.

With Commissioner S. Andrews' assistance, Executive Director A. Lippert reached out to M. Buenger, the original writer of ICAOS Benchbook. He agreed to review the Benchbook and provide some initial feedback.

The national office has encountered problems with its current website vendor. The national office met with different website developers with Drupal experience that could make some improvements and recommendations to the website.

Executive Director A. Lippert reported that following a successful site visit, the national office signed a contract with Wyndham Bayside San Diego Hotel for the 2019 Annual Business Meeting.

Executive Director A. Lippert informed the Committee that Massachusetts and Wisconsin expressed their interest to integrate with the Commission's fusion center data exchange project.

At the last meeting, the Committee voted for Legal Counsel to send a letter to 12 states in noncompliance with AP 03-2009. The policy ensures compliance with the Compact Statute that requires each member state or territory to maintain a State Council. All but three states have reported their State Council membership. Executive Director A. Lippert noted that a letter from Legal Counsel R. Masters was mailed to Vermont and Massachusetts. The Commissioner of the third state, D. Sakai (HI), recently assumed his position as the commissioner and thus the national office is assisting him on this matter.

Executive Director A. Lippert stated that the FY18 photo audit and quarterly review and FY19 dues invoices went out last week. She added that information on the approved FY19 and FY20 audit will be mailed in May 2018.

Executive Director A. Lippert will be presenting at the Association of Paroling Authorities International annual conference in Lake Tahoe next week.

New Business

The Committee opened discussion for personnel matters.

Commissioner A. Precythe (MO) moved to enter executive session to discuss personnel matters. Commissioner C. Moore (GA) seconded. Motion passed.

Commissioner G. Roberge (CT) moved to exit executive session. Commissioner J. Seigel (IN) seconded.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn the meeting. Commissioner C. Moore (GA) seconded. The meeting adjourned at 1:42 pm ET.