



Interstate Commission for Adult Offender Supervision Executive Committee Meeting

MINUTES

July 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. Shawn Arruti West Region Chair, NV
8. Doug Clark Midwest Region Chair, SD
9. Dale Crook East Region Chair, VT
10. Tracy Hudrlik DCA Liaison Committee Chair, Ex-Officio, MN
11. Pat Tuthill Victims Ex-Officio

Members not in Attendance:

12. Jeremiah Stromberg Vice-Chair, OR
13. Anne Precythe Training, Education and Public Relations Committee Chair, MO

Guests:

1. Tina Balandran TX
2. Heather Clark TX
3. Keir Chapple GA

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

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

Agenda

Approved on 9/11/2018. B.S.

Commissioner G. Roberge (CT) moved to approve the agenda. Commissioner S. Arruti (NV) seconded. Agenda approved.

Minutes

Commissioner G. Roberge (CT) moved to approve the minutes from May 22, 2018 as presented. Commissioner D. Clark (SD) seconded. Minutes approved.

Discussion

Rules Committee Report: Commissioner J. Seigel (IN) stated that the Rules Committee will be meeting on August 8, 2018 to discuss definition of sex-offender, victim notification rule, offender application, and rules proposals.

Training Committee Report: The Training Committee is working with the DCA Liaison Committee on the DCA Training Institute curriculum.

DCA Liaison Committee Report: DCA T. Hudrlik (MN) presented her report to the committee.

The DCA Liaison Committee met for the first time in over a year on June 28, 2018. Its new membership includes the committee chair, four DCA region chairs, and four additional region representatives.

At its meeting, the committee reviewed its new mission and goals and discussed developing a quarterly DCA newsletter that would include items such as staff highlights and recognition, new staff and retirement announcements, region reports, tip of the quarter and best practices, as well as highlight difficult cases and resolutions between states. The committee expects to launch its first newsletter in September 2018.

The committee will meet again in August 2018.

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

ICOTS Helpdesk – The number of tickets submitted decreased 21.5% in May and 25.8% in June.

ICAOS Website – The number of visits to the ICAOS website and mobile website increased 1.6% in May and decreased 1.9% in June.

FY 2018 ICOTS Enhancements – The eighth and final enhancement was released on June 27, 2018. Appriss resolved one bug reported on the day of launch. The new enhancement includes a more system-driven process for subsequent state transfers and functionality to allow sending states to withdraw or resubmit for rejected transfer requests.

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FY 2019 ICOTS Enhancement List – The national office is working with Appriss to document the new enhancement items added to the original enhancement list. The current plan is to have cost estimates documented by August 2018.

IVINS Survey – At the last meeting, the Executive Committee decided to survey the states on their method of victim notifications and gather the information to have an educated discussion on IVINS subscription at the Annual Business Meeting. The national office is waiting for the last few states to submit their feedback. The Technology Committee will discuss the results at its next meeting on Wednesday, July 25, 2018.

Compliance Committee Report: Commissioner A. Godfrey (MN) scheduled a Compliance Committee meeting for July 18, 2018. The committee will review FY 2018, FY 2019 and FY 2020 audit trends and discuss a complaint filed against California by Minnesota,

Finance Committee Report: Commissioner C. Lauterbach (IA) stated that the commission was in a good financial health. Based on the numbers from May, the commission was 10% under budget for FY 2018. He added that multiple states had already paid their FY 19 dues.

ABM Workgroup Report: The ABM Planning Workgroup has not met since the last Executive Committee meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met in March 2018. The Region will meet again in August to discuss a few agenda items that were tabled at its last meeting.

Midwest Region Report: Commissioner D. Clark (SD) stated that the Midwest Region was working on a few rule proposals. The region will meet again in the upcoming months.

South Region Report: Commissioner C. Moore (GA) stated that the South Region was scheduled to meet on July 19, 2018.

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

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

Commissioner Vacancies: There are currently no commissioner vacancies. Tom Langer is the new commissioner for Alabama and Jonathan Hall is the new commissioner for Kentucky.

Complaints: The national office received a complaint from Minnesota against California for terminating supervision on an offender subject to mandatory retaking. California admits to the default and has already sent in a response and corrective action plan. The Compliance Committee

will meet next Wednesday to consider the matter and make recommendations to the Executive Committee as to whether they should find California in default, accept the corrective action, and assess a penalty.

Wyoming contacted the national office with questions regarding military orders and deployments. While it appears to be a training issue, the West region will discuss it at their next meeting.

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 matter is now considered closed.

State Council Policy: At its April meeting, the committee authorized Legal Counsel to send a letter to Vermont and Massachusetts regarding their noncompliance with AP 03-2009. The policy ensures compliance with the Statute requirement for each member state or territory to maintain a state council.

Executive Director A. Lippert stated that Vermont subsequently appointed a state council within the timeline set forth. Massachusetts was in the process of confirming its state council member appointments by the Governor's Office. She asked the committee to review the matter and give Massachusetts another 30 days to comply with the policy.

Commissioner J. Seigel (IN) moved to provide Massachusetts additional 30 days to finalize its state council. Commissioner A. Godfrey (MN) seconded. Motion passed.

Other:

- Executive Director A. Lippert informed the committee that the national office recently changed hosting providers for the website and is working with new developers on its functionality. With the new developer's assistance, changes to the website will be delivered with minimum user interruption. The national office will be working on improving the advisory opinion page and the state council page.
- Executive Director A. Lippert continues to work with fusion centers on data sharing and tentatively plans to attend the annual conference for the fusion center association.
- Executive Director A. Lippert presented the ICAOS Personnel Policies to the committee. The policy was originally drafted when the Commission separated from the Council of State Governments. It was updated to reflect benefits allocation and administrative regulations along with incorporating the ICAOS Ethics Policy.

Commissioner J. Seigel (IN) inquired if Legal Counsel reviewed the revised policy.

Executive Director A. Lippert stated that the national office did not consult with Legal Counsel on these type of documents.

Commissioner G. Roberge (CT) moved to approve the revised ICAOS Personnel Policy as presented. Commissioner S. Arruti (NV) seconded. Motion passed.

- Executive Director A. Lippert is engaging with various individuals to assist in editing the benchbook with plans to revise its content by this fall. Plans include developing a mobile application for the benchbook once the edits are complete.
- The national office is working on the ICAOS Annual Report. A rough draft is completed with only end of the year data and financials to incorporate. The financial audit is set to begin next week.
- Executive Director A. Lippert advised the committee that letters went to Commissioners notifying them of the approved FY 2019 audit and the September 1, 2018 due date to return ICOTS policies and procedures.
- 2018 ABM registration was lunched on Fri, July 6, 2018. As of today, twenty one people have registered for the meeting.

Victims Advocate Report: Victims Advocate P. Tuthill attended the National Association of Victim Assistance in Corrections (NAVAC) annual conference that took place in Boise, ID in June. She stated that based on information she collected at this meeting, most states had a victim notification system on local offenders. The majority of states did not have a victim notification system on interstate offenders.

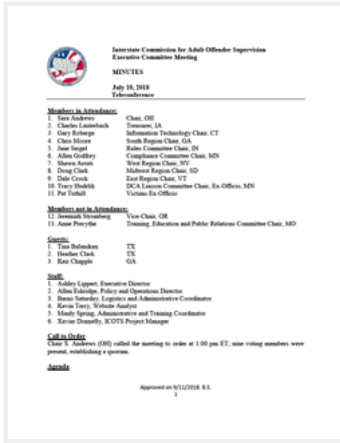
Adjourn

Commissioner G. Roberge (CT) moved to adjourn the meeting. Commissioner D. Crook (VT) seconded. The meeting adjourned at 1:39 pm ET.

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

Email: sara.andrews@sc.ohio.gov

Approved on 9/11/2018. B.S.



Executive Committee Minutes from July 10, 2018

Adobe Sign Document History


10/29/2018

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