

Interstate Compact for Adult Offender Supervision Commission

The Michigan State Council

August 27, 2018

1:00pm

State Council Members in Attendance:

Russ Marlan-Commissioner/Deputy Director-MDOC
Cheri Arwood-Executive Branch
Honorable Joseph Burke-Judicial Representative

Guest:

Daryn Cobb-Acting DCA/ICU-MDOC

State Council Member Not in Attendance:

Klint Kesto-Michigan House Representative
Amna Osman-Victims Advocate

AGENDA

1. Call to Order-Commissioner Marlan:

- Meeting was called to order by Commissioner Marlan at 1:03 pm.

2. Welcome and Introduction:

- Commissioner Marlan and Acting DCA Cobb welcomed the State Council Members to the first meeting of 2018.

3. Old Business:

- No old business was addressed.

4. New Business:

- a. DCA Cobb amended Meeting Agenda to reflect that we were covering ICOTS Enhancements, not Rule Amendments.
- b. DCA Cobb went over some of the enhancements that were made in ICOTS. Members were provided with written documentation of all the enhancements. Listed below are the specific enhancements that were addressed in the meeting:
 - Emails being generated for case notes
 - Ability to add a “Confidential Record” label, so offender is excluded from the public portal.
 - Ability to add a gang name if not listed in ICOTS
 - Tolled Function
 - Ability to only allow one person in a Compact Office to work on a report at one time
 - Dropdown option for subsequent state transfers

- Notifications to encourage agents to either withdraw or re-submit on rejected transfers

5. Audit Fiscal Year 2019:

- DCA Cobb provided written notice of procedures that will be audited for FY 2019. Specifically, addressed were the processes to eliminate access to Agents and Supervisors who have not logged into ICOTS for more than 12 months. Currently, DCA Cobb and Lead Agent Scott have been screening and deactivating access in these situations. Judge Burke suggested that we also notify Field Supervisors when access is being deactivated in case the Supervisor needs to follow up with Field Agents to see why they are not logging in. Also addressed were the procedures DCA Cobb has put in place for staff to complete specific training at www.interstatecompact.org prior to receiving ICOTS access.

6. Audit Fiscal Year 2020:

- DCA Cobb spoke about the fact we will be audited to make sure we are tracking all warrants to verify that they are being entered as Nationwide warrants. DCA Cobb spoke about how this had been an issue in the past. Judge Burke suggested contacting either the Chief Judge or Court Administrator in a jurisdiction if there are problems with this in the future.

7. Council Member Comments:

- None

8. Closing:

- Meeting adjourned at 1:30 pm.

Authority: The Michigan State Council for Interstate Adult Offender Supervision was created pursuant to Enrolled House Bill No. 4690 of 2002 and Executive Order No. 2002-16. The State Council will act as an advisory body to raise awareness and enforce the policies of the Compact relating to offender supervision and public safety in the State of Michigan.