



## Interstate Commission for Adult Offender Supervision

### Executive Committee Meeting MINUTES

January 15, 2020 • 12:00 pm ET  
Teleconference

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#### **Members in Attendance:**

1. Jeremiah Stromberg (OR), Chair
2. Gary Roberge (CT), Treasurer
3. Chris Moore (GA), Information Technology Chair
4. Allen Godfrey (MN), Compliance Committee Chair
5. Julie Kempker (MO), South Region Chair
6. Roberta Cohen (NM), West Region Chair
7. Dale Crook (VT), East Region Chair
8. Tracy Hudrlik (MN), DCA Liaison Committee Chair, Ex-Officio
9. Bette Inch (NOVA), Ex-Officio

#### **Members not in Attendance:**

1. Hope Cooper (KS), Vice-chair
2. Mary Kay Hudson (IN), Rules Committee Chair
3. Russell Marlan (MI), Midwest Region Chair
4. Joselyn Lopez (WI), Training, Education and Public Relations Committee Chair

#### **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

#### **Call to Order**

Chair J. Stromberg (OR) called the meeting to order at 12:01 pm ET; seven voting members were present, a quorum was established.

#### **Agenda and Minutes**

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

**Commissioner G. Roberge (CT) moved to approve the minutes from November 20, 2019 meeting as drafted. Commissioner J. Kempker (MO) seconded. Minutes approved as written.**

#### **Discussion**

*DCA Liaison Committee Report:* DCA T. Hudrlik (MN) stated that the DCA Liaison Committee had not met since the last Executive Committee meeting. The committee was scheduled to meet on February 4 to discuss the 2020 DCA Training Institute.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Commission continued to be in good financial health and function under budget. He added that the Vanguard account grew well in the past year, starting with \$1.6 million and ending with \$1.9 million in the account.

*Technology Committee Report:* Commissioner C. Moore (GA) presented his report to the committee.

- Regarding the latest version of the software in use to host the ICAOS Dashboards tooltips in December, new functionality allows a much more detailed look at how users utilize the dashboards.
- On January 2, 2020, the national office sent email updates regarding compliance performance for the first two quarters of FY 2020 to all commissioners and DCAs.
- A new ICOTS bug was found. Subsequent State Transfer process keeps the old receiving state if it started from the offender profile. This was reported to Appriss last month. Appriss is working on a new code to fix the issue.
- A few agencies are still rejecting ICOTS emails. This is causing some users not to receive any additional notifications from ICOTS. Appriss continues to resolve these issues as they are reported.
- Appriss began development on the newly approved rule amendments with the effective date of April 1<sup>st</sup>, 2020.
- The national office informed all region and committee chairs about the timeline for submitting ICOTS enhancement requests for the Technology Committee's consideration.
  - April 15: Deadline for FY21 ICOTS Enhancement requests
  - June 1 – July 1: Comment period
  - August 15: Final drafts of enhancements & Statement of Work Quotes circulated to Commission members via the Docket Book
  - September 16: Final vote for Enhancement
- At the last meeting, the Executive Committee approved the ICOTS Training Integration Project. Appriss began developing the framework to host the new training tooltips and tutorial pages within ICOTS. The project is scheduled to be launched prior to the Annual Business Meeting in the fall.

*Rules Committee Report:* Commissioner M. Hudson (IN) was not able to attend the meeting, Executive Director A. Lippert stated that the Rules Committee had a productive meeting discussing its goals in December. The committee decided to focus on issues identified last year and plans to meet via phone in February and March and face-to-face in April.

*Training Committee Report:* Executive Director A. Lippert stated that originally the Training Committee was going to meet this week; but, training committee chair J. Lopez (WI) had to cancel the meeting due to illness. The new amendment training plan was proceeding as planned.

*ABM Workgroup Report:* Chair J. Stromberg (OR) stated that the ABM workgroup meets on January 28 in Nashville, TN to work on the agenda for the 2020 Annual Business Meeting. This year, the ABM includes the DCA Training Institute and will be three days long. He reminded the committee members to submit meeting suggestions to the national office prior to the ABM Workgroup meeting in Nashville.

The Executive Committee will review the recommended agenda at its face-to-face meeting in March.

*East Region Report:* Commissioner D. Crook (VT) informed the committee that the East Region meets tomorrow to discuss the new ICOTS enhancement process and other Commission news.

*Midwest Region Report:* Executive Director A. Lippert stated that the Midwest Region was scheduled to meet on February 4, 2020.

*South Region Report:* Commissioner J. Kempker (MO) stated that the South Region was meeting on February 5, 2020.

*West Region Report:* Commissioner R. Cohen (NM) stated that the next West Region meeting scheduled for January 22, 2020.

Chair J. Stromberg (OR) had to leave due to work obligations and asked Commissioner D. Crook (VT) to finish chairing the meeting.

*Compliance Committee Report:* Commissioner A. Godfrey (MN) stated that the Compliance Committee met on January 12. The committee reviewed the US Virgin Islands' compliance status. The territory did not respond to the FY19 and FY20 annual audits and did not meet passing standards on dashboard reports.

Commissioner A. Godfrey (MN) reminded the committee that in August 2019, the Executive Committee approved sending a delegation to the Virgin Islands to provide support and guidance on how to resolve their ongoing non-compliance matters. Due to a hurricane, the trip was canceled. Instead, the ICAOS executive director met with the commissioner of the Virgin Islands and her representative at the Annual Business Meeting in San Diego, CA. After discussing the pending non-compliance matters, they discussed developing a corrective action plan (CAP) to address these issues by December 1, 2019. As of January 15, 2020, the national office had not received the CAP.

The Compliance Committee recommends the Executive Committee find the US Virgin Islands in default for compliance matters including failure to respond to the FY19 and FY20 annual audits, failure to meet passing standards on dashboard reports, and failure to provide a corrective action plan. The committee further recommends the US Virgin Islands submit a corrective action plan within 10 business days or incur a \$3,000 fine.

**Commissioner R. Cohen (NM) moved to find the US Virgin Islands in default for compliance matters including failure to respond to the FY19 and FY20 annual audits, failure to meet passing standards on dashboard reports and failure to provide a corrective action plan. Further, the motion requires the US Virgins Islands to provide a Corrective Action Plan**

**within 10 business days or impose \$3,000 fine. Commissioner G. Roberge (CT) seconded. Motion passed.**

Commissioner A. Godfrey (MN) stated that the Virgin Islands had not paid their annual dues for FY19. Their fiscal year began on October 1. Per Administrative Policy 05-2004 - State Dues, "if a member state has not paid its annual dues within the 120 days of the start of the state's fiscal year, the Executive Director will refer the matter to the compliance committee for enforcement action." The Virgin Islands' 120 days expired on March 1. The committee recommends the Executive Committee find the territory in default for failure to pay dues and require payment within 30 days or matter will be referred for legal enforcement.

**Commissioner G. Roberge (CT) moved to find the US Virgin Islands in default for failure to pay dues and require payment within 30 days or matter will be referred for legal enforcement. Commissioner J. Kempker (MO) seconded. Motion passed.**

Commissioner A. Godfrey (MN) added that the Compliance Committee reviewed Oklahoma's first quarter progress report for its Corrective Action Plan and found it satisfactory. He noted that the report was due on December 1. Oklahoma submitted its report along with its explanation for its delay on December 20.

**Commissioner G. Roberge (CT) moved to accept Oklahoma's progress report. Commissioner J. Kempker (MO) seconded. Motion passed.**

The committee also reviewed New Mexico's Corrective Action Plan to address its non-compliance with standards reflected in the regular dashboard reports. The committee found the plan satisfactory and recommended that the Executive Committee accept the report.

**Commissioner G. Roberge (CT) moved to accept New Mexico's corrective action plan. Commissioner C. Moore (GA) seconded. Commissioner R. Cohen (NM) abstained. Motion passed.**

The Compliance Committee was satisfied with Utah's Corrective Action Plan to address their non-compliance with dashboard standards; however, they found that not enough information was provided related to timelines and responsible parties. The committee recommend acceptance of Utah's corrective action plan (CAP) as long as those missing or deficient details were provided by Utah.

**Commissioner G. Roberge (CT) moved to recommend acceptance of Utah's corrective action plan (CAP) as long as details regarding timelines and responsible parties were provided by Utah. Commissioner J. Kempker (MO) seconded. Motion passed.**

The committee also reviewed the formal complaint filed by Missouri against Illinois. The complaint alleged that on two separate occasions Illinois acted contrary to and in violation of Rules 5.101-1, 5.103-1, and 5.111 by allowing the state courts to release an interstate compact offender with an active Missouri warrant issued as nationwide warrant without the possibility of bond. The committee decided that the complaint was not substantiated and that better communication should have occurred between the states. The committee agreed that both states would benefit from applicable training to avoid similar situations in the future.

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

- There are commissioner vacancies in Arkansas and Illinois. Oklahoma is working on replacing their commissioner. There are two new commissioners - Brad Lewandowski (SD) and David Gutierrez (TX).
- Since the last year, participation in the data exchange project has increased to ten fusion centers. Executive Director A. Lippert will present on the information sheet created by the national office on the global information sharing toolkit to the full board of fusion center directors in February.
- Website Analyst K. Terry departed from ICAOS. The national office was in the process of interviewing candidates and planned to fill the position by February.
- FY 2020 Warrant Tracking Audit results were mailed to states in December. The Warrant Audit workgroup was finalizing the next audit's questions for the Executive Committee's approval at its March face-to-face meeting.
- Yesterday, the national office met with Chris Aspen, David Roberts, and Jane Wiseman from NCJA to discuss combined research and study on interstate compact. Chris Aspen would join the Executive Committee at its March face-to-face meeting to discuss the study.
- At the last meeting, the Executive Committee discussed a succession plan for ICAOS legal representation. The national office was waiting for General Counsel R. Masters to submit a plan for ongoing legal work that was due on the first of the year.
- Executive Director A. Lippert reminded the committee to register for the face-to-face Executive Committee meeting scheduled for March 24.
- Executive Director A. Lippert presented the 2021 ABM site selection table. All but Burlington's hotel were located downtown within close proximity to restaurants.
  - Hartford, CT – Hartford Marriot Downtown Hotel with the estimated budget of \$244.4 K. The hotel did not offer the government per diem rate.
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  - Wilmington, DE – DoubleTree by Hilton Hotel with the estimated budget of \$198.2K. The hotel did not offer the government per diem rate.
  - Portland, ME – Holiday Inn Portland by the Bay Hotel with the estimated budget of \$214.4 K. The hotel did not offer the government per diem rate.
  - Albany, NY – Hilton Albany Hotel with the estimated budget of \$192.6 K. The hotel offered the government per diem rate.
  - Rochester, NY – Hyatt Regency Hotel with the estimated budget of \$188.2 K. The hotel offered the government per diem rate.

- Philadelphia, PA – Philadelphia 201 Hotel with the estimated budget of \$205.8 K. The hotel offered the government per diem rate.
- Burlington, VT – DoubleTree by Hilton Hotel with the estimated budget of \$189. The hotel offered the government per diem rate. The hotel is about 2 mi from downtown.

**Commissioner J. Stromberg (OR) moved to select Burlington, VT as the first choice location for 2021 ABM per successful site visit results with the second choice being Rochester, NY. Commissioner D. Crook (VT) seconded. Motion passed.**

### **Victims Advocate**

Victims Advocate B. Inch (NOVA) introduced herself to the committee. Ms. Inch currently serves as a member of NOVA’s Board of Directors and has been with NOVA for over 20 years. She retired from service with the federal government, serving as the Senior Victim Assistance Advisor for the DoD Sexual Assault Prevention & Response Office (SAPRO) as well as the Director of the DoD Safe Helpline and the DoD Sexual Assault Advocate Certification Program (D-SAACP).

### **Adjourn**

**Commissioner G. Roberge (CT) moved to adjourn. Commissioner C. Moore (GA) seconded.**

The meeting adjourned at 1:01 pm ET.

*Jeremiah Stromberg*  
Jeremiah Stromberg (Feb 26, 2020)






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Final Audit Report

2020-02-26

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