



Interstate Commission for Adult Offender Supervision East Region Meeting MINUTES

January 16, 2020 · 10:00 am ET
WebEx

Members in Attendance:

1. Dale Crook (VT), Chair
2. Gary Roberge (CT)
3. Terra Taylor (DE)
4. Patrick Delahanty (ME)
5. Samuel Plumeri (NJ)
6. Raquel Colon (PR)
7. Patricia Coyne-Fague (RI)

Members not in Attendance:

1. Gloriann Moroney (MA)
2. Benjamin Jean (NH)
3. Robert Maccarone (NY)
4. Linda Rosenberg (PA)
5. Wynn Timermark (VI)

Guests:

1. Natalie Latulippe (CT)
2. Fred Watton (CT)
3. Craig Watson (DE)
4. Denis Clark (ME)
5. Margaret Thompson (PA)
6. Ingrid Siliezar (RI)
7. Kevin Keefe (MA)
8. Matt Charton (NY)

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 D. Crook (VT) called the meeting to order at 10:00 am ET. Seven commissioners were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner S. Plumeri (NJ) seconded. Agenda approved.

Commissioner G. Roberge (CT) moved to approve the minutes from October 8, 2019 meeting. Commissioner P. Delahanty (ME) seconded. Minutes approved.

Discussion

December 2019 DCA/Compact Staff Training Questions: Training Coordinator M. Spring stated that the Training Committee provided an amendments recap and ICOTS enhancement update training in December. She documented all questions received at these trainings in a single document for reference. The document also includes Rules Committee's clarification on the original intent for the new rule for Travel Permits.

The second part of the training will take place in February and include ICOTS screen shots. March and April are open for states to provide in-state trainings and to request technical and training assistance if needed.

The East Region's recommendations for the ABM Workgroup: Chair D. Crook (VT) asked the region members to submit 2020 ABM meeting suggestions to the national office prior to the ABM Workgroup meeting in Nashville on January 28.

DCA East Region Chair Report – DCA N. Latulippe (CT) stated that the DCA Liaison Committee met two times since the last Annual Business Meeting. The committee discussed the DCA quarterly newsletter and the new amendment trainings. She added that the East Region DCAs meet next week to discuss the Travel Permit Rule training and interpretation, ICOTS enhancement ideas, Warrant Audit results as well as operational issues and region updates.

Executive Director Update: Executive Director A. Lippert presented her report to the region:

- 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.
- Based on the FY20 audit results, the Executive Committee instructed the Compliance and Rules Committees to collaborate on the FY21 audit planning. Specifically, to develop follow up questions for the FY21 audit based on the FY20 results that further emphasize state's responsibilities around warrant issuance and tracking. The audit would also provide relevant information to assist the Rules Committee as they draft rules related to the warrant process for future consideration.

The Warrant Audit workgroup will present its final recommendation for the Executive Committee's approval at the March face-to-face Executive Committee meeting. Once approved, the national office would announce the audit in May 2020 and start the audit in July 2020.

The national office mailed FY20 Warrant Tracking Audit results to states in December.

- The Executive Committee approved the ICOTS Training Integration Project 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.
- 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.

- The 2021 Annual Business Meeting will take place in the East Region. The Executive Committee narrowed down the search to Burlington, VT as the first choice with the second choice being Rochester, NY.
- In 2018, the Executive Committee adopted the ICOTS enhancement policy. The policy outlined the process how states submit enhancement requests for ICOTS, which followed the rule making process. The region reviewed 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

Old/New Business

There was no old/new business.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner P. Delahanty (ME) seconded.

The meeting adjourned at 10:26 am ET.