



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

February 24, 2020, 2:00 pm ET
Teleconference

Members in Attendance:

1. Tracy Hudrlik (MN), Chair
2. Natalie Latulippe (CT)
3. Elizabeth Powell (DC)
4. Simona Hammond (IA)
5. Tim Strickland (FL)
6. Mathew Billinger (KS)
7. Denis Clark (ME)
8. Tanja Gilmore (WA)
9. Patricia Odell (WY)

Guests:

1. Joselyn Lopez (WI)

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 T. Hudrlik (MN) called the meeting to order at 2:00 pm ET. Executive Director A. Lippert called the roll. Nine out of ten members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA M. Billinger (KS) moved to approve the agenda as presented. DCA N. Latulippe (CT) seconded. Agenda approved.

DCA N. Latulippe (CT) moved to approve the minutes from November 7, 2019 meeting as drafted. DCA M. Billinger (KS) seconded. Minutes approved.

Discussion

2020 Annual Business Meeting: Chair T. Hudrlik (MN) informed the committee that the ABM Planning workgroup met on January 28 in Nashville, TN. The workgroup drafted the agenda for the 2020 Annual Business Meeting, which also includes the DCA Training Institute. The agenda comprised scenario based trainings, motivational and NCIC speakers, and many opportunities for attendees to collaborate and network. Vice-chair H. Cooper (KS) will present the workgroup's recommendation for approval to the Executive

Committee at the March face-to-face meeting. Once approved, the DCA Liaison Committee will be closely working with the Training Committee on the topics for the upcoming DCA Training Institute. She encouraged the committee members to collect interesting case scenarios as they encounter them.

ICOTS Enhancements: Chair T. Hudrlik (MN) reminded the committee that in 2018, the Executive Committee adopted the ICOTS enhancement policy. The policy outlined the process for states to follow when submitting enhancement requests for ICOTS.

The committee reviewed the timeline for submitting ICOTS enhancement requests:

- 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

Chair T. Hudrlik (MN) added that since the DCA Liaison Committee was not a standing committee, it would submit their enhancements through the Technology Committee.

Executive Director A. Lippert noted that there was no limit on number of enhancements submitted in a single year. The Technology Committee reviews all enhancement requests and prioritizes them based on the need, cost, and time. She added that annually, the Commission allocated \$50K for ICOTS enhancements.

Chair T. Hudrlik (MN), presented an ICOTS Enhancement proposal submitted by the State of Minnesota. The proposal was to add users' ability to choose the CAR they were responding to. Currently, users had to reply to each CAR to keep it on the top of their list.

ICOTS Project Manager X. Donnelly clarified that the system was designed that way to ensure two way communication between the states and to verify the CAR was received by the other state.

The committee discussed changing ICOTS requirement to mandate responses to CARs.

The committee decided to proceed with the enhancement as originally drafted.

DCA N. Latulippe (CT) moved to forward MN enhancement request to the Technology Committee for consideration as drafted. DCA S. Hammond (IA) seconded. Motion passed.

The committee reviewed an enhancement proposal submitted by Iowa. By adding the travel permit option to the "specialization" drop down menu and adding the "travel permit" language to the ICOTS email notification, sending states would be able to sort through ICOTS notification emails and notify victims in a timely manner.

The committee was in favor of the proposal.

Currently, Iowa does not have an appointed commissioner. DCA M. Billinger (KS) will ask his commissioner to sign on the enhancement.

DCA M. Billinger (KS) inquired about amending the proposal by adding a comment field to CARs.

ICOTS Project Manager X. Donnelly stated it would affect different process and recommended submitting this concept as a separate request.

DCA M. Billinger (KS) serves on the Technology Committee and plans to submit this concept directly to the Technology Committee.

DCA D. Clark (ME) moved to forward IA enhancement request to the Technology Committee for consideration. DCA S. Hammond (IA) seconded. Motion passed.

New/Old Business

Travel Permit Rule: Chair T. Hudrlik (MN) stated that at the new rule amendment training, they received questions about the type of travel permit in rule 3.110 Travel Permits.

Rule 3.110 Travel Permits

Q: What if a state does not issue travel permits, and allows offenders to travel among states with verbal permission only?

A: This new rule was not intended to exclude such situations; however, the definition of travel permit does read as follows: “*Travel permit*” means the written permission granted to an offender authorizing the offender to travel from one state to another. As this scenario was not part of any known conversation/posted comment during the rule adoption process, the trainers will seek guidance from the Rules Committee and try to report back on this matter at the upcoming training in February 2020. In the meantime, the Rule does not prevent states from providing additional notifications above the rule requirement. *(This rule should be implemented in accordance with each individual state’s policies)*

At its December 18, 2019 meeting, the Rules Committee discussed the amendment’s intentions and definition that may exclude travel notifications when verbal or no permission is required for travel back to a sending state. The Rules Committee requested DCA Liaison Committee regions collect the DCAs feedback whether there could be problems with implementation of this rule.

The Rules Committee clarified that it was not the intent of the committee to have states create new travel permit internal policies.

The committee discussed states that did not require any travel permits, if the offender was going to be in another state less than 48 hrs.

DCA N. Latulippe (CT) stated that no one in the East Region thought there would be problems with the new rule.

The committee discussed the need for awareness that the rule only covered written permission and there could be a number of circumstances, where the offender was in the sending state without any written permission or notification.

Chair T. Hudrlik (MN) emphasized the importance of informing victims appropriately.

DCA Quarterly Newsletter: Chair T. Hudrlik (MN) asked for feedback on continuation of the quarterly DCA newsletters. She only received one response stating that the newsletter was helpful when asked this question at the new rule amendment trainings and DCA Midwest Region meeting.

ICOTS Project Manager X. Donnelly noted that there were about 140 people signed up to receive the newsletter.

The committee decided to send out a survey asking subscribers, if they want to continue receiving the newsletter, their recommendation on newsletter's publishing frequency, and their opinion on current and suggestions for new segments.

Adjourn

Meeting adjourned at 3:09 pm ET.