



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

**June 17, 2020
Teleconference**

Members in Attendance:

1. Jeremiah Stromberg (OR), Chair
2. Hope Cooper (KS), Vice-chair
3. Gary Roberge (CT), Treasurer
4. Chris Moore (GA), Information Technology Chair
5. Mary Kay Hudson (IN), Rules Committee Chair
6. Russell Marlan (MI), Midwest Region Chair
7. Roberta Cohen (NM), West Region Chair
8. Dale Crook (VT), East Region Chair
9. Joselyn Lopez (WI), Training, Education and Public Relations Committee Chair
10. Tracy Hudrlik (MN), DCA Liaison Committee Chair, Ex-Officio

Members not in Attendance:

1. Allen Godfrey (MN), Compliance Committee Chair
2. Julie Kempker (MO), South Region Chair
3. John Gillis (NOVA), Ex-Officio

Guests:

1. Tina Balandran (TX)
2. Brandon Watts (TX)

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
6. Kelsey Cole, Web Applications and Tech Support Manager

Call to Order

Chair J. Stromberg (OR) called the meeting to order at 12:02 pm ET; nine voting members were present, a quorum was established.

Agenda and Minutes

Commissioner R. Cohen (NM) moved to approve the agenda as presented. Commissioner C. Moore (GA) seconded. Agenda approved.

Commissioner R. Marlan (MI) moved to approve the minutes from May 20, 2020 meeting as drafted. Commissioner H. Cooper (KS) seconded. Minutes approved.

Discussion

DCA Liaison Committee Report: DCA T. Hudrlik (MN) stated that the DCA Liaison Committee met on June 8 to discuss curriculum for the upcoming Annual Business Meeting (ABM).

Given the positive feedback, the committee agreed to continue publishing the DCA quarterly newsletter. The next issue will be circulated in July.

Technology Committee Report: Commissioner C. Moore (GA) stated that there was a 40-50% decline in Helpdesk tickets for March and April. These numbers went up to their pre-COVID 19 level in May and June.

On May 19, the national office identified an issue with Google Chrome and Microsoft Edge Beta users getting an error upon trying to upload attachments. A fix was pushed into production on May 28 resolving the issue.

The seven proposed ICOTS enhancements are now posted to the comment forum for feedback. The committee will review all comments after the July 1st deadline.

Appriss reviewed the enhancement requests as currently documented and created statements of work for the national office to review. If there are no functional changes to the enhancements after the comment period, Appriss will put together the cost quotes for each enhancement.

Rules Committee Report: Commissioner M. Hudson (IN) stated that the Rules Committee, with assistance of Chairman Stromberg, held a public hearing for Emergency Rule 2.111 *Emergency Suspension of Enforcement of Rules* on June 10. Neither written nor verbal comments were received.

The Rules Committee will meet again in July to review the legal counsel's recommendation on a conflict in rules regarding warrant timeframes and discuss the West Region's concept for managing domestic violence offenders.

Training Committee Report: Commissioner J. Lopez (WI) stated that the Training Committee met on June 9. The committee did not have a quorum, but had discussion on curriculum for the upcoming ABM agenda, training integration project, and dashboard mini-trainings.

ABM Workgroup Report: Commissioner H. Cooper (KS) stated that based on the Executive Committee's recommendation to keep the virtual business meeting agenda to a minimum, as people were fatigued from online meetings, the ABM workgroup reduced the agenda's content to the following sessions: region meetings, Executive Committee meeting, motivational speaker Kristen Lewis's presentation, empowerment and role of DCAs session, and the general session. This meeting would be held over two weeks instead of the standard three days and utilize webinar and virtual meeting tools.

Commissioner D. Crook (VT) inquired about the voting process that would be utilized during the virtual meeting.

Executive Director A. Lippert stated that the national office consulted with APPA, NAAG, NADCP and others on choosing a platform for the virtual Annual Business Meeting.

After careful consideration, the national office recommends SpotMe, a virtual meeting provider that offers enterprise solutions that include app, platform, and support services.

SpotMe provides a platform that does not require additional downloads consequently minimizing technical problems for the attendees. It will also provide a secure and reliable voting platform along with professional assistance with the procedure. She added that SpotMe was a semi-finalist in the APPA's search for a virtual provider.

Executive Director A. Lippert noted that the Commission would realize significant savings by utilizing this vendor, as 2020 ABM's budget was \$210,000 and SpotMe one-time cost was under \$5,000.

Commissioner D. Crook (VT) made a motion to approve revised 2020 Annual Business Meeting agenda as presented. Commissioner C. Moore (GA) seconded. Motion passed.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Commission was 91% into the fiscal year and at 83.5% of spending. He anticipated to be 5-7% under budget at the end of current fiscal year.

The Commission had about \$200,000 in its checking account and \$1,400,000 in its savings account, which was consistent with previous months. The Vanguard account rebounded this month and closed with \$1,853,000. Commissioner G. Roberge (CT) noted that even though the account lost money in the last few months, considering the current stock market condition, their Vanguard account was doing well.

The Finance Committee will be meeting at the end of July.

East Region Report: Commissioner D. Crook (VT) stated that the East Region had not met since the last Executive Committee meeting.

Midwest Region: Commissioner R. Marlan (MI) stated that the Midwest Region had not met since the last Executive Committee meeting.

South Report: The South Region had not met since the last Executive Committee meeting.

West Region Report: Commissioner R. Cohen (NM) noted that the West Region would meet on July 23.

Executive Director Report: Executive Director A. Lippert stated that due to the COVID-19 crisis, many states were experiencing significant impacts to their state budgets. The national office received a request from New York asking for relief of their FY21 dues payment.

Executive Director A. Lippert noted that many states had already paid their annual fee and with a dues reduction requiring a full Commission vote, actions taken in FY21 would be complex. Executive Director A. Lippert added that the Commission has roughly \$3 million in reserve funds (\$1.8 Vanguard / \$1.2 Savings), previous Executive Committees determined that the Commission should keep 100% of operating costs in reserves. The Commission's operating budget is close to

\$1.6 million. Each year, the Commission collects \$1,516,253.26 in dues and accesses reserves fund to balance the budget. She presented two options to provide relief on state dues payments in FY22.

Option 1 - In FY22, states may request in writing to receive a 30% reduction in their dues payment. Exact budget impact is unknown. Potentially \$454,876, if all states were to request relief.

Option 2 - In FY22, make a blanket 30% reduction in all state dues payments. Budget impact is \$454,876.

She added that to supplement the fiscal impact of reduced dues, the following savings and reductions were proposed to the operating budget. These reductions would help balance the budget and replenish the loss of reserve funding.

Savings in FY21

- Virtual ABM - \$200,000
- ABM workgroup face to face - \$10,000
- National office rent - move to teleworking - \$9,375

TOTAL: \$219,375

Savings in FY22

- ABM workgroup face to face - \$10,000
- National office rent - move to teleworking - \$38,625

TOTAL: \$48,625

Executive Director A. Lippert noted that the ABM Workgroup could meet via teleconference or the Executive Committee could assemble the agenda at its face-to-face meeting in spring.

Chair J. Stromberg (OR) expressed his support to move forward with the proposals.

Commissioner M. Hudson (IN) inquired about legality of suspension of dues enforcement and utilizing rule 2.111 to accomplish a reduction through the Executive Committee.

Executive Director A. Lippert will engage Legal Counsel Travis to consult on that option. The Committee agreed to move forward with a proposal to the full Commission.

The committee spoke in support for option 2 that offered a blanket 30% reduction in all state dues payments, as it was the cleanest approach.

The committee discussed additional scenarios, where a state could not meet its financial obligations.

Chair J. Stromberg (OR) suggested the region chairs to discuss this matter at their region meetings.

Commissioner R. Marlan (MI) asked the national office to issue an official letter explaining the dues reduction.

Commissioner D. Crook (VT) moved to recommend Option 2 to the full commission's vote at the 2020 Annual Business Meeting. Commissioner C. Moore (GA) seconded. Motion passed.

Executive Director A. Lippert continued with her report:

- Executive Director A. Lippert presented to the committee two U.S. maps that display state-imposed restrictions from March 30 and June 11. Even though many states are lifting their restrictions, the pandemic is still presenting challenges with compact timelines. Based on this information, it was too early to lift Emergency Rule 2.111.
- Executive Director A. Lippert presented the Transfer Reply acceptance and rejection graph to the committee. She noted that the acceptance rate was going up and the rejection rate was leveling out in the last few weeks.
- Ashley Lippert presented on interstate compacts via webinar to NAAG and NDAA in June based on joint efforts with ICJ and APA. The training was well attended with over 350 participants. The national office posted a recording of the training along with its Q&A on the Commission's website.
- The Commission had to cancel its contract with the Hyatt Regency Milwaukee Downtown, in Milwaukee, WI for 2020 Annual Business Meeting. The national office negotiated to pay no penalty and reschedule the meeting with \$7,500 increase in food and beverage for September 26-29, 2021.
- The national office is working on the ICOTS Training Integration Project to integrate training directly into ICOTS activity screens. These tools would expand on existing training as well as provide links to definitions, Rules, and other documents. The national office provided Appriss with 90% of the documentation for the help points throughout the ICOTS system. The project's estimated completion date is August 2020.
- The national office is working on redesigning the ICAOS website to make it more user-friendly and add a greater capacity and control on the backside. It used a usability survey to poll website users and received over 250 responses. Executive Director A. Lippert estimates to project to be completed by the end of the year.
- Currently, the Commission uses an outside learning management provider for its trainings modules with annual cost of \$8,000. The national office is exploring an alternative learning management software with the reduced cost that will be embedded into ICAOS website.

Chair J. Stromberg (OR) noted that many organizations had released statements in response to civil unrest across the nation. He asked the committee whether the Interstate Commission needed to release a statement to address racial equality and social justice as a Commission.

The committee discussed the statement and its importance of being non-political, uniting, and mindful.

The committee discussed analyzing transfer data, to see if there were discriminatory practices within the Compact.

Old/New Business

There was no old business.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner D. Crook (VT) seconded.

The meeting adjourned at 1:26 pm ET.

Jeremiah Stromberg
Jeremiah Stromberg (Jul 22, 2020 07:03 PDT)






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Final Audit Report

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