



## **Interstate Commission for Adult Offender Supervision**

### **Executive Committee Meeting MINUTES**

**July 15, 2020  
Teleconference**

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

1. Hope Cooper (KS), Vice-chair
2. Gary Roberge (CT), Treasurer
3. Chris Moore (GA), Information Technology Chair
4. Mary Kay Hudson (IN), Rules Committee Chair
5. Russell Marlan (MI), Midwest Region Chair
6. Allen Godfrey (MN), Compliance Committee 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
11. John Gillis (NOVA), Ex-Officio

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

1. Jeremiah Stromberg (OR), Chair
2. Julie Kempker (MO), South Region Chair

#### **Guests:**

1. Tina Balandran (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

#### **Call to Order**

Vice-chair H. Cooper (KS) called the meeting to order at 12:02 pm ET; nine voting members were present, a quorum was established.

#### **Agenda and Minutes**

**Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner A. Godfrey (MN) seconded. Agenda approved.**

**Commissioner G. Roberge (CT) moved to approve the minutes from June 17, 2020 meeting as drafted. Commissioner M. Hudson (IN) seconded. Minutes approved.**

## **Discussion**

*Compliance Committee Report:* Commissioner A. Godfrey (MN) stated that the Compliance Committee received no formal complaints in the past month.

He inquired if the Executive Committee needs to take action on Rule 2.111 Emergency Suspension of Enforcement.

Executive Director A. Lippert stated that the Executive Committee did not need to take any formal actions until it was time to rescind Rule 2.111. She recommends no changes at this time.

*DCA Liaison Committee Report:* DCA T. Hudrlik (MN) stated that the DCA quarterly newsletter was sent to Commission members. The DCA Liaison Committee has not met since the last Executive Committee meeting.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Commission came 4.2% under budget as anticipated. The national office moved a surplus of \$100,000 into the Commission's reserve fund.

The Commission had roughly \$200,000 in its checking account and \$1,500,000 in its savings account. The Vanguard account went up by 1.7% from last month and closed with \$1,887,000. Commissioner G. Roberge (CT) noted that the Vanguard account was doing well considering the current conditions.

He added that the Commission was in solid financial health with no major changes.

The Finance Committee will be meeting on July 27 to discuss the FY2020 budget and ICAOS investment policy.

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

Helpdesk tickets - 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.

ICOTS Bugs/Issues - 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.

ICOTS Help Points - The Training Committee reviewed the changes for the first batch of Help Point updates in ICOTS last week. The first set of training Help Points went live on Wednesday, July 15, 2020.

Enhancement Requests – The seven proposed ICOTS enhancements were posted to the comment forum for feedback. Comments were closed on July 1st, 2020. The Technology Committee met yesterday to review and discuss all submitted comments. The committee approved all enhancements with no changes. The national office sent the proposals to Appriss to generate the cost components for each enhancement.

Commissioner C. Moore (GA) stated that a new bug was introduced with this morning's ICOTS code release. It affected the compact workload screen where a user takes action on a compact activity. Appriss was able to resolve the issue immediately by temporarily disabling the "More help" link on the compact workload screen, while they make sure it did not affect other part of ICOTS.

*Rules Committee Report:* Commissioner M. Hudson (IN) stated that the Rules Committee was scheduled to meet on July 29 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 yesterday. The committee discussed and approved the use of a needs assessment. The assessment would collect information for developing ABM sessions and workshops specific to Commission needs while addressing the most pressing current and emerging issues. The Commission members would receive the assessment after the 2020 ABM to establish objectives for the 2021 ABM.

Furthermore, the committee discussed the ICOTS Help Points release, dashboard trainings, and the new legal PowerPoint presentation that states can use to train its legal community.

Commissioner J. Lopez (WI) stated that the American Probation and Parole Association (APPA) issued a Call for Presenters for its Winter Training Institute scheduled for February 2021 in Seattle, WA. APPA remained cognizant of COVID-19 and planned to adjust its schedule if needed. They requested respondents include consideration on how to reach audience members in a virtual setting. Commissioner J. Lopez (WI) asked the Training Committee members to submit their workshop proposal ideas by the end of July.

*ABM Workgroup Report:* Vice-chair H. Cooper (KS) stated that the ABM needs assessment was sent to the ABM workgroup for review and feedback. The workgroup's subgroup was finalizing the details of the DCA Empowerment session.

*East Region Report:* Commissioner D. Crook (VT) stated that the East Region was meeting tomorrow to discuss the annual dues reduction proposal.

*Midwest Region:* Commissioner R. Marlan (MI) stated that the Midwest Region had not met since the last Executive Committee meeting. The region will meet on July 23 to discuss the annual dues reduction proposal.

*South Report:* Executive Director A. Lippert informed the committee that the South Region was scheduled to meet later this month.

*West Region Report:* Commissioner R. Cohen (NM) noted that the West Region was scheduled to meet on July 23. The region will discuss the annual dues reduction proposals and provide a status report on the impact of rising COVID-19 cases on their Compact obligations.

*Victim Advocate Report:* Victim Advocate J. Gillis was working with Executive Director Lippert and Executive Director Claire Selib (NOVA) on establishing an email account designed to facilitate victim communications.

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

- David Babby was appointed Commissioner for California. Commissioner Babby has previously been involved with the Compact and is familiar with Commission business.
- The committee and region chairs need to start thinking about their written and verbal reports for the upcoming ABM.
- The annual fiscal year's audit will begin next week.
- The national office completed drafting the FY 2020 Annual Report and is waiting on the auditor's letter.
- The national office received information that an offender was intending to file a civil complaint in a matter involving Idaho and California. The offender did not directly name the Commission in the suit knowing that offenders do not have a private right of action. Legal Counsel R. Masters discussed the matter with Legal Counsel T. Travis. The Commission is not taking any action at this time.
- With rising COVID-19 cases, the national office has seen few states re-imposing restrictions. Executive Director A. Lippert recommends against rescinding Rule 2.111 Emergency Suspension of Enforcement at this time.

*ICAOS Long-Term Virtual Office Proposal* – Executive Director A. Lippert stated that in response to the COVID-19 pandemic, national office staff moved to a remote work environment in March. With no loss in productivity or efficiency, it became clear that the office could transition to a virtual office environment long-term, generating sustainable savings for the Commission. She proposed adoption of a full-time virtual office environment proposal and outlined a timeline for completing such. The savings from this move will help support the annual dues reduction proposal for fiscal year 2022. Realized savings from the move to virtual offices will begin to accrue within the FY 2021 and will result in sustainable savings of \$30,000 by FY 2022 and will increase to \$42,000 by FY 2023.

Commissioner A. Godfrey (MN) stated that he fully supported the feasibility of moving to a virtual office environment on a full-time basis. He noted that many of his counterparts in different states were exploring similar options due to the imposed budget cuts. He added that it was a reasonable and fiscally responsible approach.

Commissioner M. Hudson (IN) supports the proposal. She advised the national office that HR procedures and practices were different in a remote work environment especially with new hires.

Executive Director A. Lippert stated that the national office was taking that into consideration and looking at ways to continue to meet in person when feasible.

Commissioner G. Roberge (CT) supports the proposal.

Commissioner C. Moore (GA) stated that he fully supported the proposal. He expressed his appreciation for the national office staff assistance with his committee.

**Commissioner A. Godfrey (MN) made a motion for the national office to move to the virtual office environment on the full time basis. Commissioner G. Roberge (CT) seconded. Motion passed.**

**Old/New Business**

There was no old/new business.

**Adjourn**

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

The meeting adjourned at 12:42 pm ET.

**Signature:**   
Jeremiah Stromberg (Oct 6, 2020 08:28 PDT)

**Email:** jeremiah.p.stromberg@doc.state.or.us






# ExCmmttMinutes\_July2020\_APPROVED

Final Audit Report

2020-10-06

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