



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

June 8, 2020, 11:00 am ET
Teleconference

Members in attendance:

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

Members not in attendance:

1. Patricia Odell (WY)

Guests:

1. Joselyn Lopez (WI)
2. Suzanne Brooks (OH)

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 T. Hudrlik (MN) called the meeting to order at 11:02 am ET. Executive Director A. Lippert called the roll. Eight members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA D. Clark (ME) moved to approve the agenda as presented. DCA T. Strickland (FL) seconded. Agenda approved.

DCA T. Strickland (FL) moved to approve the minutes from April 6, 2020 meeting as drafted. DCA S. Hammond (IA) seconded. Minutes approved.

Discussion

2020 ABM/DCA Training Institute: Chair T. Hudrlik (MN) stated that with uncertainties around travel restrictions and the ongoing impact of COVID-19 in respective jurisdictions, the Executive Committee decided that an in-person business meeting presented an unnecessary risk.

To meet the Compact's obligation for an annual meeting as outlined in the Commission's Bylaws, the Executive Committee approved a proposal for a virtual meeting. This meeting would be held over two weeks instead of the standard three days and utilize webinar and virtual meeting tools.

Chair T. Hudrlik (MN) noted that since travel would not be required, more compact office staff could attend the virtual business meeting.

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.

DCA S. Brooks (OH) informed the committee that the *Empowerment and Role of DCAs* session would include define the roles of DCAs and Commissioners; guidelines for enforcement of the Interstate Compact; encourage communication and collaboration for DCAs; and offer resources to share with stakeholders to ensure compliance.

Executive Director A. Lippert discussed topics not included on the agenda such as a *Round table on COVID-19*, which was better suited for the 2021 annual business meeting expected to be face to face. She added that Commission members would discuss COVID-19 issues during their regions meetings this fall.

The *Dashboard Reports Training*, which was an original ABM agenda item, will be addressed outside of the ABM through on demand self-paced training videos. The national office will publish mini trainings on dashboard reports in the upcoming weeks.

Training Coordinator M. Spring asked the committee members to send their dashboard training topic requests to the national office.

Chair T. Hudrlik (MN) stated that MNs monthly report showed only four submitted violation reports in May. The comparison of May and January data indicated that in May the Compact Office processed many more progress reports than violation reports. She noted that processing more progress reports instead of violation reports could be a better way to supervise offenders.

Training Coordinator M. Spring encouraged states to look at their data before and during the pandemic and suggested discussing *How did activities change during the quarantine?* and *Do they need to go back the way they were?* on the DCA region meeting level.

Old /New Business

DCA Mentoring Program: DCA M. Billinger (KS) stated that he informally mentored another DCA in his region.

Quarterly DCA Newsletter: At previous meeting, the committee decided to send out a survey asking subscribers if they want to continue receiving the DCA Quarterly newsletter.

Chair T. Hudrlik (MN) stated that even though the survey had not been sent, she received informal feedback from other DCAs asking to continue publishing the newsletter.

The committee agreed and decided to include positive messages of collaboration between states, upcoming ABM details, new CAR report highlights, and DCA region meeting updates in the July edition of the newsletter.

Region Chair Update: DCA M Billinger (KS) stated that the Midwest Region DCAs stopped meeting on a regular basis. The region will meet again later this month.

DCA N. Latulippe (CT) stated that the East Region DCAs had been meeting bi-monthly and now switched to meeting on monthly basis. She added that the region worked well with each other.

DCA T. Strickland (FL) stated that the South Region DCAs continued to meet on monthly basis. There were no outstanding issues in the region.

DCA T. Gilmore (WA) stated that the West Region DCAs continued to meet regularly.

The committee will meet again in late July or August.

Adjourn

DCA N. Latulippe (CT) moved to adjourn. DCA T. Gilmore (WA) seconded.

The meeting adjourned at 11:44 am ET.