



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

**February 2, 2021 · 1:00 pm ET
Teleconference**

Members in attendance:

1. Joselyn López (WI), Chair
2. Martha Danner (MD)
3. Sally Reinhardt-Stewart (NE)
4. Roberta Cohen (NM)
5. Katrina Ransom (OH)
6. Tracy Hudrlik (MN), Ex-officio
7. Mark Patterson (OR), Ex-officio
8. Tanja Gilmore (WA), Ex-officio

Members not in attendance:

1. Russell Marlan (MI)
2. Patricia Coyne-Fague (RI)
3. Jim Parks (VA)

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 Moore, Web Applications and Tech Support Manager

Call to Order

Chair J. López (WI) called the meeting to order at 11:03 am ET. Five out of eight voting members were present, a quorum was established.

Chair J. López (WI) welcomed Commissioner Danner and DCA Hudrlik to the committee.

Approval of Agenda and Minutes

Commissioner M. Danner (MD) moved to approve the agenda as presented. Commissioner K. Ransom (OH) seconded. Agenda approved.

Commissioner R. Cohen (NM) moved to approve the minutes from July 14, 2020 as written. Commissioner K. Ransom (OH) seconded. Minutes approved.

Discussion

Approved on 04/07/2021. B.S.

RFRI processing for Living in Receiving State at the Time of Sentencing – Chair J. López (WI) stated that at the January meeting, the West Region reviewed an ICOTS enhancement to modify workflow for RFRI reason ‘living in receiving state at the time of sentencing’ proposed by Nevada.

The region agreed to forward the proposal to the Training Committee to address the issue described in the enhancement through training instead. While it was common practice for states to deny an RFRI request for offenders 'living in the receiving state at the time of sentencing' when outside the 7-day timeframe (Rule 3.103 (a)(1)), this enhancement posed several data concerns as well as cost implications due to the nature of the RFRI workflow.

Meeting timeframes did not change the reason for RI nor should it disqualify an offender from returning home (most delays are due to administrative or workflow obstacles.) States should discontinue these practices to increase the efficiency of the transfer process and decrease unnecessary 'paperwork' and ICOTS processing; accurately 'track' the offender and prevent gaps in supervision, and allow for accurate use of Dashboard tools.

The committee decided to share this information in the March newsletter as well as address it in a training bulletin making it searchable via CORE.

APPA Winter Institute presentation: Chair J. López (WI) informed the committee that the American Probation and Parole Association (APPA) approved the Commission’s proposal to present at its Winter Training Institute scheduled for February 22-26, 2021. Chair López, DCA Hudrlik, and Training Coordinator Spring would present on “Navigating Interstate Compact during a Pandemic”. The presentation included interactive activities for the audience.

The committee reviewed the workshop’s PPT put together by the national office.

Chair J. López (WI) asked the committee members to send their additional recommendations and suggestions to the national office by February 12.

DCA T. Hudrlik (WI) suggested mentioning that the threshold for violations to return to an institution had changed, even if the official documentation had not changed yet.

Chair J. López (WI) agreed with DCA Hudrlik adding that Wisconsin had to reduce the number of institution beds consequently expanding their community-based programs.

February Compact Staff training: Training Coordinator M. Spring informed the committee about the upcoming compact staff training scheduled for February 2021. The training would cover various updates and important announcements:

- *ICOTS email bounces - What states need to know/do to prevent them* - a number of states had reported issues where some of their users were not receiving email notifications from ICOTS. This was related to email servers within states sending “hard bounce” notifications to ICOTS email server, causing it to mark that address as inactive. The training would inform states what they needed to do on their side to keep this issue from happening in the future.

- *2021 ICOTS enhancements – What’s coming?*
- *New DCA Liaison Chair & New Dashboard program kicking off July 2021*
- *FY22 Rejection Assessment plans/pilot update*
- *ICOTS data issues Reporting Instruction requests*

Chair López and Commissioner Ransom volunteered to assist with the training.

Chair J. López (WI) asked the committee members to email her if they want to volunteer for this training.

State Council toolkit: Chair J. López (WI) discussed the state council toolkit located under *Resources* tab on the Commission’s website. The page included information on compact statute, related policy, council appointments, council activities, council operation, annual reporting, and compliance dashboard. She noted it was a good resource page especially for new council members.

Commissioner R. Cohen (NM) suggested adding links to on-demand trainings appropriate for state council members.

Executive Director A. Lippert asked the committee members to email the national office any feedback regarding the state council toolkit.

Chair J. López (WI) stated that recently, the Executive Committee approved changes to the state council policy. The changes allowed states to submit their state council information online. The form pre-populates state’s existing data simplifying the process for making corrections or additions.

ABM Workgroup update: Chair J. López (WI) stated that the ABM Planning workgroup met in January to put together the 2021 Annual Business Meeting’s agenda. She added that the commissioners were the targeted audience.

The workgroup reviewed the needs assessment results and chose the following topics for the agenda:

- Supervision in a Post-COVID era – Where did my offender go
- A New Landscape - Decriminalization of drug use (Increased drug use as a trauma response to pandemic; Legalization of marijuana)
- Victim Engagement
- Trauma Informed Presentation

Executive Director A. Lippert added that the ABM planning workgroup wanted to focus this annual meeting on reconnecting with each other and networking opportunities. The workgroup will present the final draft agenda to the Executive Committee for approval in March.

Chair J. López (WI) asked the committee members to send any additional agenda recommendations by February 9.

DCA Dashboard program info: Chair J. López (WI) presented the DCA Liaison Committee's Best Practice & Dashboard Usage Program to the committee for review.

Training Coordinator M. Spring stated that the DCA Liaison Committee's Best Practice & Dashboard Usage Program would help in identifying areas in need of attention. With assistance from the national office and the DCA mentoring program, the DCA Liaison Committee would share best practices and provide a practical learning opportunity for utilizing the ICAOS Dashboards. The program focused on establishing state's procedures to ensure ICOTS data was accurate and used properly throughout the year.

Initially, the program would concentrate on offender management, retaking management; rejected case clean up (withdraw/close); and user clean up (remove roles, deactivate after 12 months, etc.). The program was scheduled to launch on July 1, 2021.

She added that the commission members would be able to search for the program's topics with CORE.

Training Coordinator M. Spring asked the committee to send their feedback about this program.

Old/New Business

There was no old/new business.

Adjourn

Commissioner R. Cohen (NM) moved to adjourn. Commissioner S. Reinhardt-Stewart (NE) seconded.

Meeting adjourned at 2:01 pm ET.