



Interstate Commission for Adult Offender Supervision

Training, Education, & Public Relations Committee MINUTES

April 7, 2021 · 11:00 am ET
Teleconference

Members in attendance:

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

Members not in attendance:

1. Patricia Coyne-Fague (RI)
2. 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 11:00 am ET. Six out of eight voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner M. Danner (MD) moved to approve the agenda as presented. Commissioner R. Cohen (NM) seconded. Agenda approved.

Commissioner S. Reinhardt-Stewart (NE) moved to approve the minutes from February 2, 2021 as written. Commissioner R. Cohen (NM) seconded. Minutes approved.

Discussion

Follow-up from the round tables: Chair J. López (WI) stated that in March, the national office hosted two round table discussions on *Remote Sentencing/Hearings* and *Electronic Signatures*. She attended the second session that reinforced her practice of detailed communication when using

electronical signatures. She noted the session was very informative and helpful. She encouraged the committee members not able to attend the round tables to listen to the recordings posted on the Commission's website.

Executive Director A. Lippert added that General Counsel Travis, Special Counsel Masters, NDAA Executive Director Bunn, and COSCA ex-officio member Stocks moderated both sessions. The *Remote Sentencing/Hearings* round table had about 25 people in attendance and generated great discussion with a lot of interaction and engagement. The round table covered known issues and identified new ones. Based on the results of the discussion, the national office asked General Counsel Travis to draft a whitepaper on *Remote Sentencing/Hearings*.

The *Electronic Signatures* round table had a similar format with the same moderators, was well attended, and generated good discussion. She reminded the committee that the use of electronic signatures depended upon sending state practices and laws. As the Commission's had already provided many resources on this matter, it was decided there was no need to issue a whitepaper. Instead, the national office would highlight identified principles in future Compact trainings.

Executive Director A. Lippert noted that the national office might host another series of round tables later this summer.

Chair J. López (WI) suggested *Warrants* as a topic for the next roundtable discussion.

Executive Director A. Lippert stated that the national office planned to identify state needs and provide subsequent trainings. She added that the FY22 compliance audit on Rejection/Acceptance Assessment will start on July 1. The national office recognized the need for follow up training once the audit concludes.

Commissioner orientation overview: Executive Director A. Lippert stated that the national office held its first virtual new commissioner orientation last week. The objectives of the meeting were to provide a personal engagement and learning opportunity for newly appointed commissioners.

Four new commissioners attended the orientation in March. Commission chair, Executive Director, and the region chairs led the discussion on multiple topics including the role of the commissioner, state council's tools, and technical projects. The next orientation was scheduled for September 8, 2021. To distribute the leadership involvement in the commission business, vice chair and two region chairs will be leading the discussion at the September orientation.

APPA Summer Institute Scenario Ideas: Chair J. López (WI) stated that the Training Committee with the national office support, presented on *Navigating the Interstate Compact through the Pandemic* at the APPA Winter Institute in February 2021. The training was well attended and well received. The presentation had multiple interactive elements and generated a good amount of discussion.

The committee submitted another proposal on *Interstate Compact Success for You and Your State*

to present at the APPA Summer Institute in August 2021. The presentation will focus on understanding general principles and purposes of the Interstate Compact, as well as learning about available tools and effective strategies for improving compliance.

Chair J. López (WI) asked the committee members to submit real case scenarios as well as their thoughts and suggestions for this presentation.

Commissioner M. Danner (MD) will share training information from their department's ongoing training academy.

Review Practical Implications of the Proposed ICOTS and Rules Proposals: Chair J. López (WI) stated that the Commission would be voting on rule and ICOTS proposals at the 2021 Annual Business Meeting (ABM). After the vote, the Training Committee would be involved in providing training on these topics. She asked the committee members to think about practical implications of the proposed amendments and how to address those through training.

Training Coordinator M. Spring presented the warrant timeframe rule proposal package to the committee. The Rules Committee proposed the warrant proposal package to establish consistent timeframes in the interest of training stakeholders and public safety. The package includes amendments to six rules (2.110, 4.111, 5.101, 5.102, 5.103 & 5.103-1) expanding the timeframe for issuing compact compliant warrants to a standard 15-business day, when an offender fails to arrive or return as instructed or is subject to retaking.

In addition, the Commission would vote on the ICOTS enhancement to create new managed processes for tracking warrants for compact offenders. The Technology Committee recommended three components to the enhancement proposal:

1. New Warrant Status for ICOTS records: User entered data related to compact compliant warrants.
2. New email notifications managing the Warrant Status information based on triggers (Failure to Arrive, Disc Retaking, Mandatory Retaking, updates to Warrant Status information)
 - Warrant Status Needed-when no warrant record exists and/or data fields for 'Issuing authority' and 'NCIC verification date' are NULL (The tracking mechanism depended on manual entry as the NCIC and ICOTS systems did not speak with each other.)
 - Warrant Status Updated-when any data is added to a warrant record
3. New managed activity for Discretionary Retaking.

Training Coordinator M. Spring stated that this enhancement would be considered as a separate vote at the 2021 ABM. She noted the challenge with implementing the enhancement due to procedures for obtaining and verifying compact compliant warrants varied state to state, noting that some states do not track warrants at all.

Commissioner S. Reinhardt-Stewart (NE) stated that the enhancement would be a great addition to their work process, even though NE Parole had been tracking warrants on their own.

The committee reviewed the Midwest Region and the Rules Committee proposals to amend *Rule 1.101 Definition of Resident*. The Midwest Region proposed to change qualification for ‘resident’ who resided in the receiving state 6 months prior to the request for transfer. The Rules Committee proposed to change qualification for ‘resident’ who resided in the receiving state 1 year prior to sentencing or supervision start date.

Training Coordinator M. Spring noted either proposal would be a big improvement to the current rule, which was confusing to understand and difficult to train on. The proposed definitions would not have ICOTS implications; however, the Training Committee would need to adjust training on this rule.

The committee reviewed a proposal to amend *Rule 5.108 Probable Cause Hearing in the Receiving State* proposed by the Midwest Region. The proposal clarified that probable cause must be established prior to retaking on a violation that was revokable in the receiving state.

The last proposal was the Bylaws change to add NDAA as ex-officio member.

Executive Director A. Lippert noted that the Commission would vote on this proposal to amend the Bylaws by inviting the National District Attorneys Association (NDAA) to become an ex-officio member. The Association of Prosecuting Association (APA) is a current ex-officio member with a smaller membership of mostly large metropolitan areas. NDAA is made up of a much larger membership base, encompassing both large and small jurisdictions. In the last year, the Commission collaborated with both organizations on multiple trainings as well as round tables.

Executive Director A. Lippert noted that it was beneficial to maintaining the relationship with both organizations.

Chair J. López (WI) encouraged the committee members to meet with their state council members and post comments to the rule proposals and ICOTS enhancement on the Commission’s website.

DCA T Hudrlik (MN) stated that Minnesota meets with their State Council to get different perspectives from judges, attorneys, members of legislature, etc. Their next meeting was scheduled in the next couple of weeks.

Chair J. López (WI) stated that Wisconsin had a similar process where they meet with specialists and compact office staff to get everyone’s perspective on the rule proposals.

Commissioner R. Cohen (NM) stated that the West Region would be discussing the proposals and next week.

Commissioner S. Reinhardt-Stewart (NE) stated that Nebraska would be discussing the proposals with its State Council at the end of May.

ICOTS Changes: Training Coordinator M. Spring stated that the national office met with Appriss to discuss the FY21 ICOTS enhancements. Appriss will complete the enhancements by the end of April.

The national office was working on scheduling a training for Compact Office staff that would cover the ICOTS enhancements, new dashboard reports (CCN reason and Transfer Decision Summary for FY22 rejection assessment), the information on the DCA Dashboard Program, and the DCA region chair elections.

Training Coordinator M. Spring asked the committee members to send her their comments and suggestions regarding the upcoming April training.

Training Coordinator M. Spring asked the committee members to send her their feedback and training suggestions on the *DCA Liaison Committee's Best Practice & Dashboard Usage Program*. With help from the national office, 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. The committee planned to focus on a specific dashboard for three months at a time. The program will be launched on July 1, 2021.

Old/New Business

There was no old/new business.

Adjourn

Commissioner M. Danner (MD) moved to adjourn. Commissioner R. Cohen (NM) seconded.

The meeting adjourned at 11:55 am ET.