



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

June 15, 2021 at 1:00 p.m. ET  
Video conference

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#### **Members in attendance:**

1. Suzanne Brooks (OH), Chair
2. Natalie Latulippe (CT)
3. Timothy Strickland (FL)
4. Mathew Billinger (KS)
5. Denis Clark (ME)
6. Brandon Watts (TX)
7. Tanja Gilmore (WA)
8. Patricia Odell (WY)

#### **Members not in attendance:**

1. Simona Hammond (IA)

#### **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**

Chair S. Brooks (OH) called the meeting to order at 1:03 pm ET. Executive Director A. Lippert called the roll. Eight out of nine members were present, establishing a quorum.

#### **Approval of Agenda and Minutes**

**DCA T. Strickland (FL) moved to approve the agenda as presented. DCA M. Billinger (KS) seconded. Agenda approved.**

**DCA T. Strickland (FL) moved to approve the minutes from April 27, 2021 meeting as drafted. DCA D. Clark (ME) seconded. Minutes approved.**

#### **Discussion**

*DCA/Compact Staff Dashboard Program and Best Practices:* Chair S. Brooks (OH) reminded the committee that the purpose of the DCA Dashboard program was to assist states with establishing sound procedures to ensure accurate and properly used ICOTS data. The committee will launch the program on July 1, 2021.

The first quarter (Q1), from July 2021 - September 2021, will focus on offender management.

Chair S. Brooks (OH) asked the committee members for any additional feedback as the national office prepares to move forward with the program.

The committee reviewed the timeline for the first quarter:

- *June 15* - Feedback due from the DCA Liaison Committee members on support article for Q1.
- *June 16* - National announcement for Q1 preparatory meetings and support article.
- *July 7, 8 & 9* –Preparatory meetings on Q1 to share articles, report demonstrations, set expectation, address questions, etc.
- *July-September* - Volunteers to ensure highlight of the program, any published Best Practices to be shared in meetings and be available for assistance.
- *October 1*- start Q2 program. Provide the Q1 assessment to the DCA Liaison Committee. The national office will identify problem users; any identified will be notified along with their DCA with an expectation for corrective action. Potential corrective action includes removing users admin role removed and referral to the Compliance Committee.

Training Coordinator M. Spring informed the committee that the national office was also working on an ICOTS enhancement to correct user behavior and properly manage offender records. The failure of ICOTS state administrators to correctly review records and implement offender management procedures (Move, Merge, and Delete) continues to be problematic. Present practices result in incorrect assignment of records, the removal of the offender's primary address, and the inability to submit various ICOTS activities. She added currently, ICOTS had over 20k junk offender records. The national office will pay Appriss a one-time fee to remove these junk records. The purpose of the dashboard program was to correct the user behavior moving forward and eliminate creation of junk records. The national office anticipated the project to be completed by the end of July.

Executive Director A. Lippert added that because ICOTS was a national system, they were required to follow the criminal justice standards for national information systems and insure ICOTS data was accurate.

Training Coordinator M. Spring noted that offenders with no cases can only be deleted by the national office and should not be involved in any "move" cases or "merge" requests. These offender records should be sent to the ICOTS helpdesk for deletion. If there was a

case record, then the state administrator needs to be involved in the deletion process to correct user's behavior.

DCA T. Gilmore (WA) stated that she recently discovered that her field staff were creating offender profiles before they even completed screening of supervision eligibility citing on inadequate amount of time (7 days) if they wait to do so after they receive the results from the screening team. Washington took actions to correct the matter.

*Advisory Opinion 1-2019:* Chair S. Brooks (OH) noted that she learned about resistance from some states to follow Advisory Opinion 1-2019 and reopen absconder cases as part of managing retaking. She reminded the committee about the importance of following the guideless especially since Q2 of the DCA Dashboard program will focus on retaking management.

Training Coordinator M. Spring noted that when a state had an absconder who was subject to retaking, the rules were clear that the receiving state was responsible for supervision. The appropriate action was to reopen the case and use the violation addendum to manage retaking of the offender. She reminded the committee to use addendums to send PC hearing communication and not CARs.

DCA T. Gilmore (WA) noted that her office was guilty of not following this advisory opinion. She will work on correcting the issue.

DCA M. Billinger (KS) noted that the Kansas office had refused to reopen a few of such cases as well. He added that his new concern was that staff were using emails to manage PC hearing related communication instead of the ICOTS addendum tool.

DCA T. Strickland (FL) noted that if an offender absconded, Florida closes the case and does not receive any notifications on this offender. He was working on an enhancement to Florida's internal offender management system to suspend absconder cases instead of closing them.

DCA N. Latulippe (CT) stated that the Connecticut Compact Office operated in a similar way as Florida.

Chair S. Brooks (OH) asked the region chairs to discuss the issue at the DCA region meetings.

### **Old/New Business**

Chair S. Brooks (OH) stated that at the last meeting, the DCA Liaison Committee invited new DCAs to attend their meeting and familiarize themselves with the committee and its operations. She continued that because of the full agenda, she felt rushed and moving forward she suggested scheduling a separate session to meet with new DCAs.

DCA T. Strickland informed the committee that DCA Duke (TN) retired in May. DCA Watts was mentoring newly appointed DCA Holley (TN).

DCA M. Billinger (KS) stated that Wisconsin appointed a new DCA Puestow. He will ask DCA Hammons to mentor DCA Puestow.

**Adjourn**

**DCA D. Clark (ME) moved to adjourn. DCA N. Latulippe (CT) seconded.**

The meeting adjourned at 1:46 p.m. ET.