



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

August 31, 2021 at 1:00 p.m. ET
Video conference

Members in attendance:

1. Suzanne Brooks (OH), Chair
2. Natalie Latulippe (CT)
3. Timothy Strickland (FL)
4. Simona Hammond (IA)
5. Mathew Billinger (KS)
6. Denis Clark (ME)
7. Brandon Watts (TX)
8. Mark Patterson (OR)

Members not in attendance:

9. Patricia Odell (WY)

Guests:

1. Joseph Garibaldi (CT)
2. Brittany Holley (TN)
3. Brenna Puestow (WI)
4. Jordan McKinley (WV)

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Mindy Spring, Administrative and Training Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Drake Greeott, Web Development Manager

Call to Order

Chair S. Brooks (OH) called the meeting to order at 1:04 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 S. Hammonds (IA) seconded. Agenda approved.

DCA D. Clark (ME) moved to approve the minutes from June 15, 2021 meeting as drafted. DCA M. Billinger (KS) seconded. Minutes approved.

Discussion

New DCAs Introduction: Chair S. Brooks (OH) and the committee members welcomed new DCAs - Joseph Garibaldi (CT), Brittany Holley (TN), Brenna Puestow (WI), and Jordan McKinley (WV).

Chair S. Brooks (OH) informed them of the mission of the committee.

The committee members discussed the importance of communication among DCAs, developing relationships between DCAs and commissioners, and using ICOTS compliance reports. The committee members introduced themselves to new DCAs.

DCA B. Puestow (WI) asked about the increasing number of probation offenders being sentenced with electronic monitoring conditions who were also under the jurisdiction of jails.

DCA M. Billinger (KS) stated that it was important to review the details and conditions of supervision. However, if offenders live in the community and had conditions to follow, they were more likely to be Compact eligible.

Dashboard Program Q1: Chair S. Brooks (OH) stated that she was disappointed that only about 50% of staff attended the training. Some people feel that they have good handle on offender management, however, the compliance numbers state otherwise. She noted that the DCA Liaison Committee members need to lead by example and asked everyone to have their state represented at all future dashboard trainings.

Training Coordinator M. Spring stated that the national office saw an increase in the number of delete requests for offender records. Based on the data, it shows that many states need to improve their offender management efforts. The national office was looking into defining timeframes in the ICOTS Privacy Policy to enforce compliance. Current Offender Management Deficiencies were 550 duplicates profiles and 4,500 junk offenders. In addition, seven states had action items pending for more than 30 days, and three states had action items pending for more than one year.

She noted that states need to recognize the importance of data integrity and their responsibility in that effort as required per ICOTS Privacy Policy.

Chair S. Brooks (OH) stated that Ohio designated a person to handle the DCA Dashboard program in their office. The person updates Chair Brooks via email on a weekly basis and face-to-face monthly.

DCA T. Strickland (FL) stated that he would reiterate the importance of attending the DCA Dashboard Program at his DCA region meeting. He added that in Florida, he would openly post the compliance numbers by region to encourage regional supervisors to go above and beyond to increase their numbers.

DCA M. Billinger (KS) stated that he would check the compliance numbers for both parole and probation units via ICOTS compliance dashboard reports. He also encouraged his staff to clean up the duplicate offenders' files rather than cleaning it himself.

Training Coordinator M. Spring informed the committee about a newsletter article on Q1 and Q2 in the Commission's monthly newsletter.

Dashboard Program Q2 Retaking Management: Training Coordinator M. Spring informed the committee that the DCA Dashboard Program's second quarter would be focused on retaking management, ensuring the use of Offender Violation Report Addendums, and regular self-auditing by compact offices. She continued that fewer than half of the states utilize the ICOTS enhancement on data management and clean-up launched in April 2021. According to current data, approximately 1,000 offenders are awaiting retaking, however half of these cases show no updates to the violation record in over six months.

She advised the committee that both states must mark "retaking is no longer required" on the *Addendum to Existing Violation Report*.

The kick-off meetings for Q2 were scheduled for October 6-8, 2021 and would cover states' responsibilities for ensuring accurate ICOTS data, as well as using Dashboard Reports and other resources.

She advised the compact offices to utilize multiple different reports available on the ICOTS Compliance Dashboard, such as the Offender Awaiting Retaking Dashboard, Violation Summary Info Dashboard, Compact Action Request Activity Dashboard, and Return in Lieu of Retaking Dashboard.

Training Coordinator M. Spring stated that she outlined in detail the Q2's objection, expectation, and resources on the ICOTS Support Site; she asked for the committee's feedback on this matter.

Chair S. Brooks (OH) asked for ideas to promote the October DCA Dashboard trainings.

DCA N. Latulippe (CT) suggested the DCA region chairs to send a reminder email to their respective regions a week after the newsletter's announcement.

Roundtable Discussion on Retaking: Executive Director A. Lippert stated that the national office hosted a roundtable on Retaking Challenges. The session was well attended but lacked active participation. Staff was looking into strategies to make roundtable discussions more interactive and engaging.

Executive Director A. Lippert added that the national office plans to keep future discussions small (about 25 ppl or less) and during the registration will communicate to all attendees to come prepared to participate in the discussion.

DCA M. Patterson (OR) suggested asking some attendees to prepare specific questions and scenarios before the start of the roundtable.

DCA M. Billinger (KS) suggested narrowing the “Retaking” topic, as it had too many elements, implanting questions, and clearly communicating the participation requirements at the registration level.

DCA T. Strickland (FL) suggested having attendees attend the roundtable from a conference room to minimize the number of connections to the virtual meeting.

Chair S. Brooks (OH) asked the members to email her with any additional feedback on how to make roundtable discussions more interactive and engaging.

Discretionary Retaking Enhancement: DCA M. Billinger (KS) informed the committee that the Technology Committee proposed ICOTS enhancement to create warrant tracking process that consisted of two parts:

1. Warrant Status Bundle. Cost - \$56,565.
 - a. Special status – Warrant Status: \$36,525
 - b. New warrant status email notifications: \$16,500
 - c. Warrant Status data fields to data export: \$3,540
2. New Discretionary Retaking activity. Cost - \$38,625.

The Technology Committee will present the warrant tracking enhancements as separate votes and recommended the Commission approve the warrant tracking bundle at a cost of \$56,565. The committee remained neutral on prioritizing the new discretionary retaking at a cost of \$38,625.

DCA M. Billinger (KS) asked the committee members to discuss the New Discretionary Retaking activity with their commissioners and compact offices to determine the need for this enhancement and to be prepared for the vote at the Annual Business Meeting.

DCA N. Latulippe (CT) supports both ICOTS enhancements noting the significant value for having the new discretionary retaking activity. She added that even though most DCAs were not certain how often they used this function, not including it could cause communication issues when the activity occurs on the user level without compact office involvement.

DCA T. Strickland (FL) spoke for the New Discretionary Retaking activity to promote clean and comprehensive communication.

Chair S. Brooks (OH) noted that Ohio was neutral about this enhancement. Her state seldom had a need for this functionality.

National Office Update: Executive Director A. Lippert stated that the national office launched the Docket book and was preparing for the Annual Business Meeting.

Old/New Business

There was no old/new business.

Adjourn

DCA N. Latulippe (CT) moved to adjourn. DCA T. Strickland (FL) seconded.

The meeting adjourned at 2:28 p.m. ET.