



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

**January 19, 2022 @ 12 p.m. ET
Video Conference**

Members in Attendance:

1. Jeremiah Stromberg (OR), Chair
2. Gary Roberge (CT), Treasurer
3. Mary Kay Hudson (IN), Rules Committee Chair
4. Sally Kreamer (IA), Midwest Region Chair
5. Allen Godfrey (MN), Compliance Committee Chair
6. Julie Kempker (MO), South Region Chair
7. Mac Pevey (WA), West Region Chair
8. Crook (VT), East Region Chair
9. Suzanne Brooks (OH), DCA Liaison Committee Chair, Ex-Officio
10. John Gillis (NOVA), Ex-Officio

Members not in Attendance:

1. Hope Cooper (KS), Vice-Chair
2. Joselyn López (WI), Training, Education and Public Relations Committee Chair
3. Chris Moore (GA), Information Technology Chair

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. Drake Greeott, Web Development Manager

Call to Order

Chair J. Stromberg (OR) called the meeting to order at 12:01 p.m. ET; eight voting members were present; a quorum was established.

Agenda and Minutes

Commissioner D. Crook (VT) moved to approve the agenda. Commissioner M. Pevey (WA) seconded. Motion passed.

Commissioner D. Crook (VT) moved to approve the minutes from December 15, 2021 meeting. Commissioner J. Kempker (MO) seconded. Motion passed.

Discussion

Compliance Committee report: Commissioner A. Godfrey (MN) stated that the Compliance Committee met on December 21. The committee added a new goal - *To develop and recommend processes for modifying dashboard outcomes.*

Commissioner A. Godfrey (MN) stated that with the implementation of ICOTS and the resulting data standardization in 2009, the Commission was able to assess state performance on five identified areas of import. The Commission matured, and many states compliance rates were over 90%. The Compliance Committee partnered with the DCA Liaison Committee to review trends, recommend compliance dashboards modifications, and provide implementation timeframe.

In addition, the committee discussed recommendations for current and new dashboard outcomes including acceptance rates based on the FY21 compliance assessment of states. The committee voted to add the acceptance rates for incoming and outgoing cases to the compliance summary and quarterly emails to commissioners. The committee agreed it could be beneficial to see the other states and the nationwide rates of the discretionary and mandatory cases to compare one state's progress with the others.

The Compliance Committee also discussed a complaint filed against the Commonwealth of Kentucky for failing to issue a compact warrant. Ultimately, Kentucky had issued the nationwide warrant and acknowledged that they had been working with the courts throughout the process with no results until the formal complaint was filed. The committee agreed that the complaint was substantiated but did not approve a recommendation of default given the corrective actions taken by Kentucky to issue its warrant. The committee asked Kentucky to provide a written response that details the actions they would take to remedy future issues of this nature.

Commissioner A. Godfrey (MN) stated that the committee was going to review the Alaska vs. Florida case involving a failure to issue a nationwide warrant. However, Florida was able to resolve the issue and Alaska withdrew its complaint.

DCA Liaison Committee report: DCA S. Brooks (OH) stated that earlier this month, she had met with the Rules Committee chair and the national office staff to review rules and best practices regarding the remote hearing process. The DCA Liaison Committee will start conversation on this issue at its February meeting. In addition, the committee will discuss an ICOTS enhancement on Gang Affiliation proposed by the West Region.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Finance Committee met on January 13, 2022. The Finance Committee continues to monitor the Commission's expenses. The Commission was 50% into the fiscal year and at 38% spending. All annual dues were paid. Executive Director A. Lippert rebalanced the Vanguard account to have 60% of funds in stocks and 40% in bonds. Total balance of the Vanguard account was \$2.5M. The Commission's savings account had \$1.3M.

Rules Committee Report: Commissioner M. Hudson (IN) stated that the Rules Committee scheduled its meetings for the year. At its upcoming meeting, the committee will consider the topics of remote hearings in retaking situations as well as the tolling feature in ICOTS and how it is manifested itself from state to state.

Training Committee Report: Executive Director A. Lippert stated that the Training Committee had not met since the last Executive Committee.

The Commission will present at the APPA Winter Institute in Atlanta, Georgia in a few weeks.

Technology Committee Report: Executive Director A. Lippert stated that the Technology Committee met last week to discuss proposed ICOTS enhancements, changes to ICOTS privacy policy, and other business. The committee reviewed the ICOTS redesign project to improve the tracking system's look and user experience. The current ICOTS design was built in 2008 and had numerous outdated features. The new design will have a cleaner user interface, be more robust and user friendly.

She continued that several submitted ICOTS enhancement proposals were to improve user experience. Instead of paying Appriss to add them to ICOTS, the committee could put them on the waiting list and roll them into the new ICOTS design.

The committee will meet again after March 1, which is the deadline to submit ICOTS enhancement proposals.

ABM Planning Workgroup Report: Executive Director A. Lippert stated that the ABM Planning Workgroup will be meeting in January to finalize the 2022 ABM agenda and presenters. The committee will review the final agenda recommendation at its face-to-face meeting in April.

Executive Director A. Lippert and Chairman J. Stromberg (OR) continue to monitor other criminal justice organizations, their COVID protocol and handling of face-to-face meetings.

Currently, the NY Midtown Hilton Hotel, the host hotel for the 2022 ABM, requires all attendees to show a proof of vaccination to attend any in-house meetings.

East Region Report: Commissioner D. Crook (VT) stated that the East Region had not met since the last Annual Business Meeting. The region will meet on January 31.

Midwest Region: Commissioner S. Kreamer (IA) stated that the Midwest Region had not met since the last Executive Committee meeting. The region will meet again on February 1 to review ICOTS proposals submitted by the State of Minnesota.

South Report: Commissioner J. Kempker (MO) stated that the South Region will be meeting on January 25.

West Region Report: Commissioner M. Pevey (WA) stated that the West Region met on November 30 to review six ICOTS enhancement proposals proposed by the State of Nevada and the State of Washington. The region will meet again on January 25 to review a revised ICOTS enhancement proposed by the State of Nevada.

Victim Advocate Report: Victim Advocate J. Gillis (NOVA) stated that the ICAOS contact program for victims was going well.

Executive Director A. Lippert stated that the program was a beneficial endeavor for the Commission. She suggested looking into marketing the program to make more people aware that this service was available.

Executive Director Report: Executive Director A. Lippert presented her report to the committee:

- Delaware appointed a new commissioner - Heidi Collier.
- Five commissioners signed up for the New Commissioner Orientation scheduled for February 9, 2022. Vice-chair H. Cooper (KS) will lead the session.
- The national office is working on summarizing the results for the acceptance and rejection audit that will go out to the Compliance Committee and the Executive Committee for review and analysis.
- The national office continues to work with three states that have not submitted their state council update.
- The Compact Study project was progressing. The national office will be meeting with the University of Cincinnati Corrections Institute on February 1.
- The national office continues to work with the film crew on the Compact documentary. Their next meeting is scheduled for later this week.
- The national office was working on renewing its three-year contract with Appriss, the developer and hosting provider of ICOTS. At the last renewal, Appriss agreed to a 2.5% increase over three years, she asked for those same terms in this renewal. She noted that this year, inflation has risen by 7% and she expects their software providers to increase their renewal prices. She added that last year Appriss was bought by Equifax and its uncertain what their stance on renewal will be.
- The national office is working on building an internal contact management system (CRM) to manage all contact information through one entry point. In addition, developing this software may allow the national office to terminate other software services. The cost of the project was \$6,000. Since this expense is above the amount budgeted for outside web support, Executive Director A. Lippert asked the committee to approve funding the project.

Commissioner G. Roberge (CT) moved to approve initiation of CRM project. Commissioner J. Kempker (MO) seconded. Motion passed.

- At the last meeting, the committee discussed Commission's response to a complaint from the Rocky Mountain Victim Law Center. Legal Counsel revise a letter from the Commission, and it was reviewed and approved by the Executive Committee by email.

Executive Director A. Lippert asked the committee to affirm its email vote.

Commissioner A. Godfrey (MN) moved to affirm approval of revised response to Rocky Mountain Victim Law Center. Commissioner D. Crook (VT) seconded. Motion passed.

Old/New Business

There was no old/new business.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner A. Godfrey (MN) seconded.

The meeting adjourned at 12:59 p.m. ET.

Jeremiah Stromberg
Jeremiah Stromberg (Feb 24, 2022 14:06 PST)

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Final Audit Report

2022-02-24

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