



## Interstate Commission for Adult Offender Supervision

### West Region Meeting MINUTES

November 30, 2021 · 1:00 PM ET  
Video Conference

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#### **Members in Attendance:**

1. Mac Pevey (WA), Chair
2. Rebecca Brunger (AK)
3. Dori Littler (AZ)
4. Andrew Zavaras (CO)
5. Brook Mamizuka (HI)
6. Cathy Gordon (MT)
7. Roberta Cohen (NM)
8. Deborah Dreyer (NV)
9. Dan Blanchard (UT)

#### **Members not in Attendance:**

1. Guillermo Viera Rosa (CA)
2. Denton Darrington (ID)
3. Jeremiah Stromberg (OR)
4. Coltan Harrington (WY)

#### **Guests:**

1. Lorna Colver (AK)
2. Chris Smalling (CA)
3. John Cribari (CO)
4. Michael Knott (HI)
5. John Gillis (NOVA)
6. Shaira Chandler (NV)
7. Mark Patterson (OR)
8. Jeremy Geoffrey (NV)
9. Jennifer Calvo (UT)
10. Tanja Gilmore (WA)
11. Patricia Odell (WY)

#### **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 M. Pevey (WA) called the meeting to order at 1:01 pm ET, nine out of thirteen members were present; a quorum was established.

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

**Commissioner D. Littler (AZ) moved to approve the agenda as presented. Commissioner R. Cohen (NM) seconded. Agenda approved.**

**Commissioner D. Littler (AZ) moved to approve the minutes from September 23, 2021 as drafted. Commissioner A. Zavaras (CO) seconded. Minutes approved.**

### **Discussion**

Chair M. Pevey (WA) asked the states to report on any updates.

The region members reported business as usual, despite the rise in COVID infections.

Chair M. Pevey (WA) stated that Washington pushed its reopening date to January 1, 2022.

DCA M. Patterson (OR) reminded the region about the DCA West Region meeting that was scheduled for December 15.

### **Old Business**

The region reviewed ICOTS enhancement proposals for the Commission's consideration at the 2022 Annual Business Meeting (ABM) submitted by the State of Nevada earlier this year.

Commissioner D. Dreyer (NV) proposed that phone and date numbers format automatically in ICOTS.

**Commissioner D. Littler (AZ) moved to forward the enhancement proposal to the Technology Committee for consideration. Commissioner A. Zavaras (CO) seconded. Motion approved.**

Commissioner D. Dreyer (NV) proposed creating an acknowledgement for Compact Action Requests once 'read' by the assigned user receiving the activity. In addition, the proposed change would help the compact offices manage the workload. She noted that current practices were to submit a Compact Action Reply manually acknowledging the preceding Compact Action Request.

ICOTS Project Manager X. Donnelly noted that the Technology Committee approved a similar ICOTS enhancement proposed by the DCA Liaison Committee that might conflict with the proposed enhancement. The approved enhancement was to allow users to select the specific CAR and multiple CARs to which they are replying. The Technology Committee decided to put the proposal on the delay list this year, because of its high development cost of \$30,450.

The region agreed that the DCA Liaison Committee's proposal would resolve the issue outlined in the Nevada proposal.

Commissioner D. Dreyer (NV) withdrew her proposal.

Commissioner D. Dreyer (NV) proposed an ICOTS enhancement to create the ability to enlarge photos in ICOTS. She noted that the ability to view stored offender photos on a larger scale will help with identifying offenders. She noted that current practices required users to utilize either browser zooming or downloading and viewing the picture through a common photo tool.

Executive Director A. Lippert noted that this proposal would not solve the issue of low-resolution pictures. The national office was looking into addressing this issue from a different perspective, such as users cannot upload offender photos unless they meet certain quality criteria.

Commissioner D. Dreyer (NV) withdrew the proposal as the goal for a more significant enhancement was being supported by the national office.

Commissioner D. Dreyer (NV) presented an ICOTS proposal to add a case reassignment button on the offender confirmation screen when accessing the offender profile screen. She stated that currently, reassignment of cases was done via the manage caseload screen or through the reporting instruction reply screen for offenders living in the receiving state at the time of sentencing. This would expand options for reassigning cases.

The region discussed the proposal and an alternative to add reassignment buttons to the offender profile screen instead. Nevada will polish the proposal adding the location for the reassignment buttons and present it at the next meeting for the region's consideration.

The region reviewed ICOTS enhancement proposals for the Commission's consideration at the 2022 ABM submitted by the State of Washington earlier this year.

DCA T. Gilmore (WA) proposed an ICOTS enhancement to make the Gang Affiliation field on Offender Information screen required. She stated that Gang Affiliation should be a mandatory field adding the option for the sending state to select 'no known gang affiliation'. This offender population posed a significantly higher risk to officer and community safety; therefore, the Sending State should be required to attest to having no knowledge of gang affiliation at the time they build the offender profile. There had been many cases that had to be updated after the Receiving State gained this knowledge from the offender, or the Receiving State officer gained the information from a background check or was later advised by local law enforcement. A Receiving State should have this information beforehand as it impacts officer and community safety, case assignment and classification.

The region expressed support for this proposal.

**Commissioner A. Zavaras (NV) moved to forward the enhancement proposal to the Technology Committee for consideration. Commissioner D. Littler (AZ) seconded. Motion passed.**

DCA T. Gilmore (WA) proposed an ICOTS enhancement to display an incentive/corrective action screen on Progress Reports before user interaction. She stated that current practices allow users to select ‘no’ on the incentive and corrective action screen without seeing the data intended to be captured resulting in blank progress reports. Washington reviews its outgoing progress reports and does not allow the transmission of PRs if this section is blank. This screen encompasses case management details and leaving it blank would imply that state does not provide any oversight for the offender. Additionally, Rule 4.106 specifically asks the receiving state to speak to the items on this screen, therefore, the completion of this screen should be a requirement.

The region expressed support for this proposal. The region agreed that question “does your state wish to update” needs to be removed or revised as Rule 4.106 requires such information in a Progress Report. If the user does not have incentives or corrective actions to report, the users can select “none” from the presented options.

**Commissioner D. Littler (AZ) moved to forward the proposed enhancement to the Technology Committee for consideration. Commissioner B. Mamizuka (HI) seconded. Motion carried.**

*Workgroup on Tribal Best Practices:* Chair M. Pevey (WA) appointed Commissioner D. Blanchard (UT) to chair a workgroup on tribal best practices.

Commissioner R. Cohen (NM), Commissioner D. Littler (AZ), and DCA D. Whitefield (CO) expressed their interest in serving on the workgroup.

The national office will reach out to Commissioner Blanchard to schedule meetings for this workgroup.

Chair M. Pevey (WA) asked the region to email the national office if they were interested in joining the workgroup.

### **New Business**

Executive Director A. Lippert presented the FY 2023 ICOTS Enhancements Process Dates to the region.

- March 1, 2022
  - All proposed enhancement requests submitted by a committee or region must be received by EOB March 1, 2022
- May 1 – June 1, 2022
  - Comment period
- August 26, 2022
  - Final drafts of enhancement & Statement of Work Quotes circulated to Commission members via Docket book.
- September 29, 2022

- Final vote for enhancements at ABM

Per ICAOS policy, enhancement request forms must be completed and signed by a commissioner and provided at least 5 days prior to a region meeting for consideration.

**Adjourn**

**Commissioner D. Littler (AZ) moved to adjourn. Commissioner A. Zavaras (CO) seconded.**

The meeting adjourned at 1:58 pm ET.