



## Interstate Commission for Adult Offender Supervision

### Executive Committee Meeting MINUTES

February 16, 2022 @ 12 p.m. ET  
Video Conference

---

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

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

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

1. 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; ten voting members were present; a quorum was established.

#### **Agenda and Minutes**

**Commissioner G. Roberge (CT) moved to approve the agenda. Commissioner D. Crook (VT) seconded. Motion passed.**

**Commissioner A. Godfrey (MN) moved to approve the minutes from January 19, 2022, meeting. Commissioner M. Pevey (WA) seconded. Motion passed.**

## **Discussion**

*Compliance Committee report:* Commissioner A. Godfrey (MN) stated that the Compliance Committee will be meeting on March 17 to discuss the national report for the FY 2022 Assessment, FY 2023 Compliance Audit, standards that are measured by dashboards, selecting a vice-chair, the 2021 state council report, and Kentucky's compliance response. Commissioner A. Godfrey (MN) reminded the committee that Washington filed a complaint against the Commonwealth of Kentucky for failing to issue a compact warrant. As Kentucky issued the required warrant, the committee asked them to provide a written response that details the actions they would take to remedy future issues of this nature.

He added that no new complaints had been filed at this time.

*DCA Liaison Committee report:* DCA S. Brooks (OH) stated that the DCA Liaison Committee was scheduled to meet on February 23. The committee will discuss remote sentencing hearings, compliance dashboard survey, as well as the current DCA dashboard program update.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Finance Committee was scheduled to meet in March to discuss the FY 2023 budget adjustments and make a FY24 budget recommendation.

He continued the Commission was 10% under budget. 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 \$2.4M, which was 4.2% less than last month due to the stock market's volatility. The Commission's savings account had \$1.1M.

*Rules Committee Report:* Commissioner M. Hudson (IN) stated that the Rules Committee was meeting tomorrow. The committee will discuss its 2022 goals, bi-annual calendar, remote hearings, and issues surrounding state's ability to toll cases in ICOTS. She noted that the tolling issue would require review of related policies, law, and procedures. She expects the Rules Committee to reach out to the other committees and regions for their input.

*Training Committee Report:* Commissioner J. Lopez (WI) noted that the Training Committee had new priorities and goals for this year. The committee met on February 7 to discuss their initial suggestion to target changes in the navigating the Compact section on the website as well as its Q&A. In addition, the Training Committee discussed using Google translate to translate Compact documents into different languages. Currently, ICAOS offers Spanish translation to the offender application and the rules.

Commissioner M. Hudson (IN) spoke for using certified services, noting that precision was important in legal documents. She added that recently, Indiana had a similar discussion, and their legal team was against using Google Translate.

Commissioner A. Godfrey (MN) stated that Minnesota used a certified interpreting firm to translate their legal documents to other languages. He expressed an idea for states to pay for translation services of ICAOS legal documents when a need arises and then share with and be reimbursed by the Commission.

The committee agreed to continue offering the ICOTS offender application and rules in Spanish on the Commission website. In addition, the Commission will provide instructions on how to use Google Translate for resources on the website. The Commission will translate its legal documents to other languages upon request.

Commissioner J. Lopez thanked Training Coordinator M. Spring for presenting at the APPA Winter Institute in Atlanta, GA last month.

*Technology Committee Report:* ICOTS Project Manager X. Donnelly presented the Technology Committee report:

#### ICOTS Helpdesk

- 137 tickets solved in January 2022
- 12 issues sent to Appriss for assistance
- Ticket breakdown – Top 3 categories:
  - 74 Manage junk and duplicate offender records (54%)
  - 15 Email deactivation issues (11%)
  - 9 Questions about ICAOS dashboards (6%)

#### FY 2023 Enhancement Requests

- The East Region recommended two enhancement requests to the Technology Committee for consideration and approval at January 31<sup>st</sup> meeting
- The Midwest Region will review eight enhancement proposals on February 23, 2022
- Next Technology Committee meeting is on March 3, 2022
- Deadline for all enhancement requests from a region or committee is March 1, 2022
- Comment period is May 1 to June 1, 2022

*ABM Planning Workgroup Report:* Commissioner H. Cooper (KS) stated that the ABM Planning Workgroup met on January 27 to finalize the 2022 ABM agenda and presenters. The Executive Committee will review the final agenda recommendation at its face-to-face meeting in April. The theme for this meeting is *Past, Present, and Future*.

She added that the national office continued to monitor the latest COVID protocols and handling of face-to-face meetings to make appropriate recommendations to this body.

*East Region Report:* Commissioner D. Crook (VT) stated that the East Region met on January 31. The region forwarded two ICOTS enhancement proposals for the Technology Committee's consideration and approval.

*Midwest Region Report:* 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 13 to review ICOTS proposals submitted by the State of Minnesota.

*South Region Report:* Commissioner J. Kempker (MO) stated that the South Region met and had a lively discussion on January 25. Moving forward, she plans to poll the states on areas they would like to be educated and include these items to the next meeting's agenda.

*West Region Report:* Commissioner M. Pevey (WA) stated that the West Region met on January 25 to review a revised ICOTS enhancement proposed by the State of Nevada. At the meeting, Commissioner D. Blanchard (UT) reported on the progress of the Workgroup on Tribal Best Practices. The workgroup asked the states to share existing MOUs they have with the independent nations.

*Victim Advocate Report:* Victim Advocate J. Gillis (NOVA) stated that last week of April was the victim rights week. During this week, victims' organizations report on their collaboration with other organizations. He will work with the national office to publicize crime victims week to Commission members.

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

- The national office received a request for assistance from Colorado. Colorado was experiencing delays due to the State of Texas not responding to phone and email communications. Executive Director A. Lippert noted that recently, Texas had substantial changes in compact office staff. She added that no formal complaints against Texas had been filed at this time but asked committee members to inform the national office if they have similar issues with Texas.
- The Commission is engaged with the University of Cincinnati Corrections Institute to deliver the Compact Study project. While the project coordinator has accepted another position, Executive Director A. Lippert has worked with UCCI to set timelines for the project's deliverables. The final study will be presented at the 2022 ABM.
- Three commissioners attended the New Commissioner Orientation that took place on February 9, 2022. Executive Director A. Lippert followed up with the commissioners who were not able to attend (Pennsylvania and Delaware).
- Executive Director A. Lippert represents ICAOS on a Justice System Partnership for Racial Equity, along with many others to share their knowledge, skills, and influence to develop strategies that advance racial justice. One of the initiatives this year included writing a letter to the Biden Administration informing them of the partnership's existence and purpose, as well as offering to meet with one of their representatives to work toward a common goal.

The committee reviewed a final draft of the letter from the partnership that will be sent to the Biden Administration.

- At the last meeting, the Executive Committee chose Norfolk, VA as their first preferred city to conduct the 2023 ABM. Logistics Coordinator B. Saturday toured Norfolk along with three potential hotels. Norfolk has a walkable, downtown waterfront with a wide variety of activities, shopping, and restaurants. She recommends Hilton Norfolk the Main

as the host hotel for the business meeting. The hotel was built in 2017 and has adequate meetings space, comfortable and clean sleeping rooms, as well as competent staff.

**Commissioner G. Roberge (CT) moved to approve Hilton Norfolk the Main in Norfolk, VA with a budget of \$205,500 to host the 2023 Annual Business Meeting. Commissioner S. Kreamer (IA) seconded. Motion passed.**

- Executive Director A. Lippert noted that the national office was working on renewing its three-year contract with Appriss, the developer and hosting provider of ICOTS. Appriss agreed to a 2.5% increase over three years. In addition, they agreed to not raise their per hour support costs. The national office sent the revised contract to Legal Counsel T. Travis for review.
- Appriss informed the national office they had to delay the delivery of the 2021 ICOTS enhancements until June 1, 2022. The delay is due to COVID and the widespread Log4J vulnerability. Since these enhancements were not directly connected to the approved rule proposals, the rule proposals' effective date will not change.
- The national office along with Appriss are working on a redesign of ICOTS that will update its look and user experience. They are focusing on user interface and usability of the application. Specifically, ICOTS 2.0 project's priorities are to update esthetics and add user dashboard screens and notifications tab. In addition, several recent ICOTS enhancement proposals submitted by regions that are aimed to improve user experience will be incorporated into the new design.
- The project has a two-year phased approach.
  - Received top user feedback – March 2022
  - Hold JAD session(s) to define functional requirements – May 2022
  - Create initial Statement of Work (SOW) by May 1
  - Create full SOW with associated costs by August 24, 2022
  - Present the final design and its cost for full Commission's approval at the 2022 Annual Business Meeting.

### **Old/New Business**

Chair J. Stromberg (OR) cancelled March and April Executive Committee's teleconferences. The committee will meet face-to-face on April 5, 2022, in Louisville, KY.

### **Adjourn**

**Commissioner M. Pevey (WA) moved to adjourn. Commissioner D. Crook (VT) seconded.**

The meeting adjourned at 1:09 p.m. ET.

*Jeremiah Stromberg*  
Jeremiah Stromberg (Apr 8, 2022 08:02 PM)






# ExecutiveCommitteeMinutes\_Feb2022\_APPROVED

Final Audit Report

2022-04-08

Created:	2022-04-08
By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-PL58Z00Rw8tRxP0_oRSejWfLP9vpuYp

## "ExecutiveCommitteeMinutes\_Feb2022\_APPROVED" History

-  Document created by Barno Saturday (bsaturday@interstatecompact.org)  
2022-04-08 - 12:17:28 PM GMT- IP address: 74.136.72.127
-  Document emailed to Jeremiah Stromberg (jeremiah.p.stromberg@doc.oregon.gov) for signature  
2022-04-08 - 12:18:11 PM GMT
-  Email viewed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.oregon.gov)  
2022-04-08 - 3:01:17 PM GMT- IP address: 159.121.206.77
-  Document e-signed by Jeremiah Stromberg (jeremiah.p.stromberg@doc.oregon.gov)  
Signature Date: 2022-04-08 - 3:02:39 PM GMT - Time Source: server- IP address: 159.121.206.77
-  Agreement completed.  
2022-04-08 - 3:02:39 PM GMT