



Interstate Commission for Adult Offender Supervision

South Region Meeting MINUTES

April 19, 2022 · 11:00 am ET
Video Conference

Members in Attendance:

1. Julie Kempker (MO), Chair
2. Tom Langer (AL)
3. Amber Schubert (AR)
4. Chris Moore (GA)
5. Joe Winkler (FL)
6. Steve Turner (KY)
7. Jamie Lee (LA)
8. Martha Danner (MD)
9. James Rudek (OK)
10. David Gutierrez (TX)
11. Diann Skiles (WV)

Members not in Attendance:

12. Richard Tischner (DC)
13. Nathan Blevins (MS)
14. Timothy Moose (NC)
15. Lisa Helton (TN)
16. Jerry Adger (SC)
17. Jim Parks (VA)

Guests:

1. Lee Ishman (AL)
2. Elizabeth Powell (DC)
3. Tim Strickland (FL)
4. Angela New (FL)
5. Miriam Dyson (GA)
6. Don Werner (KY)
7. LaVon Hill (KY)
8. Darla Hood (LA)
9. LaShonda Campbell (MD)
10. Alison Woodruff (MO)
11. Richie Spears (MS)
12. Betty Payton (NC)
13. Maggie Brewer (NC)
14. Tiffany Vaughan (NC)
15. Frank Mesarick (OK)
16. Emily Keefer (OK)
17. Richie Spears (MS)

18. Christopher Harris (SC)
19. Lloyd Turner (SC)
20. Rene Green (TN)
21. Brittany Holley (TN)
22. Rene Hinojosa (TX)
23. Jocelyn Angton (TX)
24. Julie Lohman (VA)
25. Jordan McKinley (WV)

Staff

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

Call to Order

Chair J. Kempker (MO) called the meeting to order at 11:00 am ET. Executive Director A. Lippert called the roll. Eleven out of seventeen voting members were present, a quorum was established.

Approval of Agenda and Minutes

Commissioner S. Turner (KY) moved to approve the agenda as presented. Commissioner D. Skiles (WV) seconded. Agenda approved.

DCA E. Powell (DC) clarified that her statement under State Reports in the last meeting's minutes applied to "new group of Community Supervision Officers" (p.3).

Commissioner T. Langer (AL) moved to approve the minutes from January 25, 2022, as clarified. Commissioner S. Turner (KY) seconded. Minutes approved.

Discussion

FY 2022 Rejection Assessment Report – Policy and Operations Director A. Eskridge stated in 2016, the Commission conducted a discretionary transfer assessment. According to the findings, failing to verify transfer plans and provide sufficient justification for transfer requests resulted in a rejection of nearly 80% of discretionary transfer requests. The purpose of the FY 2022 assessment was to review the extent of change following the 2016 assessment and identify common factors impeding present-day acceptance rates. The total acceptance rates slightly increased from 76.3% in FY 2015 to 79.1% in FY 2021 with discretionary rates increasing by 9%.

He continued that similar to FY 2015, more than 70% of rejections in FY 2022 resulted from a failure to verify transfer plans and provide sufficient justification for transfer requests.

As part of the audit, states completed a self-assessment to provide ideas for improving acceptance rates. Recommendations from the self-assessment include focusing on training; outgoing transfer verification; incoming transfers procedures; improving communication between states; as well as technical suggestions for ICOTS enhancements.

Executive Director A. Lippert encouraged states to utilize recommendations from the audit's self-assessment to improve their acceptance rates.

Commissioner C. Moore (GA) found the report helpful to compare his state assessment results to the national assessment results. He added that Georgia incorporated the assessment's best practices and tools in the staff trainings.

Commissioner D. Gutierrez (TX) noted that recently Texas provided trainings to its parole and probation offices on plan verification, in-state offender and compact offender treatments, and other compact related topics.

FY 2023 Data Integrity Audit – Policy and Operations Director A. Eskridge stated that the Commission had ICOTS data exchanges with law enforcement agencies at the local, state, and federal levels and the Commission must ensure that the data extracts contain valid, reliable, and timely information for our internal and external partners. Therefore, the Executive Committee adopted FY 2023 Compliance audit to focus on the following ICOTS data elements: demographic; photo; junk and duplicate offender profiles; rejected cases; and offenders awaiting retaking.

The FY 2023 audit will start on July 1, 2022.

Revised and Retired ICAOS Administrative Policies – Executive Director A. Lippert informed the region that the national office completed a comprehensive review of all ICAOS Administrative Policies (AP). The Executive Committee retired three AP and two appendices.

- AP 2004-06 Financial Practice. The national office notes that the accounting manual supplants this policy.
- AP 2005-01 Benchbook Distribution. The national office notes that distribution of benchbooks, as with other ICAOS material, now occurs online. Outdated requirements.
- AP 2007-01 Advisory Opinion Issuance. The national office notes that relevant requirements merged into Accessing Legal Counsel policy 2004-02.
- AP 2009-05 Audit Standards Appendix 1. The national office notes that this are outdated procedures. Audits now approved by Compliance & Executive Committees.
- AP 2009-05 Audit Standards Appendix 2. The national office notes description of rules not required in policy to conduct audits. The policy requires an update with any rule change.

Executive Director A. Lippert stated that the Executive Committee approved revisions to eight Administrative Policies.

- AP 2004-02 Accessing Legal Counsel. The national office merged with advisory opinion policy (AP 2007-01). In addition, it clarified access flows through the executive director and/or Executive Committee.

- AP 2004-07 Travel Policy. The current \$500 limit was set when the Commission was formed, but recent economic uncertainties indicated an increase may be necessary. The national office recommends \$650 airfare increase.
- AP 2006-01 Alcohol Consumption. Simplified language.
- AP 2007-02 Communicating with Members of the Public. Clarified applicability when media or public contact compact administrators or staff regarding state matters. Old language was too broad. Clarified that the policy addresses disputes not all communication between states.
- AP 2008-01 Training and Technical Assistance, General clean-up and elimination of language referring to stipends. Engagement is approved by the Executive Committee.
- AP 2009-01 Guidelines for Handling Closed Session Minutes. Reordered to increase clarity. Eliminated requirement to review closed session minutes periodically.
- AP 2009-02 Record Retention and Destruction Policy. Clarified what documents, emails, etc. are maintained. Accounting and finance reflect the appropriate schedules. Specifies that electronic documents are the preferred standard of storage. Updated personnel and accounting retention schedule. Eliminated redundancy.
- AP 2009-06 ICOTS Privacy Policy - Clarified language, incorporated timeframes to handle data entry errors, condensed and simplified sections on data sharing for clarity, removed fees as these are not collected.

Executive Director A. Lippert added that starting tomorrow, all ICOTS users would be prompted to accept the new Privacy Policy when they log in to ICOTS.

2022 Annual Business Meeting – Executive Director A. Lippert informed the region that the Executive Committee approved the ABM Workgroup recommendation for 2022 Annual Business Meeting Agenda. The Commission will meet on September 26-28, 2022 in New York City, NY to conduct business and celebrate its 20th Anniversary. The meeting will consist of the DCA Training Institute and the business meeting. Attendees will view a documentary about the Interstate Compact sponsored by the National Institute of Corrections, discuss a Compact study conducted by the University of Cincinnati Corrections Institute, and engage in discussion on Commission's past, present, and future.

Chair J. Kempker (MO) encouraged the region to register for the meeting. The meeting's registration will open on July 1.

Old Business

There was no old business.

New Business

2022 ICOTS Enhancement Proposals Comment Period: May 1-June 1, 2022 – Chair J. Kempker (MO) asked the region to make comments on proposed ICOTS enhancements during the comment period from May 1-June 1, 2022.

Executive Director A. Lippert added that Appriss will provide cost estimate for the enhancements sometime in August prior to the Commission voting at the ABM.

2023 Rule Amendment Deadline: February 1, 2023 – Chair J. Kempker (MO) informed the region that the 2023 rule amendment deadline was February 1, 2023. She reminded the region to utilize the Rule Proposal Guide on the Rules Committee page. She asked the members to submit proposals in advance to allow adequate time for proper vetting through region and DCA regions.

Chair J. Kemper (MO) will add *2023 Rule Amendments* to the next meeting's agenda.

Adjourn

Commissioner S. Turner (KY) moved to adjourn. Commissioner C. Moore (GA) seconded.

The meeting adjourned at 11:47 am ET.

DRAFT