



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

June 15, 2022 @ 12 p.m. ET
Video conference

Members in Attendance:

1. Jeremiah Stromberg (OR), Chair
2. Gary Roberge (CT), Treasurer
3. Chris Moore (GA), Information Technology Chair
4. Mary Kay Hudson (IN), Rules Committee Chair
5. Allen Godfrey (MN), Compliance Committee Chair
6. Julie Kempker (MO), South Region Chair
7. Mac Pevey (WA), West Region Chair
8. Dale Crook (VT), East Region Chair
9. Joselyn López (WI), Training, Education and Public Relations Committee Chair
10. John Gillis (NOVA), Ex-Officio

Members not in Attendance:

11. Hope Cooper (KS), Vice-Chair
12. Sally Kreamer (IA), Midwest Region Chair
13. Suzanne Brooks (OH), DCA Liaison Committee Chair, Ex-Officio

Guests:

1. Thomas Travis, ICAOS General Counsel

Staff:

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrative Coordinator
3. Mindy Spring, Administrative and Training Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Drake Greott, Web Development Manager

Call to Order

Commissioner G. Roberge (CT) called the meeting to order at 12:03 p.m. ET; nine voting members were present; a quorum was established.

Agenda and Minutes

Commissioner C. Moore (GA) moved to approve the agenda as presented. Commissioner D. Crook (VT) seconded. Motion approved.

Commissioner J. Kempker (MO) moved to approve the minutes from April 6, 2022, meeting as drafted. Commissioner M. Pevey (WA) seconded. Motion approved.

Discussion

Compliance Committee report: Commissioner A. Godfrey (MN) stated that the Compliance Committee met on May 11 to review and develop processes for improving ICOTS dashboard outcomes based on the DCA survey results.

He continued the Compliance Committee reviewed five ideas for new standards and tools that could be added to the quarterly compliance emails. Four were existing dashboards and one was a new dashboard utilizing new warrant data. The committee agreed that the new compliance management dashboard provided useful information to commissioners and DCAs. The committee decided to send the new compliance management dashboard on retaking data to the states separate from the other compliance dashboard results starting on January 1, 2023.

The committee discussed the current compliance dashboards and agreed that each dashboard was useful. The committee decided it was beneficial to retain all current dashboards.

The committee agreed to proceed with auditing the compliance dashboards every other year.

There were no new complaints at this time.

DCA Liaison Committee report: Executive Director A. Lippert stated that the DCA Liaison Committee was working on the DCA Training Institute and annual business meeting's curriculum.

Finance Committee report: Commissioner G. Roberge (CT) stated that the Commission was in a good financial state. The Vanguard account had \$2.28m which was a 3.5% decrease from the previous year. He noted that these changes were due to stock market volatility. The Commission's saving account had a little over \$1.3m and the national office had already collected a third of its annual dues.

The Commission was 90% through the fiscal year and 75% through its budget. He thanked the national office for managing funds.

Commissioner G. Roberge (CT) continued the Commission had 57% of its Vanguard funds in bonds and 43% in stocks. He noted that due to current stock market volatility, it was better to keep the balance as is.

Commissioner G. Roberge (CT) stated that the Finance Committee met in May to discuss the annual dues appraisal.

Executive Director A. Lippert stated that the Commission approved a three-year dues increase of 6% per year at the 2007 Annual Business Meeting. The increase was intended to fund ICOTS, permit one DCA from each state to attend the annual business meeting, and establish a reserve fund. The increase was not implemented in 2010 due to cost-cutting measures implemented by the third year.

While a 33% cumulative inflation rate has occurred since 2010, the Commission's dues assessment has remained unchanged

In addition to capital needs surrounding ICOTS, the Commission's total expenses have begun to exceed available dues and interest income. Since the Commission has already implemented significant cost-cutting measures such as disaffiliating with CSG, transitioning to remote work environments, and proactively reducing administrative costs, the remaining alternative is to raise dues.

Executive Director A. Lippert presented dues increase options to the committee:

- Option A: Increase dues by a standard 5.25% every year.
- Option B: Increase dues by 10% first year, 5% second year and 3% every year after.
- Option C: Increase dues by 8% in first year, 6% second year, 4% third year and 3% every year after.

The committee expressed appreciation to the national office for taking steps to reduce the Commission's expenses before considering the dues increase.

The Finance Committee will meet in June to review and make recommendation on the dues assessment options.

Technology Committee Report: Chair C. Moore (GA) stated that the Technology Committee met last week and discussed Appriss' decision to focus on their statistical analysis and data visualization (S.A.S.) products and discontinue their customized work solutions such as ICOTS.

Executive Director A. Lippert continued that Appriss' security requirements for a single-purpose platform like ICOTS were no longer their priority. The national office considered the following options:

1. Submit a mass mailing RFP - In 2012, the Commission sent a mass-mailed RFP to expand its hosting options for ICOTS. No vendors responded to the RFP.
2. Bring ICOTS in-house - The national office could hire 2-3 programmers to manage, support, and update ICOTS. However, this option carries the highest risk and cost in terms of finding and retaining the talent required to support a system such as ICOTS.
3. Meet with Appriss leadership to maintain the current relationship - On May 16, 2022, the Commission Officers and Technology Chair met with the Vice President of Appriss to discuss their decision and convey their concerns and liability risk of moving ICOTS. It was apparent from this conversation that an ongoing relationship would not be feasible.
4. Select 3-4 vendors and ask them to respond to RFP - Recommended option.

The national office developed a strategy to exit the platform amicably, including obtaining the elements required to bid the project to other vendors. Appriss has agreed to extend the contract until December 2023, giving enough time to find a new vendor and relocate the system.

The national office recommends identifying several vendors with expertise in the platforms ICOTS is built on and contacting them directly to respond to a request for proposal. The timeline for this option is as follows:

1. Engage SEARCH to update the 2012 RFP and suggest potential vendors (June 1, 2022)
2. Contact vendors and ask them to respond to RFP (July 1, 2022)
3. Evaluate responses and meet with the top 2 or 3 (August 1, 2022)
4. Select vendor and draft contract (September 1, 2022)
5. Establish a timeline with a new vendor to move ICOTS (Deadline: On or before December 31, 2023)
6. Establish a timeline and cost for priority three, which is to update and improve ICOTS.

Executive Director A. Lippert noted that users would not see any service interruption. She added that while Appriss no longer supports a single-purpose platform like ICOTS, they continue to support its VINE platform which is based on sending notifications and not case management where the security requirements are different.

Commissioner C. Moore (GA) added that the ICOTS enhancements will be postponed until after the merge with the new vendor.

The committee thanked the national office for managing this matter.

Rules Committee Report: Commissioner M. Hudson (IN) stated that the Rules Committee met last week. The committee discussed Minnesota's request to review Rule 2.110 for clarification of intent or interpretation. Per Rule 2.110, no state could permit a Compact eligible offender to reside in another state, without going through the Compact. Once notified of a violation, the offender must return to the sending state, or a nationwide warrant is issued. Minnesota asked about a situation when the offender leaves the state without the sending state's authorization. The committee asked the legal counsel to prepare an analysis on this matter and share it at the next committee meeting.

Commissioner M. Hudson (IN) continued that she charged Commissioner D. Littler (AZ) to lead a workgroup to examine tolling issues in ICOTS. The workgroup was analyzing the Compact and state procedures as well as the tolling data in ICOTS and would meet again later in June.

Commissioner M. Hudson (IN) stated that the national office announced the 2022 rule amendment deadline.

The Rules Committee will meet again in August.

Executive Director A. Lippert asked the region chairs to add *Rule Amendments* to their agendas, so states have ample time to review and discuss them prior to the deadline.

Training Committee Report: Commissioner J. López (WI) stated that the Training Committee met on June 9 to provide update on the Navigating the Compact section of the Commission's website. In addition, the committee discussed recent trainings on Rule and ICOTS amendments. Not all states were represented. The national office reached out to the states that were not in attendance.

The American Probation and Parole Association accepted the Training Committee proposals for a training at their summer Training Institute. DCA S. Brooks (OH) and one more person will lead the session.

Chair J. Stromberg (OR) noted that many Compact commissioners will be in attendance.

East Region Report: Commissioner D. Crook (VT) stated that the East Region will meet in September at the Annual Business Meeting. Recently, an East Region commissioner reached out to him regarding warrant issues in their state. He shared best practices and advised them to reach out to the national office.

South Region Report: Commissioner J. Kempker (MO) stated that the South Region met in April and had a lively discussion on the integrity audit, approved policies, ICOTS enhancements and the annual business meeting. The region will meet again in September.

West Region Report: Commissioner M. Pevey (WA) stated that the West Region met in April and discussed the FY23 compliance audit, annual business meeting, and FY22 assessment report and its findings. The region will meet again next week.

ABM Planning Workgroup Report: Executive Director A. Lippert stated that the ABM registration will open on July 1. The registration form will include questions about committee preference. Since this is an election year, and committees will be rotating to allow new members an opportunity to join.

The registration announcement will also include a preview for Compact documentary *The Road Home*. The film company *No Sunrise Waisted* will be inviting the Executive Committee members to attend a premier showing of the documentary in August. Other individuals invited to the premier will be NIC leadership and the documentary participants.

Chair J. Stromberg (OR) noted that the Tuesday and Wednesday sessions would require audience participation and engagement and asked for committee members' participation.

Executive Director Report: Executive Director A. Lippert informed the committee about a newly appointed commissioner Tarryn Link (AK).

Executive Director A. Lippert informed the committee that the deadline to submit a committee or region report for the Docket book was August 12. She offered the national office to assist with reports if needed.

Executive Director A. Lippert stated that the Commission was engaged with the University of Cincinnati Corrections Institute to deliver the Compact Study project. The project progresses as planned. UCCI received a 26% respond rate to its electronic ICOTS user surveys. They will proceed with randomly selected staff and justice-involved individual interviews by phone now that they have IRB approval. UCCI will share a draft report by the end of July.

Executive Director A. Lippert reminded the committee that at the last meeting, they discussed Minnesota's request for an Advisory Opinion on the interpretation of Rule 3.103. She presented the draft opinion to the committee for review and consideration.

Based on the result of findings, the committee decided to proceed publishing it as a dispute resolution.

Commissioner G. Roberge (CT) moved to publish the amended legal opinion between Minnesota vs. Arizona as dispute resolution. Commissioner M. Pevey (WA) seconded.

Commissioner M. Hudson (IN) asked the procedural question about the distribution of dispute resolutions.

After discussion, the committee decided to proceed with sharing the resolution with the involved states only at this time. Executive Director A. Lippert will report on the procedural side of distributing and publishing dispute resolutions at the next committee meeting.

Minnesota abstained from the vote. Motion passed.

The committee will discuss Colorado's request for an Advisory Opinion at its next meeting.

Victim Advocate Report: Victim Advocate J. Gillis (NOVA) will provide his report at the next meeting.

Old/New Business

There was no old/new business.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn. Commissioner J. Lopéz (WI) seconded.

The meeting adjourned at 1:34 p.m. ET.


Jeremiah Stromberg (Jul 25, 2022 08:19 PDT)


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Final Audit Report


2022-07-25

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