



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

November 2, 2022 at 1:00 p.m. ET
Video conference

Members in attendance:

1. Suzanne Brooks (OH), Chair
2. LaShonda Lee-Campbell (MD)
3. Simona Hammond (IA)
4. Alyssa Miller (ND)
5. Denis Clark (ME)
6. Mark Patterson (OR)
7. Lorna Culver (AK)
8. Rickey Plank (VT)

Members not in attendance:

1. Timothy Strickland (FL)

Staff:

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

Call to Order

Chair S. Brooks (OH) called the meeting to order at 1:01 am ET. Eight out of nine members were present, establishing a quorum.

Approval of Agenda and Minutes

**Motion to approve agenda made by D. Clark (ME) seconded by M. Patterson (OR).
Agenda approved.**

**Motion to approve April 27, 2022 minutes made by M. Patterson (OR) seconded by
S. Hammond. Minutes approved.**

Discussion

Welcome New Members

Chair S. Brooks welcomed new committee members: L. Lee-Campbell, A. Miller, L. Culver & R. Plank. She explained that the role of the region representatives is to assist region chairs in keeping DCAs in their respective regions engaged.

2022 ABM Follow-up

The evaluation from the 2022 ABM was shared and Chair S. Brooks requested feedback from the members as both her and M. Patterson will be serving on the planning committee for the 2023 ABM. The committee members provided several suggestions as outlined below:

- Small group/table activities and game similar to the DCA Institute in Orlando (2018)
- Engaging icebreaker or introduction to reduce intimidation of new DCAs
- Ensure DCAs participating in mentoring program receive personal welcome
- Focus on 'good' scenarios; promoting success in compact business
- Highlight 'human' aspect into the importance of communication
- Continue New DCA lunch

FY23 Dashboard Program-Transfer Decisions Dashboard Feedback

M. Spring provided a recap of the training and poll results regarding the Transfer Decision Dashboard delivered late October.

150 from 43 states attended the 3 sessions

States that did not attend: AZ, CA, DC, DE, FL, ID, HI, LA, NY, UT

Content included:

- How the FY22 assessment was conducted
- Focused on importance of good and verified data in ICOTS
- Highlighted good working relationships internal (stakeholders) and with other states
- Presented other way the Transfer Decision Report can be used

Chair S. Brooks noted the importance of attending these meetings and asked the region chairs to take note of states who did not attend. The committee discussed:

- Expectations for DCA region chairs to attend the trainings and promoting trainings in their respective regions. For example, the DCA chairs can send follow up emails to states and request registration reports from the national office to follow up.
- DCAs can send staff if they are not personally able to attend. In many states, staff are responsible for running reports, not the DCA.
- Importance of feedback.
- Positive responses focused on tip sheet shared & new audit uses

Ideas for DCA Engagement

- Webinars
 - Chair S. Brooks noted she has 3 border meetings (to involve compact staff and officers) scheduled with states Ohio does a lot of business with but are in different regions. They expect to discuss legislative changes affecting transfers and extradition challenges.
- Share & Learn during Region Meetings
 - Similar to ideas for ABM, Region Chair and Rep could use first 5-10 minutes of their meeting to share a success story on a particular compact related topic (e.g. overcoming Field challenge(s), solving stakeholder

challenge(s,) absconder case, addressing communication challenges with another state, use of FY23 Audit results as training tool, etc.)

- o DCA Mentoring Program Challenges/Re-vamp Ideas for Training
 - Cross-region mentors to match with similar state
 - Group mentoring (multiple mentors and mentees)
 - Improve Assessment for Dashboard training needs
 - Would require structure & direction to indicate what specific reports should be trained on. M. Spring shared the dashboard home page for ideas region chairs can present in their meetings.
<https://www.interstatecompact.org/icots/dashboards>
 - Keep trainings small & region-based
 - Use breakout rooms
 - Consider changes to new DCA needs assessment used to request participating in mentoring program
<https://www.surveymonkey.com/r/HRWRWHQ>

Executive Director A. Lippert provided a Commission update

- Drafting a needs analysis to send to Commission members for planning the 2023 ABM
- In process of conducting FY23 compliance audit
- New Commission Chair, Mary Kay Hudson (IN); Vice-chair Mac Pevey (WA) and several new Executive Committee members recently appointed
- Outlining recommendations from the UCCI Compact Study & discussion from the Next 20 Years to present for new goals for the Executive Committee to consider
- Drafting ideas for FY24 Audit

Old Business

There was no old business.

New Business

Chair S. Brooks requested the committee members consider goals for 2023 to discuss at their next meeting. Tentatively scheduled for January 2023.

Adjourn

Motion to adjourn made by D. Clark, seconded by M. Patterson. Meeting adjourned at 2:06 pm ET.