



## Interstate Commission for Adult Offender Supervision

### Deputy Compact Administrator Liaison Committee MINUTES

April 27, 2022 at 11:00 a.m. ET  
Video conference

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#### **Members in attendance:**

1. Suzanne Brooks (OH), Chair
2. Linda Mustafa (AR)
3. Timothy Strickland (FL)
4. Simona Hammond (IA)
5. Matthew Billinger (KS)
6. Denis Clark (ME)
7. Mark Patterson (OR)
8. Patricia Odell (WY)

#### **Members not in attendance:**

9. Natalie Latulippe (CT)

#### **Guests:**

1. Collin Hocker (CO)
2. Alison Woodruff (MO)
3. Shannon Serena (NV)
4. Cynthia Stout (TX)
5. Jocelyn Angton (TX)

#### **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 S. Brooks (OH) called the meeting to order at 11:01 am ET. Executive Director A. Lippert called the roll. Seven out of nine members were present, establishing a quorum.

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

**DCA S. Hammond (IA) moved to approve the agenda as presented. DCA M. Billinger (KS) seconded. Agenda approved.**

**DCA T. Strickland (FL) moved to approve the minutes from February 23, 2022, meeting as drafted. DCA D. Clark (ME) seconded. Minutes approved.**

## **Discussion**

*New DCA introductions:* Chair S. Brooks (OH) welcomed new DCAs to the meeting. The committee members explained their roles with the committee. In addition, the committee members advised new DCAs to sign up for the DCA Mentoring Program, learn how to use the ICOTS compliance dashboards, invest in relationship with their commissioner, attend Commission meetings and sign up to serve on a committee.

*DCA Survey Results:* Chair S. Brooks (OH) reminded the committee that the Compliance Committee requested the DCA Liaison Committee to gather information via a survey to evaluate compliance measures to identify deficiencies and to determine what, if any, compliance standards/tools should be added to compliance summary and quarterly emails.

In the survey, DCAs were asked to rate five ideas for new standards and/or tools to be added to the quarterly compliance emails. Four were existing dashboards and one was a new dashboard utilizing new warrant data. Forty-four responses rated the new standards as follows:

1. [New] Retaking Dashboard
2. Offender management Dashboard
3. Notice of Arrival Dashboard
4. Notice of Departure Dashboard
5. User Administration Dashboard

Chair S. Brooks (OH) asked the committee members for feedback.

The committee disagreed with the suggestion to “remove ‘inactive 90 days’ from the User Administrative Dashboard chart.

Chair S. Brooks (OH) will present the survey results at the next Compliance Committee meeting.

*FY23 Dashboard Program:* Chair S. Brooks (OH) suggested the FY23 DCA Dashboard Program to focus only on two big target areas, such as the warrant tracking and tolling.

DCA T. Strickland (FL) noted that it might be premature to add the tolling issue to the program since the Rules Committee has yet to review the issue in detail.

Training Coordinator M. Spring stated that the Annual Business Meeting will host two sessions on transfer verifications and how to use the transfer decision report.

The committee agreed that transfer decisions and warrant tracking would be good topics to follow the ABM training. States would be able to take advantage of the program's hands-on learning opportunities to increase their proficiency with the ICOTS Dashboards. States could use dashboards to check that ICOTS data was accurate and user management was in line with state rules and procedures, as well as the ICOTS Privacy Policy.

The national office will announce the FY23 Dashboard program in its May newsletter.

*NY & VA Question regarding application of Rule 5.101-2: Use of Rule 5.101-2 after the period of incarceration so long as some period of incarceration was imposed for the new conviction:* Executive Director A. Lippert noted that she received a case where an individual was supervised in Virginia for the State of New York. Virginia gave this individual a period of incarceration to address some technical violations.

She continued that New York wanted to settle the violation by accepting the term of incarceration that Virginia imposed.

Virginia stated that since this person was no longer serving a period of incarceration, New York could not apply Rule 5.101-2. She asked the committee members for their feedback.

The committee discussed the discretionary process outlined in Rule 5.101-2 for disposition of violations, as well as the case circumstances surrounding this inquiry. The committee agreed with New York's interpretation and application of the rule in this case that did not require the offender to be in-custody at the time the rule is applied.

### **Old Business**

There was no old business.

### **New Business**

*2022 Annual Business Meeting: DCA Training Institute agenda:* The committee reviewed the Annual Business Meeting agenda for the DCA Training Institute.

#### Monday, September 26 - DCA training Institute

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|-------------------|--|
| 8:30 am – 8:45 am | <b>Welcome &amp; Introductions</b> <ul style="list-style-type: none"><li>• Vice Chair Cooper (KS) &amp; DCA Liaison Cmmtt Chair Brooks (OH)</li></ul>  |
| 8:45 am – 9:45 am | <b>Embracing the Spirit of the Compact</b> - Attendees will receive an overview of DCA responsibilities, share ideas for effective communication and understand the importance of elevating compact related issues when necessary. <ul style="list-style-type: none"><li>• DCA Liaison Cmmtt Chair Brooks (OH) &amp; DCA region chairs</li></ul> |
| 10:00 am – noon   | <b>Great Plans for Great Outcomes: Sending State's Role in the Transfer Process</b> <p>Highlight and focus on best practices for improving outgoing transfer acceptance rates and efficiencies as a follow-up to the FY22 Rejection Assessment.</p> <ul style="list-style-type: none"><li>• Hudrlik (MN), Dyson (GA), Gilmore (WA)</li></ul>     |

Chair S. Brooks (OH) informed the committee that the Executive Committee approved an informal welcome lunch for new DCAs to facilitate involvement in the Compact and Commission business.

Noon – 1:15 pm **New DCA Luncheon**

1:15 pm – 3:15 pm **Changing Landscape of Substance Abuse and its Impact on Supervision.** Participants will discuss the effects of decriminalization of drug laws and its impact on supervision for Compact offenders when the laws differ between the sending and receiving states.

- Ex Officio Busby (NIC), Stromberg (OR), Maccarone (NY), & López (WI)

3:30 pm – 5:00 pm **Interstate Compact and Tolling Issue.** Attendees will examine issues surrounding state's ability to toll cases in ICOTS. Participants will discuss recommendation and best practices for handling tolling cases.

- DCA Liaison Committee

Executive Director A. Lippert added that the Executive Committee asked the ABM sessions to be interactive and engaging.

The committee members will meet in the upcoming weeks to prepare for their ABM presentations.

Training Coordinator M. Spring reminded to the committee that the Commission approved several rule amendments and ICOTS enhancements at the 2021 ABM. The ICOTS enhancements including a new warrant tracking feature and discretionary retaking activity, supplementing these rules launch on June 1, 2022. This session will show the new ICOTS features as well as other updates as listed below:

- 2022 Approved ICOTS Enhancements
  - New Warrant Status
  - Offender Profile
  - Email Notifications
  - New Discretionary Retaking Activity
- Offender Management Enhancement
  - New restrictions to improve process management
- FY23 Compliance Audit Planning
- New Dashboard (Tolled ICOTS Cases) & New CAR Data

### **Adjourn**

**DCA M. Patterson (OR) moved to adjourn. DCA M. Billinger (KS) seconded.**

The meeting adjourned at 12:11 p.m. ET.