



Interstate Commission for Adult Offender Supervision

East Region Meeting MINUTES

**January 31, 2022 · 11:00 am ET
Video Conference**

Members in Attendance:

1. Dale Crook (VT), Chair
2. Gary Roberge (CT)
3. Heidi Collier (DE)
4. Gloriann Moroney (MA)
5. David Cady (NH)
6. Samuel Plumeri (NJ)
7. Robert Maccarone (NY)
8. Christian Stephens (PA)

Members not in Attendance:

9. Susan Gagnon (ME)
10. Raquel Colon (PR)
11. Ingrid Siliezar (RI)
12. Wynn Timer Testamark (VI)

Guests:

1. Joseph Garibaldi (CT)
2. Denis Clark (ME)
3. Jeanne Stewart (NH)
4. Matt Charton (NY)
5. Dina Rogers (NJ)
6. Shyra Bland (NJ)
7. Margaret Thompson (PA)
8. Ingrid Siliezar (RI)
9. Rickey Plank (VT)

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 D. Crook (VT) called the meeting to order at 11:02 am ET. Eight out of twelve commissioners were present, a quorum was established.

Agenda and Minutes

Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner G. Moroney (MA) seconded. Agenda approved.

Commissioner D. Cady (NH) moved to approve the minutes from September 22, 2021 meeting as drafted. Commissioner R. Maccarone (NY) seconded. Minutes approved.

Discussion

Executive Director A. Lippert presented the FY 2023 ICOTS Enhancements Process Dates to the region.

- March 1, 2022
 - All proposed enhancement requests submitted by a committee or region must be received by EOB March 1, 2022
- May 1 – June 1, 2022
 - Comment period
- August 26, 2022
 - Final drafts of enhancement & Statement of Work Quotes circulated to Commission members via Docket book.
- September 29, 2022
 - Final vote for enhancements at ABM

Per ICAOS policy, enhancement request forms must be completed and signed by a commissioner and provided at least 5 days prior to a region meeting for consideration.

New ICOTS Proposals: DCA M. Thompson (PA) presented an enhancement to create an alternative CAR Reply Option that would eliminate unneeded CAR Responses and decrease clutter in ICOTS.

“ER 2023 XX CARNoReplyOption PA

Create option to select “No Reply Necessary” on CARs

Proposed by:

Pennsylvania

Users Impacted:

PO (Field User), Supervisor, Compact Office

Statement of Need:

Create an alternative CAR Reply Option that would eliminate unneeded CAR Responses and decrease clutter in ICOTS. With the CAR specialization, we need another type: “FYI and No Response Necessary”. The “FYI/NRN” could readily be used for things such as reminding an offender of FCR obligation, sending conditions of parole, providing PA’s standard no early discharge language, etc. Not everything needs a reply. Change the existing CAR to allow user to select whether a reply is necessary (and have the default as NO), and that would have a much greater effect on everyone’s efficiency. This provides simplicity and saves time.

Current Practices:

This would simplify and eliminate the need to go acknowledge minutiae, which squanders time. It also wastes time for the initiator who gets an email advising that a CAR reply has been submitted: user has to log into ICOTS, navigate to the correct offender, find the CAR reply, and see that it only says something like “Thanks” or “Noted” or “ICOTS cleanup”.”

ICOTS Project Manager X. Donnelly noted that a similar enhancement was approved by the Technology Committee last year. This enhancement required being able to select multiple CARs to reply in one response and make the process more efficient. Due to its high cost of \$32K, the Technology Committee voted to not present for approval at the last business meeting and put it on the waiting list.

After a discussion around whether using case notes would accomplish the same outcome without affecting current ICOTS functionality, the region decided to revise the enhancement as outlined: “Add an email notification sent to assigned users in the compact workflow when a case note (not a case-reassignment) is added directly to a compact case.”

Commissioner C. Stephens (PA) moved to recommend ICOTS enhancement proposal to add an email notification to case notes as revised for the Technology Committee consideration and approval. Commissioner R. Maccarone (NY) seconded. Motion passed.

ICOTS Project manager X. Donnelly will send out a re-drafted version of the approved enhancement request to the region before forwarding it to the Technology Committee.

The region reviewed the second ICOTS enhancement proposal proposed by Pennsylvania.

ER 2023 XX NewRVROption PA

New Violation Response Option of “Deficient, in Need of Revision”

Users Impacted:

PO (Field User), Supervisor, Compact Office

Statement of Need:

The VR/RTVR process in ICOTS needs improvement. Because ICOTS is designed to put the onus on the sending state for the errors of the receiving state, which results in the sending state being penalized in audits, this enhancement is a recommended solution for the sending state. A new option on the RTVR is suggested: “VR is deficient and in need of revisions.” The sending state would be required to specify what must be edited to cure the deficiencies. The VR would then reappear in the receiving state’s workload for revision.

Current Practices:

Currently, it is possible for a receiving state to send a VR that is deficient in some way, and it falls on the sending state to review and determine what is needed. It is not uncommon for a VR to be missing a police report, or lack details of a diligent search (documented contact with original home provider is frequently missing), or contain legally-invalid PCH reports.

Justification Submitted by Pennsylvania:

This process will allow for a documented revision history in ICOTS, put the onus on the receiving state to ensure that a quality report is submitted, and support auditing goals to increase compliance.

Executive Director A. Lippert noted that the rule required 15-day period, and this enhancement would not stop, pause or impact the timeframe required in this rule.

Commissioner C. Stephens (PA) moved to recommend the ICOTS proposal to the Technology Committee for approval and consideration. Commissioner R. Maccarone (NY) seconded. Motion passed.

DCA M. Charton (NY) noted his concerns over whether sending the RVR back to the receiving state would create issues for the sending state not being able to submit any type of response within the Rules timeframe. Creating a time frame for the receiving state to correct and send a “deficient” RVR back would require a rule change.

Commissioner C. Stephens (PA) decided to keep the enhancement as approved.

Adjourn

Commissioner G. Roberge (CT) moved to adjourn, Commissioner R. Maccarone (NY) seconded.

The meeting adjourned at 11:42 am ET.