



## **Interstate Commission for Adult Offender Supervision**

### **Executive Committee Meeting MINUTES**

**October 19, 2022 @ 12:01 p.m. ET  
Video Conference**

---

#### **Members in Attendance:**

1. Mary Kay Hudson (IN), Chair
2. Mac Pevey (WA), Vice-Chair, West Region Chair
3. Gary Roberge (CT), Treasurer
4. Amber Schubert (AR), Rules Committee Chair
5. Chris Moore (GA), Information Technology Chair
6. Sally Kreamer (IA), Compliance Committee Chair, Midwest Region Chair
7. Dale Crook (VT), East Region Chair
8. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
9. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio

#### **Members not in Attendance:**

10. Julie Kempker (MO), South Region Chair
11. DCA Liaison Chair, Vacant

#### **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. Mindy Spring, Administrative and Training Coordinator
6. Drake Greott, Web Development Manager

#### **Call to Order**

Chair Hudson (IN) called the meeting to order at 12:01 p.m. ET; 8 voting members were present; a quorum was established.

#### **Agenda and Minutes**

**Commissioner Roberge (CT) moved to approve the agenda as presented. Commissioner Pevey (WA) seconded. Motion approved.**

**Commissioner Roberge (CT) moved to approve the minutes from the September 26, 2022, meeting as drafted. Commissioner Moore (GA) seconded. Motion approved.**

#### **Discussion**

*Compliance Committee report:* Commissioner Kreamer (IA) informed the committee that several states were below the 80% threshold during the annual compliance standard review. Additionally, one state has not paid its dues.

Executive Director A. Lippert stated that non-compliant states were sent a letter notifying them of their shortfall and giving them one quarter to improve performance. First quarter data revealed that some states were still below the threshold. Mississippi has paid its dues but has not paid the interest penalty.

*DCA Liaison Committee report:* Suzanne Brooks was affirmed to continue as the DCA Liaison Committee Chair.

**Motion to approve Suzanne Brooks (OH) made by Commissioner Roberge (CT) seconded by Commissioner Crook (VT). The motion passed unanimously.**

*Finance Committee report:* Commissioner G. Roberge (CT) informed the committee that the Commission was at 16% of spending but is currently processing ABM expenses.

Commissioner G. Roberge (CT) informed the committee that currently, the Commission has \$2 million in its Vanguard account, but it is 13% lower from the previous year and 6% lower than the prior month. The Vanguard account is carrying a larger percentage of bonds at present at around 45%. There is \$1.6 million in the savings account.

*Technology Committee Report:* Chair C. Moore (GA) updated the committee on the ICOTS migration project. Optimum Technology and Sumatosoft were the two vendors that had proposals taken into final consideration. Either vendor would be capable of completing the project. The recommended vendor, Optimum Technology, has experience doing the work required and is experienced working with the Interstate Commission for Juveniles.

Commissioner G. Roberge (CT) asked if we were paying the contract amount up front or over five years. Executive Director A. Lippert stated the proposed amount for support and maintenance would be paid over five years. Support and maintenance costs are comparable to the existing vendor. Phase I of the project is migration. Phase II will be an exploration of a redesigned system that may be with Optimum Technology or with another successful bidder.

**Motion to approve Optimum Technology as the selected vendor to proceed with the ICOTS migration project made by Commissioner S. Kreamer (IA) and seconded by Commissioner J. López (WI). The motion passed unanimously.**

Chair M.K. Hudson (IN) asked if there were any contract terms that are open to negotiation. Executive Director A. Lippert stated that there were existing terms in place but noted that there would be negotiation around timeframes, deadlines, and penalties.

Chair M.K. Hudson (IN) asked where Optimum Technology was located. Executive Director A. Lippert stated they were based in Powell, OH.

*Rules Committee Report:* Commissioner A. Schubert (AR) updated on the rulemaking year ahead for the Rules Committee. She noted the ABM discussions around tolling and the need to determine whether rules should be put in place. Additionally, the South Region advanced two rule amendments to the Committee for consideration.

*Training Committee Report:* Commissioner J. López (WI) updated on upcoming trainings regarding transfer rates. A tip sheet has been developed to assist states in handling transfers. Commissioner J. López (WI) has been working on the Navigating the Compact information posted on the Commission's website and hopes to have a product complete in November.

*ABM Planning Workgroup Report:* Commissioner M. Pevey (WA) updated that the membership is finalized, and notices will go out about workgroup dates to meet in February.

*East Region Report:* Commissioner D. Crook (VT) informed the committee that the Region has not met since the ABM. There are no known rule proposals at this time.

*Midwest Region Report:* Commissioner S. Kreamer (IA) scheduled a region meeting to elect a new region chair.

*West Region Report:* Commissioner M. Pevey (WA) scheduled a region meeting to elect a new region chair. The workgroup on tribal best practices should have a report forthcoming.

Chair M.K. Hudson (IN) thanked the members for their willingness to serve and noted the need to build a bench of practiced and capable individuals to move the Commission forward in the future. She thanked the capable staff and looked forward to expanding diversity and engagement throughout the Commission.

*Executive Director Report:* Executive Director A. Lippert provided evaluation results of the ABM noting the excellent feedback with all sessions receiving high marks. The documentary session was the highest rated session followed by the session for engaging victims. Networking and having the opportunity to engage with other Commission members were noted as the highlights of the ABM. Interactive sessions and longer region meetings were suggestions for future ABMs. Staff is working on how to engage DCAs at the non-institute ABM next year.

Chair M.K. Hudson (IN) stated her appreciation for Commissioner H. Cooper (KS) and the staff's hard work to make such a high-level business meeting possible. The level of engagement helps people to feel connected to our purpose.

Executive Director A. Lippert is working with Commissioner M. Pevey (WA) on the next ABM but is also working with staff on locations for the 2024 ABM.

Executive Director A. Lippert advised the committee that the insurance policies for the Commission are up for review. When shopped amongst carriers, only one agreed to underwrite a policy for Directors and Officers insurance, but the limits were less than what was previously held. The committee discussed the different coverages and instances where the carrier would be engaged.

**Motion to approve the national office lowering the limits on its directors and officers insurance policy made by Commissioner A. Schubert (AR) and seconded by Commissioner G. Roberge (CT). The motion passed unanimously.**

Executive Director A. Lippert informed the committee that a staff member would be on extended leave using approved and earned leave time.

Executive Director A. Lippert asked the committee to approve another term for its victims ex officio. NOVA supported John Gillis remaining in this role and he accepted the opportunity.

**Motion to approve John Gillis as the Victims' Representative made by Commissioner S. Kreamer (IA) and seconded by Commissioner D. Crook (VT). The motion passed unanimously.**

Chair M.K. Hudson (IN) will cancel the regularly scheduled November and December meetings in favor of one meeting in early December.

Chair M.K. Hudson (IN) asked if there was sufficient information to set spring meeting dates. Executive Director A. Lippert noted that completion of the DCA and Victims' Representatives allowed staff to proceed with scheduling.

#### **Old/New Business**

There was no old business.

#### **Adjourn**

Chair M.K. Hudson (IN) adjourned the meeting at 12:50 p.m. ET without objection.

Approved on 12/01/2022. B.S.