



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

April 19, 2023 @ 12 pm ET
Video conference

Members in Attendance:

1. Mary Kay Hudson (IN), Chair
2. Mac Pevey (WA), Vice-Chair,
3. Gary Roberge (CT), Treasurer
4. Taryn Link (AK), West Region Chair
5. Chris Moore (GA), Information Technology Chair
6. Sally Kreamer (IA), Compliance Committee Chair
7. Susan Gagnon (ME), Rules Committee Chair
8. Amy Vorachek (ND), Midwest Region Chair
9. Dale Crook (VT), East Region Chair
10. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in Attendance:

11. Julie Kempker (MO), South Region Chair
12. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
13. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
14. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio

Staff:

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrator Coordinator
4. Xavier Donnelly, ICOTS Project Manager
5. Mindy Spring, Administrative and Training Coordinator
6. Drake Greeott, Web Development Manager

Call to Order

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

Agenda and Minutes

Commissioner M. Pevey (WA) moved to approve the agenda as presented. Commissioner D. Crook (VT) seconded. Agenda approved as presented.

Commissioner S. Kreamer (IA) moved to approve the minutes from the March 14, 2023, meeting as drafted. Commissioner D. Crook (VT) seconded. Minutes approved as drafted.

Discussion

Approved on 6/21/2023. B.S.

Commissioner S. Kreamer (IA) reported that the Compliance Committee met yesterday to discuss the FY23 compliance dashboard data for Tennessee, Illinois, and the U.S. Virgin Islands. These Compact members fell below the 80% compliance threshold in FY22 and the first two quarters in FY23.

As directed by the Compliance Committee, the national office sent a letter to these states requesting a corrective action plan (CAP) and 80% compliance by the end of the third quarter or face referral to the Executive Committee for penalties.

She continued that Tennessee submitted a CAP and improved their numbers above the 80% threshold. The U.S. Virgin Islands' CAP lacked details and the territory did not receive enough cases to improve their numbers. Illinois submitted a CAP, but its numbers did not improve in the third quarter.

Executive Director A. Lippert noted that Illinois was the third largest state based on compact activities and receives a sufficient volume of cases to improve their numbers.

Commissioner S. Kreamer (IA) stated that even though the Compliance Committee did not constitute a quorum at yesterday's meeting, the committee recommends the Executive Committee take actions on this compliance matter.

Commissioner D. Crook (VT) moved to acknowledge Tennessee's efforts to achieve compliance with the expectation to maintain 80% compliance moving forward. Commissioner A. Vorachek (ND) seconded. Motion passed.

Commissioner M. Pevey (WA) moved to work with U.S. Virgin Islands to develop a more comprehensive CAP to ensure 80% compliance. Commissioner S. Gagnon (ME) seconded. Motion passed.

Commissioner G. Roberge (CT) moved to find Illinois in default, impose a \$10,000 penalty for continued non-compliance, and require compliance by the end of FY23. The fine would be held in abeyance through FY24, unless compliance is not achieved or maintained through FY24. Commissioner D. Crook (VT) seconded. Motion passed.

The national office will mail the letters with the Executive Committee's decision to the involved states.

Commissioner S. Kreamer (IA) stated that she updated the Compliance Committee on the FY24 compliance audit plan to re-audit seventeen states with more than one case resulting in unsatisfactory outcomes in all three FY23 evaluation metrics: junk records, rejected cases, and offenders awaiting retaking. In addition, two states with unsatisfactory results in junk records and offenders awaiting retaking that have not engaged in any clean-up following the FY 2023 audit will also be re-audited. States who do not meet these criteria may request to be re-audited.

The national office was sending letters to all member states informing them of the forthcoming audit. The audit will begin on July 1, 2023.

Executive Director A. Lippert noted that the audit was designed to show states their problem areas that need improvement. There were no set punitive actions for states with unsatisfactory FY24 audit results.

Policy Director A. Eskridge noted that interested states could run these reports themselves without requesting to participate in the official audit.

Commissioner S. Kreamer (IA) informed the Compliance Committee about the Executive Committee's decision to notify states of non-compliance of its state council membership with the expectation to remedy its non-compliance before the end of the 2023 calendar year.

DCA Liaison Committee report: Executive Director A. Lippert stated the DCA Liaison Committee was scheduled to meet next week. The committee had a robust agenda and will discuss the new DCA welcome email & assessment, support site & resource improvement project, success program ideas & DCA Dashboard, ABM collaborative session, and the DCA region chair elections.

Finance Committee Report: Commissioner G. Roberge (CT) scheduled the Finance Committee meeting for May 2 to update the committee on the Commission's financials and the Executive Committee's acceptance of the FY23 budget adjustments and the proposed FY24 budget. In addition, the committee will discuss the cost and necessity of bringing the second DCA from a bifurcated state to the annual business meeting during the DCA training institute year.

The total balance of the Vanguard account was \$2.3M. The Commission's savings account had about \$658K. The Commission was currently 2.5% under the budget in spending.

He continued that the Commission earns .5% interest in its savings account. The bank is offering a 4% interest rate for any new money in the account.

Training Committee Report: Executive Director A. Lippert stated that Commissioner J. López (WI) was not able to attend the meeting and provided the Training Committee report.

The committee met on April 10. DCA Liaison Committee Chair S. Brooks (OH) attended the meeting to assist with discussions regarding the DCA Liaison Committee Projects. At this meeting, the committee reviewed and approved the project plan for improving the support site. This project will be led by Training Committee Member DCA A. Miller (ND). In addition, the committee reviewed a demo and the content outline for the new site and a rough framework for the new DCA training and toolkit. The committee also discussed the joint training session at the ABM for collaborative problem solving. The committee discussed asking the Commission's region chairs and other commissioners to serve as table leaders for commissioners during the collaborative session at the ABM.

Technology Committee Report: Commissioner C. Moore (GA) stated that the Technology Committee will be meeting tomorrow for an update on the ICOTS Migration project and create a strategy for communicating with the Commission about the final cutover to the new hosting environment.

He added that Optimum Technology and the national office had completed phases 1 and 2 of the project: the development of a project plan and technical specifications, and the establishment of a hosting environment.

Phase 3 includes migration of ICOTS/functionality and database and is due on May 31, 2023. Phase 4, user testing, will take place on June 6 - 29, 2023. Phase 5 will include issue resolution and mitigation and will take place on June 29 - July 21, 2023. Phase 6, transition support/planning is scheduled for July 21 - August 11, 2023. The final phase 7, cutover to production, will take place on August 12-13, 2023.

ICOTS Project Manager X. Donnelly recommends waiting on communicating the final date of the project to the full Commission in case there are delays in delivering any future phases.

Rules Committee Report: Commissioner S. Gagnon (ME) stated that the Rules Committee met on March 20 to go over the final rule proposals. The committee recommended for adoption a proposal to amend Rule 5.108 proposed by the West Region. The committee reviewed three proposals to Rule 1.101, 5.105, and 5.108 proposed by the Midwest Region and voted against recommending them for consideration at the 2023 Annual Business Meeting. The committee was concerned about the proposed language to amend Rule 1.101 Supervision and its effect on individuals who will no longer meet the eligibility criteria for transfer. The Midwest Region has since withdrawn their proposals.

In addition, the committee reviewed New York's proposal to amend Rule 3.103. The committee recommends giving the proposal the attention it deserves and postponing the vote on the proposal until the Rules Committee has enough time to review and vet it.

The committee will meet again in June to review the revised rule proposal guide and get ready for the rule presentation at the upcoming business meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met on March 28, 2023, and discussed the FY24 compliance audit and the language workgroup. Commissioners from PA and NJ volunteered to serve on the workgroup. The region also had a robust conversation on the rule proposal to amend Rule 3.103 from the State of New York. The region agreed the rule needs to be revisited and discussed establishing a workgroup to vote on the proposal at the next rule cycle.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the Midwest Region met on April 10. The region discussed the FY24 compliance audit as well as revisited the Midwest Region's proposed rule amendments and subsequently withdrew them from consideration at the upcoming business meeting. Commissioner A. Vorachek (ND) asked for volunteers to serve on the language workgroup.

South Region Report: Executive Director A. Lippert stated that the South Region was scheduled to meet on April 26.

West Region Report: Commissioner T. Link (AK) informed the committee that the West Region will meet on April 26 to discuss action items from the face-to-face Executive Committee meeting.

ABM Planning Workgroup Report: Commissioner M. Pevey (WA) stated that the national office confirmed two guest speakers for the upcoming Annual Business Meeting in Norfolk, VA. Dr. Alexandra Walker from the Alliance for Community and Justice Innovation (ACJI) will present on Implementation Science: Making Successful Change on Tuesday, September 19. Emily Hitchings, Programming Director from the National Emergency Responder and Public Safety Center will present a session on the importance of personal wellness on Wednesday, September 20.

Victim Advocate Report: Victim Advocate J. Gillis (NOVA) encouraged the committee members to attend events across the country dedicated to the National Crime Victims Week on April 23-29.

Executive Director Report: Executive Director A. Lippert presented her report to the committee:

- The national office is working on the FY23 interactive annual report.
- The national office began the process of migrating the ICAOS Dashboards from a self-hosted server on Amazon Web Services to a cloud-hosted environment maintained by Sisense. Migrating to the cloud environment means a better overall user experience with less downtime due to issues running on an aging server environment, consistent daily data updates, as well as less security concerns with a regularly updated hosting environment. The plan is to have little to no down-time for the dashboards.
- At its last meeting, the committee approved establishing a language workgroup to explore the topic by appointing two representatives from each region to serve as members. The goal of the workgroup is to study this issue and provide a recommendation to the Executive Committee on whether a change is appropriate. Past Chair J. Stromberg (OR) agreed to chair this workgroup.
- At its last meeting, the committee approved sending 30 states a letter informing them about non-compliance of their state council membership with the expectation to remedy its non-compliance before the end of the 2023 calendar year. The national office had many responses to the letter and many states started updating their state council membership on the Commission's website.
- Executive Director A. Lippert was working with the Governor Office of the State of Arkansas and State of Rhode Island on appointing their new commissioners - Vincent France (AR) and Wayne Salisbury (RI).
- California had some major staff changes and their commissioner and DCA were no longer with the compact office.

Old Business

There was no old business.

New Business

Chair M. Hudson (IN) cancelled the committee's May meeting. The committee will resume its regular meetings in June.

Adjourn

Commissioner C. Moore (GA) moved to adjourn. Commissioner D. Crook (VT) seconded.

The meeting adjourned at 12:56 p.m. ET.

Mary Kay Hudson
Mary Kay Hudson (Jun 29, 2023 15:31 EDT)







2023-04-19_ExecutiveCommitteeMinutes_APPROVED

Final Audit Report

2023-06-29

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By:	Barno Saturday (bsaturday@interstatecompact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgLMomdEA9yy82WVZJ1GbhL4R9UfVuIV

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2023-06-22 - 6:39:49 PM GMT
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2023-06-29 - 7:31:22 PM GMT- IP address: 104.47.58.254
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2023-06-29 - 7:31:39 PM GMT- IP address: 131.239.44.24
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