



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

### **Executive Committee Meeting MINUTES**

**12:00 pm ET • November 29, 2023 • Teleconference**

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#### **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. Steve Turner (KY), South Region Chair
7. Amy Vorachek (ND), Midwest Region Chair
8. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
9. Dale Crook (VT), East Region Chair
10. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
11. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
12. John Gillis (NOVA), Victim Representative, Ex-Officio

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

13. Susan Gagnon (ME), Rules Committee Chair
14. Sally Kreamer (IA), Compliance Committee Chair

#### **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 noon 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.**

**Commissioner G. Roberge (CT) moved to approve the minutes from the September 18, 2023, meeting as drafted. Commissioner M. Pevey (WA) seconded. Minutes approved as drafted.**

Commissioner G. Roberge (CT) noted that he was not in attendance at the September 20, 2023, meeting.

**Commissioner D. Crook (VT) moved to approve the minutes from the September 20, 2023, meeting as amended. Commissioner A. Vorachek (ND) seconded. Minutes approved as amended.**

### **Discussion**

*Compliance Committee Report:* Executive Director A. Lippert stated that the Compliance Committee met yesterday. The committee reviewed the dashboard compliance for the previous fiscal year, where eight states were below one or more standards. These states were given an extra quarter to bring their statistics up to passing. All but one state did. Idaho was still below for the Requester Progress Reports dashboard standard. They submitted a corrective action plan (CAP) which the committee subsequently approved. The committee will continue to monitor Idaho's performance throughout the year.

Executive Director A. Lippert noted that Illinois and the US Virgin Islands were below the passing standards for last couple of years. These members are now in compliance with the compliance dashboard requirements. Illinois remitted its fine for failure to reach passing standards last year.

In addition, the Compliance Committee approved the FY25 compliance assessment recommendation. The assessment will focus on Requested Progress Reports. The Executive Committee will review the recommendation at its spring face-to-face meeting.

The national office completed the FY23 re-audit of states that performed poorly in ICOTS data integrity audit last year. The Compliance Committee will review the report at its next meeting.

*DCA Liaison Committee report:* DCA S. Brooks (OH) stated that the DCA Liaison Committee was busy with launching the DCA Success Program on November 17. The program mostly had new DCAs and a few DCAs with a couple years of experience. Based on the need assessment, the committee focused its session on best practices to work with stakeholders, including court and jail personnel. Her vision for this group is to develop a close cohort to learn from each other and to start changing culture. She will have an informal check-in meeting in January. Its next official meeting will take place in March.

The DCA Liaison Committee held three FY24 DCA Dashboard sessions that focused on violations and retaking.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Finance Committee will meet on December 12. The committee will discuss and consider different federal funding, grants, and other revenue streams to support the ICOTS redesign project.

With a few large expenses coming up, including annual business meeting expenses, Optimum's ICOTS annual hosting and maintenance fee, and the liability insurance premiums, per the administrative policy, the national office withdrew \$500K from the Vanguard account to maintain \$750K threshold in the Commission's checking account. Currently, the Vanguard account is \$1.8M and total savings are \$923K.

*Technology Committee Report:* Commissioner C. Moore (GA) updated the committee on the ICOTS migration project. The final stage, the full cutover of ICOTS to the new hosting environment, occurred over the weekend of October 7<sup>th</sup> through 8<sup>th</sup>, 2023. ICOTS was taken offline at 6 pm ET on October 6<sup>th</sup>. Normal compact business resumed in ICOTS at 6 am ET on October 9<sup>th</sup>.

Once the migration dates were set, the national office provided a written notice to Appriss to end their contract as of October 30. Appriss provided written certification that all of the Commission's data stored in their system was deleted and destroyed.

Commissioner C. Moore (GA) stated that the Technology Committee recommended to the Executive Committee to approve a total re-write of ICOTS with the current vendor Optimum.

#### Current Constraints

- ICOTS has not been redesigned since its launch in 2008.
- Built on older infrastructure that is costly to maintain.
- Issues identified in migration:
  - Prep, QA and Production databases don't match.
  - Increased stability risks in enhancing ICOTS.
  - Higher costs associated with licensing and hosting.

#### Partial rewrite

- Initial cost saving of 20%. Even with the majority of the application is replaced with modern framework, there is initial cost savings.
- Retain current Oracle database.
- Database cost – no savings
- Just frontend user interface will be replaced with a modern cloud framework.
- Timeframe 6-8 months.

#### Total rewrite

- No initial savings, long term savings on DB licensing. The entire application can be re-written & optimized.
- Replace database with Microsoft SQL Server which is cheaper to host and maintain.
- Database cost - Oracle is generally expensive by 20% [Comparing standard edition]
- The entire application will be modern cloud framework. Making enhancements and development changes will be more streamlined.
- Timeframe 18-24 months.

**Commissioner M. Pevey (WA) moved that the national office request a proposal from Optimum for a full ICOTS rewrite. Commissioner S. Turner (KY) seconded. Motion passed.**

The committee discussed how the Commission could financially support the total re-write project. The Finance Committee will discuss different sources of funding at its next meeting.

*Training Committee Report:* Commissioner J. López (WI) stated that the national office will provide one training course for the approved rule amendment scheduled for February next year.

The Training Committee submitted proposals to present at American Probation and Parole Association's (APPA) Winter Training Institute in February 2024 and Association of Paroling Authorities International's (APAI) annual meeting in May 2024.

The Training Committee is working on improving collaboration with the Commission's ex-officio members to engage and find better ways to capitalize on each other's strength and expertise. The committee along with the national office is working on the Jail Administrator & Magistrates Guide, Parole Board Guide, and Extradition Officials Guide. In addition, Commissioner J. López (WI) is working with the Association of Prosecuting Attorneys (APA) to provide mutual training.

The committee approved and published the Best Practice for Warrants from the State of New York.

*Rules Committee Report:* Executive Director A. Lippert stated that the Rules Committee has not met since the last Executive Committee meeting. The committee has one vacancy in the West Region as one of its members, Commissioner R. Cohen (NM), recently retired.

*East Region Report:* Commissioner D. Crook (VT) stated that the East Region has not met since the last Executive Committee meeting.

Commissioner G. Roberge (CT) noted that Connecticut just passed firearm related legislation that impacts the retaking process. He is working with Legal Counsel T. Travis on this matter. The East Region DCAs will discuss the new legislation at their next meeting.

Executive Director A. Lippert suggested Commissioner D. Crook (VT) and DCA S. Brooks (OH) discuss the legislation at their next meeting as well.

*Midwest Region Report:* Commissioner A. Vorachek (ND) stated that the Midwest Region met on November 16 and discussed its goals and the rule proposal schedule and expectations.

*South Region Report:* Commissioner S. Turner (KY) stated that the South Region will be meeting next week.

*West Region Report:* Commissioner T. Link (AK) stated that the West Region will be meeting in the upcoming months. The region has three commissioner vacancies – Montana, New Mexico, and Utah.

Executive Director A. Lippert noted that since Montana had the commissioner's vacancy for over 60 days, the national office will be notifying the Montana Governor to fill the vacancy.

*ABM Planning Workgroup Report:* Commissioner M. Pevey (WA) stated that the ABM workgroup will be meeting on January 10 in Scottsdale, AZ. The workgroup will review the ABM evaluation survey as well as the need assessment results.

The committee reviewed the ABM evaluation survey results. 100% of respondents reported being satisfied or very satisfied with the 2023 ABM. In addition, nearly 80% downloaded the ABM app noting it was useful to them at the meeting.

When asked what they liked best, respondents mentioned networking, the opportunity to meet in person, and collaborative problem-solving discussions.

All six sessions were rated between ‘good’ (3) & ‘excellent’ (4) on average and ranked as follows:

1. Wednesday: How to Get Gritty when Things Get Shitty (Emily Hitchings Brower: Psychological Police & Public Safety Services) (3.72)
2. Tuesday: Collaborative Problem Solving (Training & DCA Liaison Committees) (3.48)
3. Tuesday: Implementation Science: Making Change Successful (Dr. Alex Walker: Alliance for Community & Justice Innovation) (3.47)
4. Wednesday: Welcome Session-Community Corrections Alternative Program (VA Commissioner-Jim Parks; CCAP Joseph Owen & Hannah White) (3.45)
5. Tuesday: 2023 Rule Proposal Presentation (Rules Committee) (3.41)
6. Wednesday: Don't Just Be a Rule Follower (Chair Mary Kay Hudson, Vice-Chair Mac Pevey & Past Chair Jeremiah Stromberg) (3.38)

Executive Director A. Lippert suggested not scheduling any interactive sessions on Wednesdays, the last day of the business meeting, as participants rarely engage in vivid discussion on the last day of a business meeting.

*Victims Advocate:* Victims Advocate J. Gillis (NOVA) thanked the Executive Committee members and the national office staff for their support. He complimented the Commission for the well-done Annual Business Meeting in Norfolk, VA.

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

- Iowa officials considered making changes to their Compact statute to eliminate state council requirements. The national office along with Legal Counsel T. Travis met with the Iowa officials to explain the importance of having a state council and the support mechanism it provides to its state. Iowa is reconsidering its decision.
- Earlier this year, the Executive Committee sent a letter to 30 states to appoint state council members. Out of them, 14 states reported full boards, six states have not filed their state council documents yet. The national office will present a full report at the face-to-face Executive Committee meeting in April.
- Executive Director A. Lippert met with Commission J. Vukich (WY) to discuss ICOTS records. WY judges are dismissing violation cases due to receiving out of state testimony.
- Executive Director A. Lippert and Training Coordinator M. Spring completed ACJI's implementation academy.
- The Risk, Needs and Responsivity workgroup had its first meeting earlier this week. Commissioner A. Vorachek (ND) chaired the meeting.

- The West Region will discuss electronic signature at its next meeting. Executive Director A. Lippert put together a resource for the Commission members to use, based on the information from the 2020 Electronic Signature round table. She sent the document to Training Chair J. López (WI) and DCA Liaison Committee Chair S. Brooks (OH) for review.
- Earlier this year, the Executive Committee established a workgroup to explore removing the word "offender" from the Compact's terminology in favor of more person-centered language. This change aims to foster a more person-centered approach while eliminating barriers and biases associated with traditional terminology. It demonstrates the Commission's commitment to evolving practices that align with the values of dignity and respect.
- The workgroup thoroughly studied the issue and provided the following recommendations:

Recommendation #1:

The Language Workgroup recommends the Executive Committee replace the term *offender* with *supervised individual* within the Compact.

Recommendation #2:

*Scope:*

1. No change to the Commission's name or statute
2. No change to ICOTS' name
3. States will not need to change their bylaws or statutes
4. No change to past Advisory Opinions
5. No change to sex-offender terminology
6. All current publications and materials will be updated by the national office. (*Estimated 12 months to complete.*)
7. The change will affect all documents going forward.

*Legal Implications:*

Legal Counsel advises that both terms, "supervised individual" and "offender," be used by the Commission since the Compact Statute defines the term "offender" and no modifications are proposed to the statute. The Commission would retain the term "offender" and determine where in its legal documents it should be used as opposed to the term "supervised individual."

**Commissioner M. Pevey (WA) moved to accept the Language Workgroup's recommendation to replace the term 'offender' with 'supervised individual' in the Commission's publications, rules, and on its official website. Commissioner C. Moore (GA) seconded. Motion passed unanimously.**

The national office will send a press release to the Commission members.

**Old/New Business**

Chair M. Hudson (IN) stated that the December meeting is cancelled, the committee will meet again in January.

**Adjourn**

**Commissioner G. Roberge (CT) moved to adjourn. Commissioner M. Pevey (WA) seconded.**

The meeting adjourned at 1:05 p.m. ET.

*Mary Kay Hudson*

Mary Kay Hudson (Jan 29, 2024 15:47 EST)







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Final Audit Report

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