



Interstate Commission for Adult Offender Supervision

Deputy Compact Administrator Liaison Committee MINUTES

February 6, 2024 @ 1:00 PM ET
Teleconference

Members in attendance:

1. Suzanne Brooks (OH), Chair
2. Timothy Strickland (FL)
3. Simona Hammond (IA)
4. LaShonda Lee-Campbell (MD)
5. Denis Clark (ME)
6. Mark Patterson (OR)
7. Alyssa Miller (ND)

Members not in attendance:

1. Lorna Colver (AK)
2. Rickey Plank (VT)

Guests:

1. Matthew Reed (PA)

Staff:

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

Call to Order

Chair S. Brooks (OH) called the meeting to order at 1:00 pm ET. Seven voting members were present, establishing a quorum.

Approval of Agenda and Minutes

DCA M. Patterson (OR) moved to approve the agenda. DCA S. Hammond (IA) seconded. Agenda approved as presented.

DCA A. Miller (ND) moved to approve the minutes from October 23, 2023, meeting. DCA D. Clark (ME) seconded. Minutes approved as drafted.

Discussion

DCA Success Program: The committee discussed curriculum for the Spring session of the DCA Success Program. This program provides opportunities for DCAs to enhance leadership skills, learn new technical skills, know how to access support, provide support

to staff and stakeholders in their respective states as well as offers networking opportunities.

The committee decided to focus on new external stakeholder guides that will be published later this month by the Training Committee; training development as a whole; the importance of the state council and its tools available on the Commission's website.

The committee agreed to schedule the next session for 90 minutes on March 11, 2024.

FY25 DCA Dashboard Program: The committee discussed the DCA Dashboards program. The first session will be scheduled for November 2024 and the second session for spring 2025.

The committee agreed that the small group breakouts will allow for the most interaction among the participants. The participants will gather for about 20 minutes in separate rooms to discuss specific topics and then join the main training.

The committee noted that last year's dashboard training provided many tools for the compact offices to use to improve their compliance and operations. The committee discussed covering the use and implementation of these tools by the states. It also discussed covering the violation and retaking, absconders, insufficiencies, justifications, and transfers, and extradition topics.

2024 Annual Business Meeting: Chair S. Brooks (OH) stated that the ABM workgroup met on January 10 in Scottsdale, AZ. The workgroup developed an agenda based on the results of the 2023 ABM evaluation survey and the 2024 ABM needs assessment. The agenda is filled with networking opportunities and collaborative problem-solving discussions. The Executive Committee will approve the agenda at its April face-to-face meeting. Once the agenda is approved, the Training Committee and the DCA Liaison Committee will assist in developing the curriculum for the sessions. She noted that since 2024 ABM is the DCA Training Institute year, the ABM workgroup proposes the DCA Liaison Committee to involve its members as well as the DCA success program participants in delivering the training institute.

Old Business

Spirit of the Compact Award: The committee reviewed the award's guidelines based on the last meeting's discussion. The selection process includes the following steps:

- Nomination form will include four categories to fill out, including information on collaboration, leadership and problem solving.
- Commissioner and DCA region meetings will be utilized to explain the award changes and ensure the focus is on truly exceptional people going above and beyond. The national office will include information in the newsletter and website.

- Every quarter, the DCA Liaison Committee will review the nominations received to determine if a nomination should be recognized in the newsletter with a formal letter of appreciation sent to the individual.
- The DCA Liaison Committee will vote on the nominations received in July each year to determine who will earn an invitation to the annual business meeting. The recommendation will be forwarded to the Executive Committee for approval.

The committee agreed that the person being nominated could be a field officer, Compact Office staff member or stakeholder. Commissioners and DCAs are not eligible. Written justification that focuses on a particular instance where the nominee went “above and beyond to reach the best solution” including contributions that support the nomination.

DCA D. Clark (ME) moved to recommend the Executive Committee adopt new spirit sighting criteria as amended. DCA L. Lee-Campbell (MD) seconded. Motion passed.

The committee decided not to record DCA Region meetings to promote discussion among DCAs.

Adjourn

Motion to adjourn made by DCA T. Strickland (FL), seconded by DCA D. Clark (ME). Meeting adjourned at 1:59 pm ET.