



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

12:00 pm ET • May 15, 2024 • Teleconference

Members in Attendance:

1. Mac Pevey (WA), Chair
2. Gary Roberge (CT), Treasurer
3. Taryn Link (AK), West Region Chair
4. Chris Moore (GA), Information Technology Chair
5. Sally Kreamer (IA), Compliance Committee Chair
6. Tracy Hudrlik (MN), Rules Committee Chair
7. Amy Vorachek (ND), Midwest Region Chair
8. Dale Crook (VT), East Region Chair
9. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
10. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in attendance:

11. Steve Turner (KY), South Region Chair
12. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
13. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
14. Vacant, Vice-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

Call to Order

Chair M. Pevey (WA) called the meeting to order at 12:02 pm ET; eight voting members were present; a quorum was established.

Agenda and Minutes

Commissioner G. Roberge (CT) moved to approve the agenda as presented. Commissioner D. Crook (VT) seconded. Agenda approved.

Chair M. Pevey (WA) asked to make the following change on p.11:

“West Region Report: ~~Executive Director A. Lippert~~ Commissioner T. Link (AK) stated that the West Region has not met since the last Executive Committee meeting.”

Commissioner A. Vorachek (ND) moved to approve the minutes from the April 9, 2024, meeting as amended. Commissioner T. Hudrlik (MN) seconded. Minutes approved.

Discussion

Compliance Committee Report: Commissioner S. Kreamer (IA) stated that the Compliance Committee has not met since the last Executive Committee meeting.

DCA Liaison Committee report: DCA S. Brooks (OH) stated that the DCA Liaison Committee met on April 15 and discussed the OVR vs. PR new training resource, DCA Success Program, ABM planning, and the FY24 DCA Dashboard spring session.

The committee scheduled three open forums in June 2024. These forums are designed specifically for DCAs to identify topics for the collaborative sessions at the DCA Training Institute.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Commission was 85% into the fiscal year. The Vanguard account is just under \$1.9M and the savings account is over \$1M.

The Finance Committee will meet again in the upcoming months.

Rules Committee Report: Commissioner T. Hudrlik (MN) stated that the Rules Committee met face-to-face on May 1 in Cincinnati, OH. The committee reviewed the “supervised individual” language changes to the Commission’s rules. She noted that it was not a simple find and replace task, nevertheless, the committee was careful to make sure all changes were only language changes and not substantive rule changes. The committee recommends presenting all changes as one rule package for the full Commission’s approval at the 2024 ABM. The Rules Committee will hold a Public Hearing on September 9 and a training session to go over the rule package on September 10 at the Annual Business Meeting in Scottsdale.

The Executive Committee reviewed the rule proposal timeline.

- Post for Comments
 - May 15, 2024
- Close Comments Period
 - July 1, 2024
- Post Final Proposals
 - August 1, 2024
- Hold Public Hearing
 - September 9, 2024
- Hold ABM Training Session
 - September 10, 2024
- Present the rule package to the full Commission for vote

- September 11, 2024
- Effective Date
 - TBD

Commissioner T. Hudrlik (MN) asked the region chairs to encourage their members to comment on the rule package during the rule comment period.

The Executive Committee reviewed proposed changes highlighted in red to the current 2024 ABM agenda:

MONDAY, September 9

2:30 pm - 4:30 pm	DCA Region Meetings Commissioner Training
<u>4:30 pm – 5:30 pm</u>	<u>Public Hearing</u>
5:30 pm - 6:30 pm	New Commissioner and DCA Reception

TUESDAY, September 10

8:30 am – 8:45 am	Opening Remarks
8:45 am – <u>9:15 am</u>	<u>“Supervised Individual” Rule Package Presentation</u> <u>Rules Committee</u>
<u>9:15 am – 10:15 am</u>	Why Should I Comply?

Commissioner T. Hudrlik (MN) moved to proceed with presenting the language change rule package as outlined above and accept revisions to 2024 ABM Agenda. Commissioner D. Crook (VT) seconded. Motion passed.

Commissioner T. Hudrlik (MN) continued that the Rules Committee will be meeting in June and July to go over any comments made during the comment period in preparation for the Annual Business Meeting this September.

Technology Committee Report: Commissioner C. Moore (GA) stated that the Technology Committee has not met since the last Executive Committee meeting. The national office put together a workgroup to assist with the rewrite that has a representative from each region. The group will be meeting monthly, with the first meeting set for May 29th.

Training Committee Report: Executive Director A. Lippert stated that the Training Committee has been working on new stakeholder resources including the OVR v. PR new resource and the revised Hearing Officers Guide.

Commissioner J. López (WI) along with Chair M. Pevey (WA) presented at the Association of Paroling Authorities International Conference earlier this month. The session was well attended.

The Commission was not selected to present at the APPA's Winter Training Institute.

ABM Planning Workgroup Report: Chair M. Pevey (WA) stated that the ABM Workgroup has not met since the last Executive Committee meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region met on April 18. At this meeting, the region discussed a request for an advisory opinion to clarify the timeframes for conducting a probable cause hearing and when the clock starts on the 30-day retaking process. The region decided against submitting a request for an advisory opinion. Pennsylvania and New York are working on a rule proposal instead.

In addition, New York presented a proposal to amend Rule 3.103. There was a motion to send the proposal to the full Commission for consideration, but it failed for the lack of a second.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the region is scheduled to meet tomorrow. The region will discuss the rule package as well as a few new rule proposals.

South Region Report: Executive Director A. Lippert noted that the South Region met on May 6. The South Region DCAs have a few rule proposals in the works and Arkansas has a new commissioner - Miles Morgan.

West Region Report: Commissioner T. Link (AK) noted that the West Region will be meeting on May 30. The region will go over the proposed rule package and other Commission business.

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

Commissioners' appointments:

- All delinquent commissioners' vacancies have been filed.
- Indiana has a state council meeting scheduled in May to appoint their new commissioner.

Annual Business Meeting

- The national office sent a needs assessment to commissioners to gather information and build the curriculum for the Commissioner Training at the ABM.
- The approved ABM agenda was posted on the Commission's website.
- The national office will reach out to a few potential speakers for a presentation at the ABM.

Other

- The national office implemented a Contact Management Solution (CRM) that streamlines its contacts management process.
- The national office has been looking at internal cost-saving measures. She listed the following changes in progress:
 - Reducing duplicative software use: \$1,026.
 - Change in website hosting: \$1,200.
 - Transition to a different ICOTS hosting, cloud-based environment – Tableau: potential \$10K savings in the upcoming years.
 - The Commission’s retirement package requires employees to stay for 5 years to become vested in the system. A couple of employees left the national office before fulfilling this requirement, leading to the Commission saving approximately \$20,000.
 - Executive Director A. Lippert is reaching out to a number of stakeholders regarding available funding through BJA.
 - Executive Director A. Lippert inquired with the members of the Executive Committee regarding their awareness of potential grant opportunities that the Commission could leverage for the ICOTS rewrite project.
- The national office will send out the capital assessment information to the full Commission once the ABM registration is opens in June. Since some of the regions have already met, the national office plans to schedule an open forum designed specifically for commissioners to meet and discuss the capital assessment and answer their questions. The forum will be scheduled for July or August.
- The national office has distributed the FY25 assessment information regarding retaking and retransferred cases.

Victims Advocate: Victims Advocate J. Gillis (NOVA) will forward information on available federal grants with a victim component to Executive Director A. Lippert as consideration for funding the ICOTS re-write project.

Old/New Business

The committee cancelled its June meeting due to the federal holiday and will meet again in July.

At the last meeting, the committee made a motion to move the Executive Director’s pay grade scale from step 11 to step 12. Executive Director A. Lippert noted that this motion was not necessary as she had already moved on the scale in January.

Commissioner G. Roberge (CT) moved to withdraw the motion to move the Executive Director pay grade scale from step 11 to step 12. Commissioner D. Crook (VT) seconded. Motion passed.

Commissioner G. Roberge (CT) asked about the consolidated appropriation act and the 1115 waiver process for Medicare reimbursement. He asked for assistance in implementing the act and its application to HIPPA.

Chair M. Pevey (WA) noted that Washington was in its early stage of implementing this act.

Commissioner D. Crook (VT) will connect with Connecticut offline to provide information on this matter.

Adjourn

Commissioner D. Crook (VT) moved to adjourn. Commissioner G. Roberge (CT) seconded.

The meeting adjourned at 12:48 p.m. ET.

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Final Audit Report

2024-10-15

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