



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

10:30 am ET • July 17, 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. Steve Turner (KY), South Region Chair
6. Tracy Hudrlik (MN), Rules Committee Chair
7. Amy Vorachek (ND), Midwest Region Chair
8. Dale Crook (VT), East Region Chair
9. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
10. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
11. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
12. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in attendance:

13. Vacant, Vice-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. Pevey (WA) called the meeting to order at 10:30 am ET; nine voting members were present; a quorum was established.

Agenda and Minutes

Commissioner T. Hudrlik (MN) moved to approve the agenda as presented. Commissioner C. Moore (GA) seconded. Agenda approved.

Commissioner S. Turner (KY) moved to approve the minutes from the May 15, 2024, meeting as amended. Commissioner D. Crook (VT) seconded. Minutes approved.

Discussion

Compliance Committee Report: Executive Director A. Lippert noted that the national office completed the annual review of the compliance dashboards, highlighting that the number of states below the 80% threshold had decreased to four, the lowest since the annual reviews began. These states were given an additional quarter to bring their numbers up.

DCA Liaison Committee report: DCA S. Brooks (OH) stated that the DCA Liaison Committee was busy in preparation for the upcoming Annual Business Meeting. The committee held three open forums in June 2024 to identify topics for the collaborative sessions at the DCA Training Institute. The following topics were identified - absconder issues, RIs for those living in the receiving state at the time of sentencing, PC Hearings, as well as “Revocation’ & Retaking after new conviction. Bases in these meetings, she identified two distinguishing ideologies - punitive in nature and the evidence-based practice with focus on policies and procedures.

Executive Director A. Lippert updated the committee on the revised "Spirit of the Compact" program, which aims to recognize more field workers and stakeholders. She reported that the program received numerous nominations, with Chris Lane (FL) receiving the most votes.

Commissioner G. Roberge (CT) moved to adopt the recommendation for Chris Lane as the winner of Spirit of the Compact and pay for his 2024 ABM attendance. Commissioner S. Turner (KY) seconded. Motion passed.

Finance Committee Report: Commissioner G. Roberge (CT) stated that the Commission finished 9% under budget in FY2024. The Vanguard account is just under \$2M and the savings account is over \$1.1M. The national office was still waiting on a few more states to pay their dues.

The Finance Committee will meet again in August to review the final FY2024 budget and the results of the annual compliance audit.

Rules Committee Report: Commissioner T. Hudrlik (MN) stated that the Rules Committee met in June and July. The committee deliberated on proposed rule changes to be presented at the 2025 annual business meeting. One of the key changes was the revision of the definition of relocate, which had caused confusion in the field. The committee also moved a rule regarding travel permits from section 3 to section 4 of the ICAOS Rules. The committee had a lot of discussion about the rule issues that will be discussed at the ABM and that could result in the rule proposals. In addition, at its July meeting, the committee reviewed comments on the language change of the rules package set to go forward in the fall. If the package passes, the proposed changes will be implemented from November 1st.

Technology Committee Report: Commissioner C. Moore (GA) stated that the Technology Committee has not met since the last Executive Committee meeting. The ICOTS Re-Write JAD group met on June 26th and discussed the design framework to be used on the new application. The framework is the U.S. Web Design System, used by most federal agencies for their websites. Using a web design system has several benefits. It will speed up development, allow for flexibility in design going forward, and ensure adherence to standards for accessibility and responsiveness.

Training Committee Report: Commissioner J. López (WI) presented the Training Committee report. The committee met earlier in July and finalized two guides – the Hearing Officer Guide and the

Compliance Guide. In addition, the committee discussed the stakeholders' training and agreed on updating it on the Commission website.

She continued that the committee also reviewed 'Choosing the Right Tool' guide that was approved earlier this year. Two West Region states voiced their concerns about the guide and its guidelines about the Progress Reports. The committee decided that the current intention of the guide is conveyed the intent as is and no additional action needs to be taken at this time.

Commissioner J. López (WI) along with Commissioner J. Stromberg (OR) and the national office held an open forum for the Commission's ex-officio members.

ABM Planning Workgroup Report: Chair M. Pevey (WA) announced the confirmation of Jason Redman, retired Navy Seal and bestselling book writer as the speaker for the upcoming Annual Business Meeting.

Executive Director A. Lippert noted that there are 124 people registered to attend the Annual Business Meeting including 42 commissioners, 54 DCAs, 5 ex-officio members and 24 guests.

East Region Report: Executive Director A. Lippert noted that the East Region will be meeting later this month to discuss a rule proposal proposed by the State of Pennsylvania.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the region has not met since the last Executive Committee meeting.

South Region Report: Commissioner S. Turner (KY) noted that the South Region met on May 6. The region discussed the FY24 DCA Dashboard Program, focusing on Violations & Retaking Management, Commission's new training and educational resources including the Choosing the Right Tool guide and the Hearing Officer Guide. In addition, the region was updated on the RNR workgroup, a project to upgrade ICOTS application, and the preparations for the 2024 Annual Business Meeting.

West Region Report: Commissioner T. Link (AK) noted that the West Region met on May 30. Two states expressed concern about the *Choosing the Right Tool* guide that was later addressed by the Training Committee.

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

Commissioners' appointments:

- Maryland has a commissioner vacancy.
- Indiana appointed a new commissioner - Chris Biehn
- Puerto Rico appointed a new commissioner - Aida Morales.

Annual Business Meeting:

- The national office is getting ready for the Annual Business Meeting sessions. She will be meeting with the ABM presenters to discuss their sessions and PPT in the upcoming weeks.
- The national office received two nominations for the Peyton Tuthill Award. The committee will be voting on the recipient via email.

Reports Migration Proposal

- Executive Director A. Lippert presented a proposal to migrate from ICAOS current report software, Sisense, to Tableau, due to lower costs and better visualizations.

Sisense	Tableau
Annual Cost: \$40,500 40GB space limitation	<p>Year One: Xeomatrix (Migration Consultant): \$35,000</p> <ul style="list-style-type: none"> • Tableau Set Up • Security Configuration • Recreate Elasticubes • Recreate 5 Sisense Dashboards • Creator/Developer Trainings <p>Tableau: \$10,570</p> <p>TOTAL Year One: \$45,570</p> <p>Year Two (Ongoing): \$10,570 (<i>Usage based</i>)</p>

Migration Timeline:

Migration Testing and Support Xeomatrix: August 2024
Phase Two recreate remaining reports: September 2024
Sunset Sisense / Train on Tableau: Oct & Nov 2024
Sisense Offline: December 2024

Commissioner A Vorachek (ND) moved to approve the report migration to Tableau. Commissioner J. Lopez (WI) seconded. Motion passed.

- Executive Director A. Lippert brought up an option to incorporate a violation matrix into the compact's violations process, which she had been discussing with various stakeholders - the University of Cincinnati (UCCI) and the Center for Effective Public Policy. UCCI provided a proposal that costs \$145k and will take about a year to complete. She is researching grants from BJA to cover the cost of this project. The committee will continue discussion this project and Commission's intent toward a unified violation process at its next meeting.
- Executive Director A. Lippert reminded the committee members to attend the open house roundtable discussion on the capital assessment scheduled for August.

Victims Advocate: Victims Advocate J. Gillis (NOVA) reported on the upcoming annual meeting of the National Parents of Murdered Children, where he expected to discuss potential developments within the Commission.

Old/New Business

The committee cancelled its August meeting due to its face-to-face meeting early in September.

Adjourn

Commissioner C Moore (GA) moved to adjourn. Commissioner S. Turner (KY) seconded.

The meeting adjourned at 11:48 p.m. ET.

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Final Audit Report

2024-10-15

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