



## Interstate Commission for Adult Offender Supervision

### Executive Committee Meeting MINUTES

12:00 pm ET • January 17, 2024 • 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. Sally Kreamer (IA), Compliance Committee Chair
7. Steve Turner (KY), South Region Chair
8. Susan Gagnon (ME), Rules Committee Chair
9. Amy Vorachek (ND), Midwest Region Chair
10. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
11. Dale Crook (VT), East Region Chair
12. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
13. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio
14. John Gillis (NOVA), Victim Representative, 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 Greott, Web Development Manager

#### **Call to Order**

Chair M. Hudson (IN) called the meeting to order at noon ET; all 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 S. Turner (CT) moved to approve the minutes from the November 29, 2023, meeting as drafted. Commissioner M. Pevey (WA) seconded. Minutes approved as drafted.**

#### **Discussion**

*Compliance Committee Report:* Executive Director A. Lippert stated that the Compliance Committee was scheduled to meet in early February. The committee will review the compliance dashboard's

second quarter data, including the data for Idaho. She reminded the committee that the state improved its compliance standing after submitting a Corrective Action Plan (CAP). In addition, the committee will review the results of the ICOTS data management reaudit. Compliance Committee Chair S. Kreamer (IA) will present the results to the Executive Committee at its face-to-face meeting in April.

*DCA Liaison Committee report:* DCA S. Brooks (OH) stated that her committee will be meeting with the DCA Success program participants for a check-in later this month. The committee itself will be meeting on February 6 to focus on the DCA Success program's spring session and on reinventing the spirit sighting award.

*Finance Committee Report:* Commissioner G. Roberge (CT) stated that the Finance Committee will meet before April to discuss the next fiscal year's proposed budget. Currently, the Vanguard account is \$1.8M and total savings are \$741K. He reminded the committee that the Commission had to make a few withdrawals to pay its expenses, specifically to pay Optimum's ICOTS annual hosting and maintenance fee on yearly basis rather than a monthly basis, and a couple of anticipated expenses for the ICOTS migration. He does not anticipate any other withdrawals from the Vanguard account.

*Technology Committee Report:* Commissioner C. Moore (GA) stated that the Technology Committee has not met since the last Executive Committee meeting. He continued that the national office is working with Optimum to create a dashboard around progress report for the next year's audit. Commissioner M. Smith (IL) has joined the Technology Committee.

Executive Director A. Lippert added that the national office just received a statement of work (SOW) for the added data fields needed for the progress report audit, and it is significantly higher than anticipated. The national office will be working with Optimum on the SOW details, before bringing it to the Executive Committee for consideration.

She continued that the national office is working on mitigating some expenses that have risen with regards to managing ICOTS. One of those is a third-party monitoring software. The national office found new software that is less expensive than the current one. She continued that Sisense's cost, a third-party vendor that provides ICOTS reports software, has risen considerably. Currently, the commission pays \$40K annually for its subscription. The national office is looking at a vendor named Tableau to reduce the subscription cost in half. The national office will finish its contract with Sisense this year. She noted that the ICOTS users will have to take some training to learn how to use Tableau's reports.

*Rules Committee Report:* Commissioner S. Gagnon (ME) noted that recently appointed Commissioner M. Charton (NY) joined the Rules Committee. The committee will be meeting in February to discuss the supervised individual language change approved by the Executive Committee in November 2023.

*Training Committee Report:* Commissioner J. López (WI) stated that the Training Committee will be meeting in February to discuss the Commission's presentations at the upcoming APPA and APAI conferences as well as external stakeholder's guides put together by the national office.

*ABM Planning Workgroup Report:* Commissioner M. Pevey (WA) 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.

He noted that the ABM workgroup will rely on the Training Committee and the DCA Liaison Committee to assist in developing the curriculum for the sessions.

*East Region Report:* Commissioner D. Crook (VT) stated that the East Region is scheduled to meet in February. The East Region has one new commissioner – Matthew Charton (NY).

*Midwest Region Report:* Commissioner A. Vorachek (ND) has not met since the last Executive Committee meeting. The region will meet again in the upcoming months.

*South Region Report:* Commissioner S. Turner (KY) stated that the South Region will meet on February 5.

*West Region Report:* Commissioner T. Link (AK) stated that the West Region will be meeting on February 7. The region has a full agenda including a discussion of a new CA law about juvenile probation supervision of adults convicted as juveniles.

Chair M. Hudson (IN) noted that her state was working on a bill requiring any supervised individual moving to Indiana to register for life. She is working with the national office to provide information against the proposed bill.

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

- Commissioner changes:
  - The national office sent a letter to MT Governor regarding the commissioner’s position that has been vacant for more than 60 days.
  - New Mexico named its new commissioner - Lyle Wieman. The national office is waiting for the official appointment letter.
  - Commissioner R. Maccarone (NY) retired in December, the state appointed Matthew Charton as its acting commissioner.
  - Alex Garcia is the new commissioner for Utah.
  - Jonathan Huffman is the new commissioner for West Virginia.
  - The national office is working with Arkansas on appointing its new commissioner.
- Complaints, Conflict Resolution:
  - Executive Director A. Lippert reminded the committee that 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.
- State Council
  - Arkansas is the only state that has not submitted its state council activities information.

- The national office has been working on the number of compact related guides. Once approved, they will be posted on the Commission’s website.
- The national office is working on the supervised individual language changes in the ICAOS rules. The Rules Committee will vet these changes before the annual business meeting.
- Executive Director A. Lippert presented the 2025 annual business meeting location choices. She reminded the committee that last spring, it approved to switch the region rotation to host the DCA Training Institute (a larger meeting) in the South and Midwest regions. As 2025 ABM will be a rules year, the national office focused on searching for hotels in the East Region. She continued that based on the recent data; it is getting more difficult to find adequate meeting proposals offering government per diem rate. The presentation included the following hotels:
  - Omni New Haven Hotel at Yale, CT with estimated budget of \$262.9K
  - The Royal Sonesta, Boston, MA with estimated budget of \$325.6K
  - Holiday Inn Portland by the Bay, Portland, ME with estimated budget of \$262.2K
  - Marritt Syracuse Downtown, Syracuse, NY with estimated budget of \$236.8K
  - Hilton Philadelphia at Penn’s landing, Philadelphia, PA with estimated budget of \$316.6K
  - The Royal Sonesta, San Juan, PR with estimated budget of \$250.8K
  - Sheraton Puerto Rico Resort and Casino, San Juan, PR with estimated budget of \$271.7K

The committee review the ABM 2025 table and decided to narrow down to three sites for final consideration. The committee discussed whether Puerto Rico was a viable option for consideration.

**Commissioner S. Turner (KY) moved to consider San Juan Royal Sonesta Hotel as one of the 2025 ABM site. Commissioner J. Lopez (WI) seconded. Motion passed.**

**Commissioner M. Pevey (WA) moved to consider Portland, ME as the 2025 ABM site location. Commissioner C. Moore (GA) seconded. Motion passed.**

The committee considered New Haven, CT as a potential location.

The committee decided to table the vote until its February meeting. Meanwhile, the committee asked the national office to poll all commissioners to determine whether they would be able to obtain approval to attend a business meeting in Puerto Rico as it is not part of the continental US.

*Victims Advocate:* Victims Advocate J. Gillis (NOVA) stated that the NOVA board meeting is tomorrow. He will report on the Commission’s activities at this meeting.


**Old/New Business**

*RNR Workgroup:* Executive Director A. Lippert informed the committee that the RNR workgroup met in December where it had its initial discussion. Based on this meeting, the national office drafted a set of questions to aid the workgroup with determining its future meetings' focus and efforts. The workgroup will review the questions at its meeting later in January.

**Adjourn**

**Commissioner G. Roberge (CT) moved to adjourn. Commissioner S. Turner (KY) seconded.**

The meeting adjourned at 1:08 p.m. ET.

  
Mary Kay Hudson (Feb 21, 2024 17:58 EST)







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Final Audit Report

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